

# Guidelines for Submission of New Course Proposals to the Executive Subcommittee of the Committee on Studies

The proposal for a new course should include:

1. A **cover letter** from the Department Chair that includes the following:
  - The **vote of the Department** regarding the course (the Chair/Program Director is entitled to vote, along with the members of the department, including adjunct professors);
  - The **date** of the Departmental meeting at which the vote was taken;
  - A **detailed statement of the Chair's support of the proposal with respect to departmental resources (financial, personnel, facilities, library, software, etc.). Please indicate if any new or additional resources may be needed to support this course. Anticipated costs should be included;**
  - An indication of **how often the Department intends to offer the course.**
  
2. A **course title** and **course description** (including number of credits) which communicates the content of the course in the style appropriate for the *Undergraduate Catalog*. The course description for the *Catalog* may have a maximum of 60 words.
  
3. A proposed **course number** (please consult with the academic scheduling office for available numbers). The course numbering should follow the College scheme described in the *Undergraduate Catalog*. An explanation of why the particular "level" (i.e., 300-level, 400-level) is being proposed would be helpful.
  
4. A **rationale** for the new course which addresses:
  - a. The need for the new course;
  - b. How the course fits into the existing departmental curriculum and/or the College's general requirements;
  - c. The extent of any overlap or complementarity with existing courses;
  - d. A rationale for the level connoted by the proposed number.
  - e. A rationale for any course prerequisites or co-requisites listed in #5.
  
5. A detailed sample **syllabus** which includes course prerequisites, number of credits, a list of texts, required and recommended readings, course assignments, exams (how many and what type) and/or other means of assessment, a grade scale, course policies, etc. The syllabus guidelines may be found at this link: [Syllabus Guidelines – Academic Affairs at Providence College](#).
  
6. A **statement of congruence with the College's and Department's Mission Statement**. Please reflect on the College's and the Department's Mission

Statements, and describe how your proposed course inculcates their distinctive principles.

**7. Learning objectives.** These are the Instructor's teaching goals for the course. The formulation of these often precedes the drafting of the syllabus. These should be framed in the context of the student learning outcomes. For example: "As a result of having met the requirements of this course, the student is expected to be able to:

- Recognize the microscopical features of the various tissues and organs of the body, and to identify the major organs of the body by their microscopical details.
- Recognize the patterns and principles of human behavior associated with the lifespan stages via multiple choice recognition.
- Demonstrate an ability to distinguish musical compositions among composers by matching the composers with the compositions via listening exercises.
- Read, summarize, and critique relevant research studies drawn from contemporary women's literature."

**8. Letter of support from the Office of the School Dean.** (Dr. Joan Branham for courses from the School of Arts and Sciences, Dr. Jaqueline Elcik for Business School courses, Dr. Katherine Kranz for courses from the School of Professional Studies.)

**9. Electronic Submission.** To facilitate the proposal's passage through the various committees which will consider it (see below), all of the above material (#1-#8) must be clearly marked and submitted (as a **single Word document**, not a PDF, per the request of Faculty Senate, and for ease of distribution) to Susan Albert. Susan's email address is for ease of distribution) electronically to Susan Albert (email address: [salbert@providence.edu](mailto:salbert@providence.edu)).

## **Syllabus Guidelines for All Providence College Courses:**

### **REQUIRED COMPONENTS**

#### **Basic information:**

Course title/number, semester/year, course meeting time/classroom

#### **Instructor contact information:**

Office location, phone extension, email

#### **Office hours:**

Specific times, by appointment, or virtual

#### **Course goals/learning outcomes:**

What students will know and be able to do as a result of taking the course (for Core courses, these would include the appropriate Core Objectives)

#### **Course Grading Standards:**

Information or explanation on how midterm and final grades will be determined, including grade scale; a list of assignments and activities that will be graded; weight of each assignment/activity; policy on missed/late work; evaluation criteria; computation formula.

**Required/recommended course materials:**

Books, calculators, subscriptions, other

**Tentative course schedule:**

Due dates for course assignments/requirements, exam dates

**Course Policies:**

Academic Integrity, Attendance/Participation, Classroom Behavior, etc.

**Disability accommodations:**

Resources available to students include the Office of Academic Services and the Writing Center

**Identification of how the course fulfills the federal definition of the credit hour:**

Academic engagement totaling at least 1 hour in class plus 2 hours out of class over the course of approximately 15 weeks [or the equivalents], for each 1 hour of credit should be included as an instructor expectation.

**CORE COURSES SHOULD ALSO INCLUDE:**

- Indication of which Core requirement(s) the course satisfies.
- Listing of the core objectives for the requirements.

## RECOMMENDED SYLLABUS COMPONENTS

**Sample statement for academic support services:**

*The Office of Academic Services (OAS), located on the upper level of the Philips Memorial Library, offers a wide variety of support services for all PC students, including group and individual tutoring, academic skills mentoring, disability support, and writing assistance. For additional information about the office, refer to their webpage, or call 865-2494.*

- Tutorial Services 865-2855
- Writing Center 865-1286
- Academic Skills Mentoring 865-2667
- Disability Support 865-1121

*Note: Students who may require academic accommodations based on a documented disability should make the necessary arrangements as soon as possible. All accommodations must be arranged through the Office of Academic Services.*

**Sample statement for credit hour parameters and federal/accreditation regulations:**

*Spend at least two hours outside of on class work/preparation for each one hour in class (assuming a 15-week semester), or the equivalent.*

**Inclusivity Statement:**

*Providence College seeks to ensure that diversity, in its many forms, is considered in every aspect of campus life by making diversity a factor in, and component of, all decision-making, and resolving to increase and retain the diversity, in its many forms, on campus.*

**Sample statement for advising students on College copyright policy:**

*Materials used in connection with this course may be protected by Copyright Law. Additionally, students may not share class materials without the express permission of the instructor. For more information, including Fair Use guidelines, please refer to the College's Copyright Policy, which can be found on the homepage of Phillips Memorial Library, under "Research and Resources".*

**Sample statement for classroom safety policy:**

*Upon activation of the building fire alarm, all occupants must exit to a position safely away from the building. If you will require assistance during an emergency, please contact the instructor so that arrangements can be made in advance. Students are encouraged to become familiar with the locations of emergency exits.*

**Sample statement for cell phone/laptop use in class:**

Cell phones, laptops and other electronic devices will only be permitted during class if they are being used for note-taking, verifying your readings, etc. If I notice that students are using social media, YouTube or doing something unrelated to the course, electronics will be prohibited immediately.

**Identification of any requirements fulfilled by the course:**

Major/Minor requirement, Core requirement or proficiency, etc.

**College deadlines:**

Course withdrawal, change to pass/fail, etc.

**Disclaimer:** Syllabus and calendar may change over course of the semester at the sole discretion of the instructor; how changes will be communicated to students

**Grading:**

How grades will be communicated to students, such as Sakai gradebook

**Sample Statement for Class Cancellations:**

*In the event of class cancellation resulting from College closing due to weather or other emergencies, or if the instructor is unable to meet a scheduled class session, students will be informed as expeditiously as possible and an alternate assignment will be posted on Sakai.*

