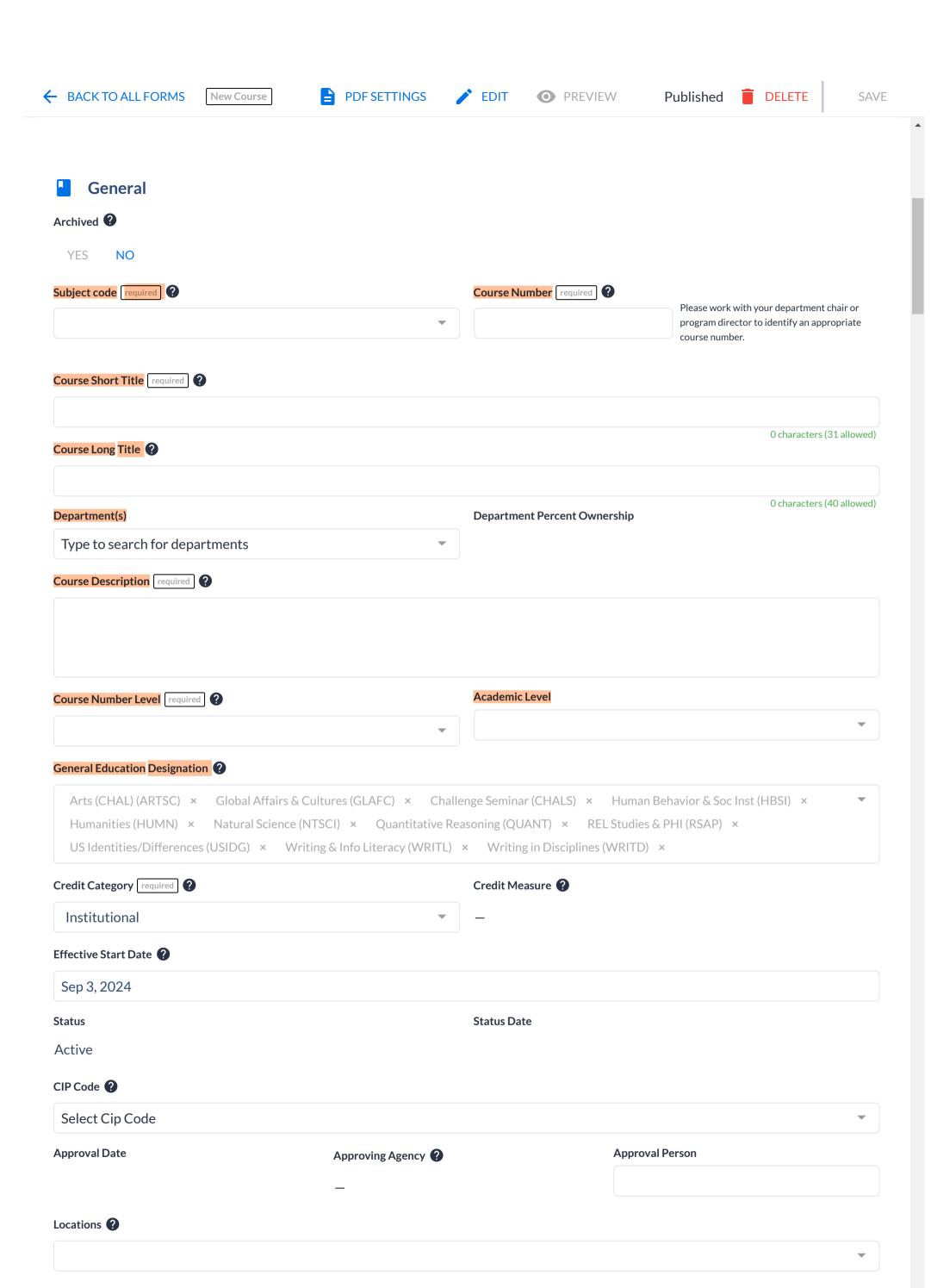
Course Proposal Guide

You can use this course proposal guide to prepare the information you need to create a new course proposal or to add a designation or a 3+2 option to an existing proposal. The information required (with the exception of the information related to designations) is highlighted.

