**Supporting Document for a New Graduate Course**

**To:** Purdue University Graduate Council

**From:** Faculty Member:

Department:

Campus:

**Date:** September 18, 2014

**Subject:** Proposal for New Graduate Course

**Contact for information** Name:   
**if questions arise:** Phone:   
 Email:   
 Address:

Course Subject Abbreviation and Number:

Course Title:

Course Description:

Semesters Offered:

For the benefit of graduate student plan of study development, how frequently will this prototype be offered? Which semesters?

**A. Justification for the Course:**

Provide a complete and detailed explanation of the need for the course (e. g., in the preparation of students, in providing new knowledge/training in one or more topics, in meeting degree requirements, etc.), how the course contributes to existing majors and/or concentrations, and how the course relates to other graduate courses offered by the department, other departments, or interdisciplinary programs.

Justify the level of the proposed graduate course (500- or 600-level) including statements on, but not limited to: (1) the target audience, including the anticipated number of undergraduate and graduate students who will enroll in the course; and (2) the rigor of the course.

* Anticipated enrollment
  + Undergraduate
  + Graduate

**B. Learning Outcomes and Method of Evaluation or Assessment:**

Describe the course objectives and student learning outcomes that address the objectives (i.e., knowledge, communication, critical thinking, ethical research, etc.). Expand lists and sub lists as needed.

* Objectives and Student Learning Outcomes
* Methods of Evaluation

Describe the methods of evaluation or assessment of student learning outcomes. (Include evidence for both direct and indirect methods.) Expand table rows as needed.

|  |  |
| --- | --- |
| **Learning Objective** | **Methods of Evaluation** |
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* Grading Criteria  
    
  Grading criteria (select from checklist); include a statement describing the criteria that will be used to assess students and how the final grade will be determined. Add and delete rows as needed.

|  |  |
| --- | --- |
| **Grading Criteria** (replace with check for all that apply) | **Weight Toward  Final Grade** |
| Exams and Quizzes |  |
| Papers and Projects |  |
| Homework |  |
| Laboratory Exercises |  |
| Attendance and Class Participation |  |
| Extra Credit |  |

* Methods of Instruction

Identify the method(s) of instruction (select from dropdown box) and describe how the methods promote the likely success of the desired student learning outcomes. Add and delete rows as needed.

|  |  |  |
| --- | --- | --- |
| **Hrs per Week** | **Method of Instruction** (replace with check for  all that apply) | **Contribution to Outcomes** |
|  | Lecture |  |
|  | Recitation |  |
|  | Presentation |  |
|  | Laboratory |  |
|  | Lab Prep |  |
|  | Extra Credit |  |
|  | Studio |  |
|  | Distance |  |
|  | Clinic |  |
|  | Experiential |  |
|  | Research |  |
|  | Independent Study |  |
|  | Practice/Observation |  |
|  | Seminar |  |

**C. Prerequisite(s):**

List prerequisites and/or experiences/background required. If no prerequisites are indicated, provide an explanation for their absence. Add bullets as needed.



**D. Course Instructor(s):**

Provide the name, rank, and department/program affiliation of the instructor(s). Is the instructor currently a member of the Graduate Faculty? (If the answer is no, indicate when it is expected that a request will be submitted.) Add rows as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Rank** | **Dept** | **Grad Faculty or expected date** |
|  |  |  |  |
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**E. Course Outline:**

Provide an outline of topics to be covered and indicate the relative amount of time or emphasis devoted to each topic. If laboratory of field experiences are used to supplement a lecture course, explain the value of the experience(s) to enhance the quality of the course and student learning. For special topics courses, include a sample outline of a course that would be offered under the proposed course.

**F. Reading List (including course text):**

A primary reading list or bibliography should be limited to material the students will be required to read in order to successfully complete the course. It should not be a compilation of general reference material.

A secondary reading list or bibliography should include material students may use as background information.

* Primary Reading List
* Secondary Reading List

**G. Library Resources**

Describe any library resources that are currently available or the resources needed to support this proposed course.

**H. Course Syllabus (begins next page)**