

## COURSE PROPOSAL FORM

This form should be used by faculty to propose a new course or add a cross-listed course from another Rutgers school to the School of Public Health's course listings. Please type or print legibly. Submit a signed form (signed by your Department Chair) to the Curriculum Committee at least two weeks before a meeting and no later than the second month of the semester prior to the one in which the proposed course will be first offered.

1. **Course Title:** \_\_\_\_\_
2. **Sponsoring Department/Program:** \_\_\_\_\_
3. **Instructor(s):** \_\_\_\_\_
4. **Number of Credits:** \_\_\_\_\_
5. **Course Level:**     **Introductory**             **Advanced**             **Doctoral**
6. **Course Format:**    **In-Person**             **Online (asynchronous)**             **Online (synchronous)**
7. **Course Type\*:**     **Lecture, Didactic**             **Lecture, Laboratory**             **Individual Activity**  
                                  **Seminar**                             **Research**                             **Web-Eligible**
8. **Is the School of Public Health the home school for the course?**     **Yes**             **No**
9. **Which semester(s) will the Course be offered?**     **Fall**             **Spring**             **Summer**
10. **When will this Course be offered first (semester and year)?** \_\_\_\_\_
11. **If known, which day(s) of the week and at what time will the Course be offered?**  
\_\_\_\_\_
12. **How often will the Course be offered (every semester, annually, etc.)?** \_\_\_\_\_
13. **Prerequisites:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. **In addition to the sponsoring Department/Program, what other departments/programs may the course be applicable to or of interest? (Check all that apply)**  
  

<input type="checkbox"/> <b>BIST</b>	<input type="checkbox"/> <b>EPID</b>	<input type="checkbox"/> <b>ENOH</b> (also includes ENHS & OCSH)	<input type="checkbox"/> <b>HOPE</b>
<input type="checkbox"/> <b>HSAP</b>	<input type="checkbox"/> <b>SBHS</b>	<input type="checkbox"/> <b>UGPH</b> (also includes GLPH & URPH)	

\*Course Type Definitions:

*Lecture, Didactic: Course with only an instructive lecture component (no laboratory component).*

*Lecture, Laboratory: Course conducted with an instructive lecture component and a laboratory component.*

*Individual Activity: Individualized course of study, such as Independent Study, Practicum, etc.*

*Seminar: Small group instructive course to discuss topics of interest under the direction of an instructor or discussion leader.*

*Research: Course where the student is conducting research for their major (i.e. Thesis or Doctoral Research)*

*Web-Eligible: A web-based (online) course.*

**Provide the following information:**

- 15. How does this course fit into the curriculum for your department/program? Provide two to three sentences.**
- 16. Please list the competencies (MPH, MS, DrPH, and/or PhD) addressed by the course for the sponsoring department/program.**
- 17. Do the topics/concepts overlap with other courses offered in other departments/programs? If so, please provide the course numbers and attach course syllabus for these courses:**
- 18. A brief description of the course for publication in the catalog. This description should indicate the major emphasis of the course and should not exceed 30 words.**
- 19. Attach a syllabus using the Rutgers School of Public Health course syllabus template (for courses where the School of Public Health is the home school).**

\_\_\_\_\_  
Department Chair/Concentration Director Signature Date

\_\_\_\_\_  
Associate Dean for Academic Affairs Signature Date

\_\_\_\_\_  
Curriculum Committee Chair Signature Date

*Reviewed and Approved by the Curriculum Committee on \_\_\_\_\_, by a vote of \_\_\_\_\_.*

*(FOR OFFICE OF THE REGISTRAR USE ONLY)*

Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Date final course syllabus with course number distributed to each Department/Program: \_\_\_\_\_

\_\_\_\_\_  
Office of the Registrar Signature Date