If you are applying for a designation (either for a new course or for an existing course), you will need to complete the questions related to designations. Note that, depending on the designation, these questions differ slightly.

This year, we are moving to a new course proposal system. This system connects with our online catalog and MyGustavus and will provide a more seamless flow of information among the system. Because the process is new, the Provost's Office will be hosting course proposal workshops during the year.



FTS and Challenge Seminar

Please affirm that you have read and that your course will align with the FTS Seminar description, including the inclusion of a Peer MALT in your FTS course. The description reads "First-year Gustavus Adolphus College students enroll in a fall semester course designated FTS-100: First-Term Seminar (FTS). These small, discussion-based courses support students' transition to college by practicing skills and habits of mind central to the liberal arts while considering enduring and contemporary questions or challenges. Each FTS, with the help of a Peer Mentor, Academic Leader, and Teacher (Peer MALT), also increases students' understanding of the academic program and campus resources that support their academic journey. Consequently, the FTS professor serves as the academic advisor until students declare a major or are admitted into a certification program (e.g., Education, Nursing). All FTS courses carry the Writing in the First Year (WRIT) designation."

required

YES NO

Please affirm that you have read and that your course will meet the FTS academic skills criteria. The criteria are, "FTS courses will: 1. Provide frequent opportunities to identify and analyze the purpose, audience, context, and meaning of a variety of texts; 2. Provide frequent opportunities to identify arguments, assess evidence used to support arguments, and practice generating and supporting arguments; 3. Provide frequent opportunities to use informal writing and discussion to engage unfamiliar concepts, explore ideas, practice techniques for communicating effectively, and reflect on learning; 4. Guide students through at least two short, formal argumentative writing assignments for specific audiences that utilize a process-based approach that provides opportunities for students to plan, draft, revise, and edit their work with instructor and peer feedback."

equired

YES NO

Provide an example of an assessable course assignment or activity through which you could assess FTS Academic Skills SLO #1, "Students will consider purpose, audience, and context when writing." Please make certain that you clearly state what students will produce or do (e.g. a paper, a project, a discussion, required an answer to a test question etc.). A description of the activity or assignment is satisfactory; you do not need a full prompt.

Provide an example of an assessable course assignment or activity through which you could assess FTS Academic Skills SLO #2, "Students will make and support claims effectively in writing." Please make certain that you clearly state what students will produce or do (e.g. a paper, a project, a discussion, an answer to a test question etc.). A description of the activity or assignment is satisfactory; you do not need a full prompt.

required

Please affirm that you have read the FTS advising criteria and will appropriately supplement the FTS advising curriculum so that your course meets the criteria (you will not be asked to describe assessments because you have already agreed to use the advising curriculum taught by a Peer MALT). The criteria are, "FTS courses will: 1. Introduce students to the process of academic planning, searching for classes, using the College's systems for registration and advising, and reading progress reports. 2. Introduce students to campus resources and out-of-classroom learning opportunities with the goal of engaging in a community of lifelong learners. 3. Encourage students to advocate for themselves, take ownership for their learning, become responsible and accountable as independent learners, and ultimately become their own best advisors."

required

YES NO

Please affirm that you have read and that your proposed course conforms to the Challenge Seminar description. The description reads, "The Challenge Seminar, normally taken in the second or third year of study, bookends the First Term Seminar by providing students an opportunity to collaboratively examine and propose responses to enduring and contemporary questions or challenges from an interdisciplinary perspective. Students will also have an opportunity to engage in reflection about how the college's mission and their education as a whole has influenced their personal values, plans for life after college, and the role they see for themselves in the world. Like the First Term Seminar, these courses will: explore how values relate to a complex challenge and engage students in critical thinking, writing, speaking, and reflection."

