

WINTER TERM 2024 COURSE PROPOSAL FORM
For New and Returning Faculty
Submit electronically to Diane Burnham (dburnham@middlebury.edu)
Deadline: Current Faculty: April 7, 2023
New and Returning Faculty: September 17, 2023

Instructor's Name(s)	
Department Code	
Course Number	
Course Title	
30 Character Title *Includes spaces and punctuation, this title will appear on the transcript	
Maximum Enrollment: *22 for regular course *15 for studio art course *12 for college writing *18 for language course (per instructor) *38 for team-taught course	
Tags requested on this course:	
Cross-listed? Which dept?	
College Writing? Y or N	

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 the following questions:

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

(if CW), has this course been approved by Catharine Wright? (cwwright@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 (refer to descriptions below):

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 (refer to descriptions below):

SOA, NOA, MDE, SAF, EUR, AMR, CMP
 - Two tags can be used for new system 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. The curriculum committee tries to consider newly proposed courses in the context of existing courses – both because modestly intersecting courses can provide opportunities for collaboration and synergy, and because overly intersecting courses can sometimes result in diminished enrollments. As the curriculum has expanded, it has become more difficult for the committee to identify existing courses with which a newly proposed course might intersect. We are therefore enlisting your help in narrowing our search for such 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?

Budget Needs

What expenses, beyond students' purchase of course materials, will be incurred by this course? (e.g. film/video rentals, software acquisition, visiting lecturers, field trips). Please be as specific as possible.

For Studio Art Courses:

- a. For a studio art course, please include a detailed list of supplies necessary for the course along with cost of each item. Please be as specific as possible.
- b. If students will be expected to purchase materials or supplies for your course, include a list of supplies necessary along with the total cost of the item(s) (please be specific). ***Include, at the end of your course description, the following information: "Each student will be required to purchase (fill in material needs) costing approximately (fill in total amount of supplies student will be expected to purchase on their own)."***

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 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.