

New Course Proposal FILL-IN TEMPLATE

In addition to the New Course Coversheet, the CDes College Curriculum Committee requests that all course proposals be presented for review with a similar structure in order that the committee can more efficiently focus on curricular content and structure of each new course. While this proposal template can also serve as a checklist for essential syllabus information/course consideration, it is not proposing the final graphic format for the syllabus. For additional syllabus information, see the Best Practices document on the curriculum website. Thank you for your help with this endeavor.

Please address each blank box (using n/a as appropriate).

Information in **BLACK** is required (per University of Minnesota policy) in final syllabus.

Information in **BLUE** is required for curricular review, but not required in final syllabus distributed to students.

Section 1: Identifying Information

1.1	institutional identifiers	University of Minnesota College of Design
1.2	department/school	
1.3	graduate or undergraduate?	
1.4	course designator(s) (include cross-listed designators)	
1.5	course title	
1.6	credits	
1.7	term(s) offered	
1.8	prerequisites	
1.9	WI and/or LE designation(s) and/or intent (brief statement)	
1.10	catalog description	
1.11	consultation with other units	
1.12	general delivery format (lecture, w/ or w/o recitation, studio, etc.)	
1.13	campus/building/classroom	

1.14	meeting days/time	
1.15	meetings outside of regular class time (must be disclosed as part of registration if mandatory)	
1.16	final exam date & time (or state NO final exam)	

Section 2: Instructor Information

2.1	name and title	
2.2	Faculty Sponsor (if instructor is not governing faculty)	
2.3	office location and office hours	
2.4	office phone	
2.5	email (must be @UMN email)	
2.6	preferred method of contact	
2.7	TA(s) Contact Information	
2.8	virtual learning environment (Canvas or course blog information if applicable)	

Section 3: Course Overview and Learning Objectives

3.1	summary, overview, introduction, description and/or premise	
3.2	LE and/or WI statements (explicit and self-aware statements of why and how this course has Core/Theme and/or WI designations)	
3.3	primary learning goal/purpose of course (i.e., a single clear statement summarizing the overarching	

	learning goal)	
3.4	specific learning objectives (5-10 e.g.)	
3.5	SLO information Identify which, how and why 1-3 SLOs are met in course (required for all undergraduate courses)	
3.6	summary for how each SLO is ADDRESSED and how ASSESSED required for ECAS	

Section 4: Course Structure

4.1	course structure (mode of inquiry, parts or themes, assignments generally described; lecture or studio, formats, projects or papers, individual or group work, etc.)	
4.2	workload expectations specific to course	
4.3	grading information (qualitative and quantitative)	
4.4	distinction between cross- listed courses and requirements (if applicable; e.g., 3xxx-level cross-listed with a 5xxx- level)	
4.5	attendance requirements and penalties, if any	
4.6	statement on extra credit	
4.7	policy for making up work missed exams, reviews and/or grading late work	
4.8	other policies to emphasize and/or specific departmental protocols or consequences that may be especially	

	applicable to this class (e.g., attendance, mental health/well-being, attendance, device use)	
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Section 5: Additional Resources

5.1	bibliography/readings list (required and recommended, and where to find them)	
5.2	materials and supplies (required and recommended, and where to find them)	
5.3	estimated and/or limits on material cost (studio and making courses)	
5.4	Fab/shop resources	
5.5	technology resources (required and recommended, and where to find help)	
5.6	learning resources e.g. Writing Center and Academic Success Center	
5.7	Consultation if/as required, especially with Fab Lab manager, IT, library	

Section 6: Statements and Policies

6.1	required university policies	Every syllabus should minimally identify and reference university-wide academic policies (including a viable weblink), as well as program-specific statements and policies. [https://policy.umn.edu/education/syllabusrequirements] First-year syllabi should include descriptive information for university policies.
6.2	departmental policies	Please include the relevant policies from your department, i.e., DHA/Arch/LArch will likely have their own protocols for this section of the course proposal.

Section 7: Schedule

7.1	anticipated class schedule (including major due dates such as exams, projects, papers,etc)	
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