required

Please affirm that you have read and that your course meets the Challenge Seminar criteria. The criteria area, "Challenge Seminar courses will: 1. Involve students in exploring a particular challenge or a pressing ethical question engaging sources from multiple disciplines and perspectives; 2. Devote significant time to working together to propose solutions to a problem or create something with an audience in mind; 3. Practice communicating for multiple audiences; 4. Students will practice revising and rethinking their ideas, writing, and/or arguments based on feedback from others; 5. Provide students with opportunities to reflect on how the college's mission and their education as a whole has influenced their personal values, plans for life after college, and the role they see for themselves in the world."

required

YES NO

Please identify the "particular challenge or pressing ethical question" you will engage in this course. required

required

Provide an example of an assessable course assignment or activity through which you could assess FTS Academic Skills SLO #1, "Students will consider purpose, audience, and context when writing." Please make certain that you clearly state what students will produce or do (e.g. a paper, a project, a discussion, an answer to a test question etc.). A description of the activity or assignment is satisfactory; you do not need a full prompt.	required
Provide an example of an assessable course assignment or activity through which you could assess FTS Academic Skills SLO #2, "Students will make and support claims effectively in writing." Please make certain that you clearly state what students will produce or do (e.g. a paper, a project, a discussion, an answer to a test question etc.). A description of the activity or assignment is satisfactory; you do not need a full prompt.	required
Please affirm that you have read the FTS advising criteria and will appropriately supplement the FTS advising curriculum so that your course meets the criteria (you will not be asked to describe assessments because you have already agreed to use the advising curriculum taught by a Peer MALT). The criteria are, "FTS courses will: 1. Introduce students to the process of academic planning, searching for classes, using the College's systems for registration and advising, and reading progress reports. 2. Introduce students to campus resources and out-of-classroom learning opportunities with the goal of engaging in a community of lifelong learners. 3. Encourage students to advocate for themselves, take ownership for their learning, become responsible and accountable as independent learners, and ultimately become their own best advisors."	required
YES NO	
Please affirm that you have read and that your proposed course conforms to the Challenge Seminar description. The description reads, "The Challenge Seminar, normally taken in the second or third year of study, bookends the First Term Seminar by providing students an opportunity to collaboratively examine and propose responses to enduring and contemporary questions or challenges from an interdisciplinary perspective. Students will also have an opportunity to engage in reflection about how the college's mission and their education as a whole has influenced their personal values, plans for life after college, and the role they see for themselves in the world. Like the First Term Seminar, these courses will: explore how values relate to a complex challenge and engage students in critical thinking, writing, speaking, and reflection."	required
YES NO	
Please affirm that you have read and that your course meets the Challenge Seminar criteria. The criteria area, "Challenge Seminar courses will: 1. Involve students in exploring a particular challenge or a pressing ethical question engaging sources from multiple disciplines and perspectives; 2. Devote significant time to working together to propose solutions to a problem or create something with an audience in mind; 3. Practice communicating for multiple audiences; 4. Students will practice revising and rethinking their ideas, writing, and/or arguments based on feedback from others; 5. Provide students with opportunities to reflect on how the college's mission and their education as a whole has influenced their personal values, plans for life after college, and the role they see for themselves in the world."	required
YES NO	
Please identify the "particular challenge or pressing ethical question" you will engage in this course. required	
Provide an example of an assessable course assignment or activity through which you could assess Challenge Seminar SLO #1, "Students will collaboratively analyze and respond to a significant enduring question or contemporary challenge, incorporating perspectives from multiple disciplines." Please make certain that you clearly state what students will produce or do (e.g. a paper, a project, a discussion, an answer to a test question etc.). A description of the activity or assignment is satisfactory; you do not need a full prompt.	required
Provide an example of an assessable course assignment or activity through which you could assess Challenge Seminar SLO #2, "Students will examine how issues of cultural difference, both globally and locally, intersect with this challenge." Please make certain that you clearly state what students will produce or do (e.g. a paper, a project, a discussion, an answer to a test question etc.). A description of the activity or assignment is satisfactory; you do not need a full prompt.	required

Provide an example of an assessable course assignment or activity through which you could assess Challenge Seminar SLO #3, "Students will use multiple types of communication (e.g., multiple genres; visual and written communication; oral and written communication etc.) to craft arguments that make and support claims successfully for multiple audiences and contexts." Please make certain that you clearly state what students will produce or do (e.g. a paper, a project, a discussion, an answer to a test question etc.). A description of the activity or assignment is satisfactory; you do not need a full prompt.

