Response Summary:

Proposal Type. What are you proposing?

Name. Your Name

Email. Your Email Address (needed to send you a copy of your responses)

Cotaught. If a co-taught course, enter names of all instructors

Primary Department. Primary Department Code
-

Cross-listed?. Will this course be cross-listed?

Course #. Course Number (*please contact your department coordinator for a course # before submitting your proposal)

Course Title. Course Title

30 Char Title. 30 Character Title (*includes spaces and punctuation, this title will appear on student transcripts)

CCE. Does this course include a community engagement component?

Q60. Will this course require the use of the Makerspace?

CW?. Is this a College Writing (CW) course?

F/S first offered. Which semester will this course first be offered?

Fall or Spring	
Year	

Max Enroll F/S. Maximum Enrollment

Enrollment Reason. Course enrollments limits will be based on approved Teaching Load Forms. Is there a need for an enrollment maximum? If yes, WHY?

Course Description. Below, please provide the course description to be included in the course catalog that meets the following requirements:

- Prerequisites, class meeting format, and the instructor's name
- Up to 120 words
- Goals of course
- Subjects covered
- Approach to subject matter
- Sources to be used
- If requesting tags, please reflect such content in the description

The Curriculum Committee suggests using serial commas,replacing phrases such as "This course will" with phrases such as, "In this course we will…"

Chair/Director Rev . Has this course proposal been reviewed by the Dept. Chair or Program Director, or, if the applicant is the Department Chair/Program Director, has this proposal been reviewed by at least two other department members?

repsources. Please list representative sources (beyond those already included in the course description) such as readings, films, image lectures, that will help the committee understand the scope of the class.

Assessments. How do you propose to assess the students in this course? (e.g., papers, exams, projects, presentations, performances, exhibitions, periodic quizzes)

Distribution tags.
Does this course require distribution tags? If so, select <u>no more than two</u> from the following categories:
LIT, ART, PHL, HIS, SCI, DED, SOC, LNG

- [Tag definitions may be found here](#)
- *Please note that final approval of distribution credits rests with the Curriculum Committee*

Cultures & Civ.. Does this course require Cultures/Civilizations tags? If so, select <u>one</u> from each of the following categories:
SOA, NOA, MDE, SAF, EUR, AMR

- *Please note that final approval of distribution credits rests with the Curriculum Committee.*

CMP tag .
A course may also carry a CMP tag with or without another cultures and civilizations tag.

Comparative (CMP) courses are focused on the process of comparison between and among cultures and civilizations, or on the identity and experience of separable groups within cultures and civilizations.

Does your course require a CMP tag?

tagrationale. Please provide a brief rationale for the requested tag(s), recognizing that the committee will be looking for evidence that the course description itself reflects these rationales. It may be helpful to know that, in judging whether a particular tag is justified, the committee often asks itself, "If this were the only course with this tag that a student took in their time at Middlebury, would the spirit of the tag have been fulfilled?" You can review the Academic Categories and Cultures and Civilization Requirements [here](#).

progrequire. What departmental and/or program requirements (including any department- or program-specific category requirements), if any, will this course count towards?

additionalstaff. Will the course involve any staffing in addition to the instructor proposing it?

Please be aware that no one should be considered pre-approved as an Independent Contractor (IC). Please contact ICworksheet@middlebury.edu if you have any questions before inviting anyone to campus.

howoftenoffered. How often will the course be offered as a part of the departmental/program curriculum?

similarcourses. The curriculum committee tries to consider newly proposed courses in the context of existing courses – Are you aware of any similar courses, past or current? In what other areas of the curriculum could you envision a course being offered that is similar in content or in sources/texts to the proposed course?

Please search the [Middlebury College Course Catalog](#) for similar courses or courses where there may be subject overlap with your proposed course. Select Any Term AND Any Subject or Department AND Enter keywords in the field below.

CleryActNotification. Will this course involve off-campus travel domestically or internationally? Please note that courses that engage students in off-campus activities/travel will need to complete the [Clery Act Trip Form](#). If you have any future questions on the reporting process, please email publicsafety@middlebury.edu.

finalcomment. Any further comments?

Please click submit below to complete your course proposal form