

NEW COURSE PROPOSAL FORM 2023-2024

Deadline: September 15, 2023

(Spring 2024 - for new and returning teaching faculty)

Please submit electronically to Diane Burnham (dburnham@middlebury.edu).

Instructor's Name(s)	
Department Code	
Course Number * please contact your department coordinator for a course # before submitting your proposal	
Course Title	
30 Character Title *Includes spaces and punctuation, this title will appear on the transcript	
Semester Offered	
Tags requested on this course:	
Cross-listed? Which dept?	
College Writing? Y or N	
Enrollment Maximum?	

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, and replacing phrases such as “**This course will**” with phrases such as, “**In this course we will...**”*

Please provide brief answers to each of the following questions:

1. Has this course proposal been reviewed by the Dept. Chair or Program Director? **Y or N**

(if CW) Has this course been approved by Catharine Wright? (cwright@middlebury.edu) **Y or N**

2. 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.

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

4. Does this course require distribution tags? If so, select no more than two from the following categories:

LIT, ART, PHL, HIS, SCI, DED, SOC, LNG

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

5. Does this course require Cultures/Civilizations tags? If so, select one from each of the following categories:

SOA, NOA, MDE, SAF, EUR, AMR, CMP

- Two tags can be used within each category if one of the tags is CMP
- Please note that final approval of distribution credits rests with the Curriculum Committee.

6. 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](#).

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

8. Course enrollments limits will be based on approved Teaching Load Forms.

Is there a need for an enrollment maximum? If yes, WHY?

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

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

11. 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?

Academic Categories

- a. Literature (LIT)
- b. The Arts (ART)
- c. Philosophical and Religious Studies (PHL)
- d. Historical Studies (HIS)
- e. Physical and Life Sciences (SCI)
- f. Deductive Reasoning and Analytical Processes (DED)
- g. Social Analysis (SOC)
- h. Foreign Language (LNG)

Cultures and Civilizations Requirement

- a. **SOA**: South and Southeast Asia, including the Pacific
- b. **NOA**: North Asia including China, Korea, Japan and the Asian steppes
- c. **MDE**: Middle East and North Africa

d. **SAF**: Sub-Saharan Africa

e. **EUR**: Europe

f. **AMR**: the Americas

g. **CMP**: courses that focus on the process of comparison between and among cultures and civilizations, or courses that focus on the identity and experience of separable groups within cultures and civilizations.