BACK TO ALL FORMS	New Course	PDF SETTINGS	▶ EDIT	• PREVIEW	Published	DELETE	SAVE
Provide an example of an ass the college's mission and the world." Please make certain description of the activity or	eir education as a whole that you clearly state w	has influenced their persor that students will produce o	nal values, plans for or do (e.g. a paper, a p	life after college, and	I the role they see for t	themselves in the	required
Non-Default Default De	f the Arts area reads: "A l/or critiqued. The arts of I for addressing the cha paths to understanding credits equal to four cre this course to be in an a	expand our capacity for ima llenges of our time. In Arts and interpreting themselve edits through participation i rts discipline and b) how the	ginative, interpretive courses, students wes and the world. Stu in musical ensemble e content and methe	ve and empathetic en ill participate in intel dents may take a sing s and lessons." In NO ods of your course wi	ngagement in society, a lectual, embodied and gle four credit course t MORE than a paragra ill enable students to e	and develop the practical to satisfy this ph, please	required
Please affirm that you have interaction among the arts, or creative process; 3. Help sturche visual and performing arranguage to describe and anaearning." YES NO Arts SLO #1 is "Arts students What tools or method used in the arts of the architecture."	culture, society, artist, a dents develop analytica ts; 4. Introduce student alyze key concepts or co	nd audience.; 2. Provide op al, interpretive, or evaluativ s to how to read in the dom ourse materials, and write to or methods used in an artist	portunity for studen e skills appropriate sinant genre(s) of the o explore ideas, assi tic discipline to anal	nts to engage in, and on to the study, perform e discipline; 5.Give st milate new knowled;	develop an understand nance, and/or creation udents opportunities i ge, and reflect on the p ntemporary questions	ding of, the of at least one of to use their own ourpose of their or challenges."	
Arts SLO #2 is "Arts students discipline." What tactics and	strategies to comprehe	end or decode texts/artifact	s in a dominant gen	re of this discipline w	ill students learn in th	is class?	required
The handbook description of expression, history, language beings construct meaning from the culture, and rhetoric." In NO and methods of your course student audience. Please affirm that you have a provide students with a frame and/or cultural contexts: 2.5	e, and rhetoric. They equom experience. In Huma MORE than a paragrap will enable students to read and that your cour	uip us to understand and evanities courses, students wih, please explain a) why you engage or participate in the	raluate human thought reflect on what must consider this course discipline as descri	ght, culture, and histo akes a purposeful life se to be in a humaniti bed in the handbook ourses. The criteria ar xperience and expres	ory and the ways in whe through studying lite es discipline and b) ho . Please imagine you a rea, "Humanities cours ssion in their historical	ich human rature, history, w the content re writing for a es will: 1.	required
	nework for understandi Prepare students to crit Provide students with m 4. Introduce students t	ng and appreciating diverse ically analyze how humans nodels for investigating broa to how to read in the domina	e modes of human e construct meaning t ader questions abou ant genre(s) of the d	xperience and expres from human experier It the ways in which h liscipline; 5. Give stud	ssion in their historica nce in particular histor numan beings construc dents opportunities to	, intellectual, ical, intellectual, ct meaning and use their own	required

learning."

required

Please affirm that you have read and that your course will meet the criteria for Humanities area courses. The criteria area, "Humanities courses will: 1. Provide students with a framework for understanding and appreciating diverse modes of human experience and expression in their historical, intellectual, and/or cultural contexts; 2. Prepare students to critically analyze how humans construct meaning from human experience in particular historical, intellectual, and/or cultural contexts; 3. Provide students with models for investigating broader questions about the ways in which human beings construct meaning and required values in human experience; 4. Introduce students to how to read in the dominant genre(s) of the discipline; 5. Give students opportunities to use their own language to describe and analyze key concepts or course materials, and write to explore ideas, assimilate new knowledge, and reflect on the purpose of their learning." YES NO Humanities SLO #1 is "Humanities students will identify the tools or methods used in a humanisties discipline to analyze enduring and contemporary questions or challenges." What tools or method used in a humanities discipline will students use in this class to analyze enduring and contemporary questions | required Humanities SLO #2 is "Humanities students will describe appropriate tactics and strategies to comprehend or decode texts or artifacts in the dominant genre of the discipline." What tactics and strategies to comprehend or decode texts/artifacts in a dominant genre of this discipline will students learn in this class? The handbook description of Human Behavior and Social Institutions area reads: "The social sciences rely on empirical data (quantitative and qualitative) to generate and answer questions, such as: Why do humans behave and think as they do? How do social institutions form and function? How do humans and institutions interact? Courses in Human Behavior and Social Institutions explore how social scientists develop theories that contribute to an understanding of individual and group behavior in various contexts. In Human Behavior and Social Institutions courses, students will learn about and critique both human required behavior and social institutions and the methods for studying them.." In NO MORE than a paragraph, please explain a) why you consider this course to be in a Human Behavior and Social Institutions discipline and b) how the content and methods of your course will enable students to engage or participate in the discipline as described in the handbook description. Please imagine you are writing for a student audience. Please affirm that you have read and that your course will meet the criteria for Human Behavior and Social Institutions area courses. The criteria are, "Human Behavior and Social Institutions courses will: 1. Introduce theories and principles that emerge from empirical research to explain human behavior and social institutions; 2. Introduce qualitative and quantitative methods of collecting, evaluating, and presenting information pertaining to human behavior and social institutions; 3. Address the context and stages of development for a particular social and behavioral science or interdisciplinary social scientific field of study required with attention to the social and ethical issues that have arisen within that development; 4. Introduce students to how to read in the dominant genre(s) of the discipline; 5. Give students opportunities to use their own language to describe and analyze key concepts or course materials, and write to explore ideas, assimilate new knowledge, and reflect on the purpose of their learning. YES NO Human Behaviors and Social Institutions SLO #1 is "Human Behavior and Social Institutions students will identify the tools or methods used in a social science discipline to analyze enduring and contemporary questions or challenges." What tools or method used in a social science discipline will students use in this required class to analyze enduring and contemporary questions or challenges? Human Behavior and Social Institutions SLO #2 is: "Human Behavior and Social Institutions students will describe appropriate tactics and strategies to required comprehend or decode texts or artifacts in the dominant genre of the discipline." What tactics and strategies to comprehend or decode texts/artifacts in a dominant genre of this discipline will students learn in this class?

The handbook description of Natural Sciences area reads: "Science is the concerted human effort to pursue better explanations about the natural world based on systematic evaluation of physical evidence. This process of discovery allows us to link isolated facts into a coherent and comprehensive web of knowledge. In Natural Science courses, students will examine scientific questions with a variety of methods and tools, including hands-on work in a laboratory setting and

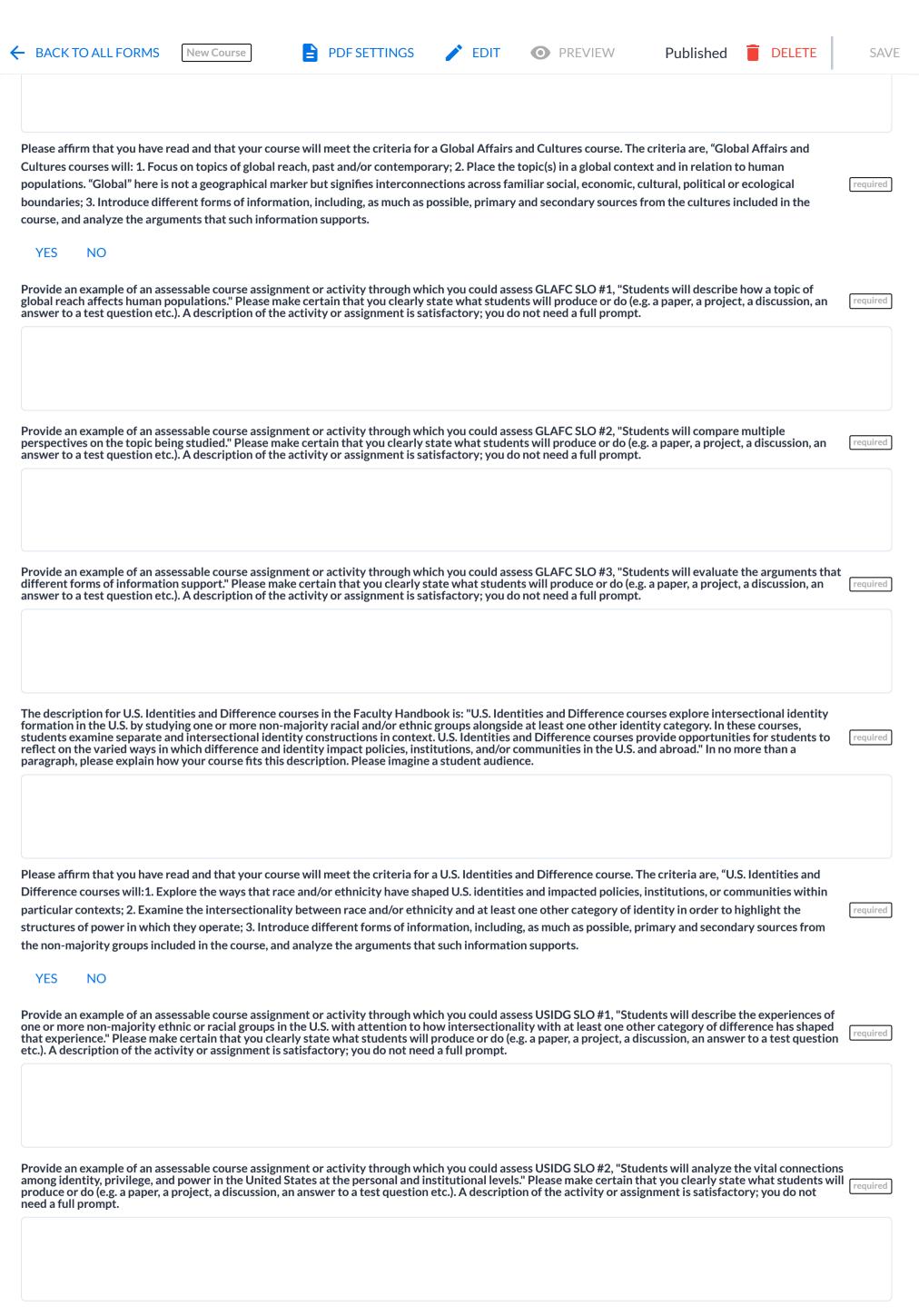
the communication of findings." In NO MORE than a paragraph, please explain a) why you consider this course to be in a Natural Science discipline and b) how the content and methods of your course will enable students to engage or participate in the discipline as described in the handbook description. Please

imagine you are writing for a student audience.

voices, GLAFC must include, as much as possible, primary and secondary sources originating from the cultures included in the course." In no more than a

paragraph, please explain how your course fits this description. Please imagine a student audience.

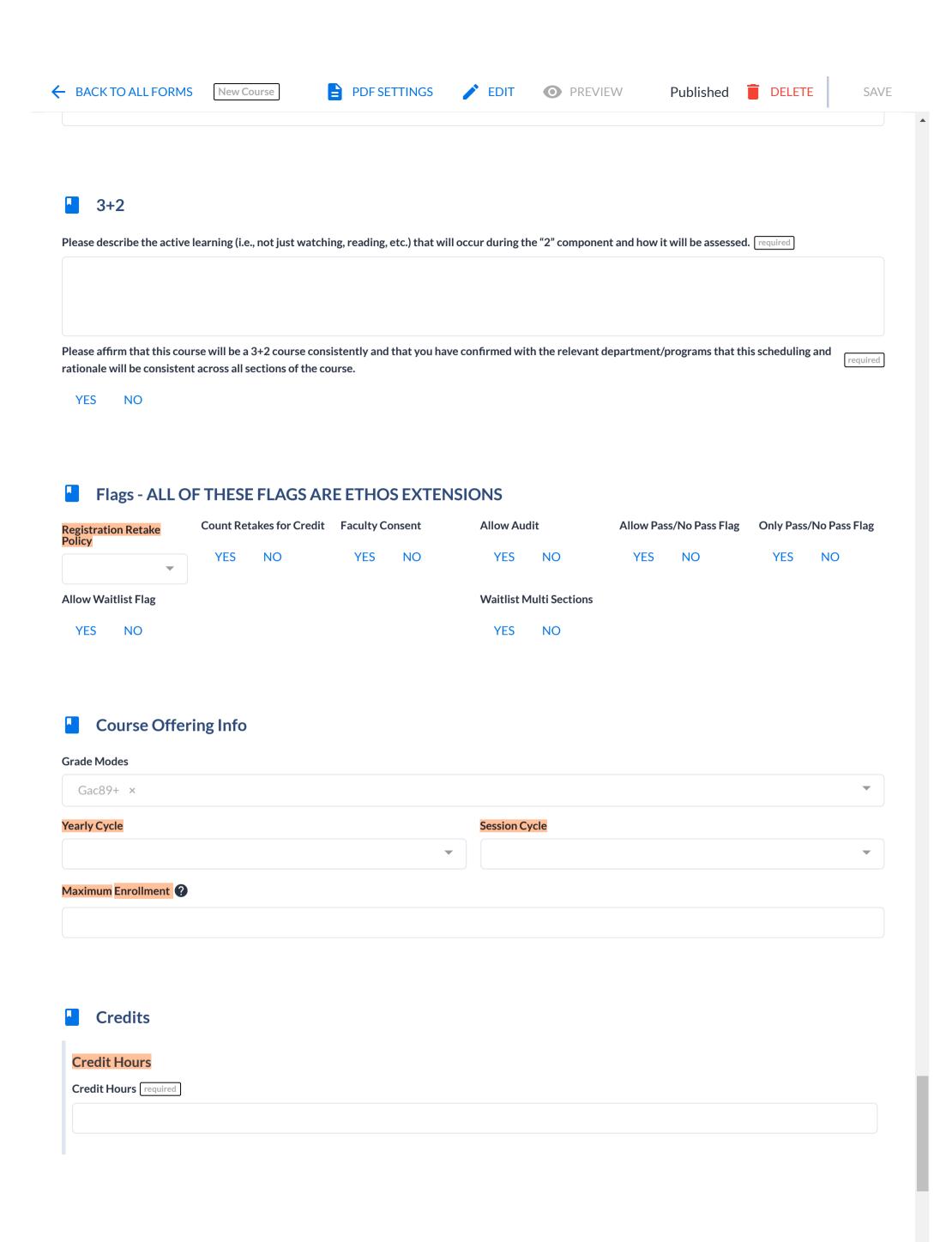
required



evaluate different forms of information (print journalism, digital forms, visual media, etc.). Students then use such information to create arguments for general audiences. Students draft, revise, and edit multiple short pieces of writing with peer and instructor feedback. "In no more than a paragraph, please explain

The description for WRITL courses in the Faculty Handbook is: "Writing and Information Literacy (WRIT-L) courses require students to investigate and

how your course fits this description. Please imagine a student audience.



Course Schedule