

GENERAL STUDIES AGREEMENT FORM

For New General Studies Courses

Please complete and attach all materials for your General Studies Course Proposal Application to this form. If you have questions about the General Studies process or would like to discuss your course prior to submitting your Application, please contact the Convenor of the appropriate General Studies Course Review Committee. The completed application should be sent to the Dean of the School of General Studies.

If you design your own course, you will be asked to submit a Proposal Application. Refer to the document entitled “How to Propose a General Studies Course” for description of the course proposal process and guidelines for completing your Proposal Application.

If you propose to teach an existing course or a section of a course with multiple sections, it will suffice to submit a standard syllabus. However, if you propose to teach a course that is part of the College’s course inventory but may have fallen into disuse because a faculty member either departed or no longer teaches the course, please submit a complete Proposal Application as if the course were new.

Adjuncts of courses that are not part of multiple section offerings agree to meet with the apropos General Studies committee during the second and fourth years of a course offering to review their experience; after that, adjunct faculty will review their course every 5 years. This course review follows the course review process described in the document entitled “How to Propose a General Studies Course”; refer to that section for fuller explanation of the review process and procedures.

All faculty members whose General Studies courses are approved agree to submit their courses for a review process every five years. A section of the web page entitled "How to Propose a General Studies Course" describes the review process; refer to that section for an explanation of the review process and procedures.

Finally, all instructors are advised that the approval of a General Studies course does not automatically insert such a course into an interdisciplinary minor no matter how suitable such inclusion may be. Decisions about faculty membership in the minor and about inclusion of courses in the curricula of minors are at the discretion of the program faculty of the minor. Similarly, courses do not receive attributes or subscripts automatically, either. Nor does a course become part of the Freshman Seminar Program concurrent with its approval as a General Studies course. Attribute and subscript designation and inclusion in the Freshman Seminar Program require separate approval after the course has gone through the General Studies course approval process. Faculty members interested in such designations should contact the appropriate coordinator.

Please sign this page and submit it together with your General Studies Course Proposal Application materials to the Dean of the School of General Studies.

Signature

Date

Please print your name clearly here

Please send this form and any attachments to the Dean of the School of General Studies at least two weeks prior to a scheduled new course proposal meeting. Sample, completed new course forms are accessible on the [General Studies website](#).

GENERAL STUDIES NEW COURSE PROPOSAL FORM

These sections should be completed by the faculty/staff member proposing the course.

Acronym		Course Level (1XXX 2XXX 3XXX 4XXX 5XXX 6XXX)		Credits	
Schedule Type	☐ Lecture (1-5)	☐ Seminar (0-6)	☐ Tutorial (7)	☐ Independent study (8)	☐ Internship (9)
Instructor Name		Program		School	
Complete Course Title (30 characters maximum)					
Prerequisite	☐ Yes ☐ No				
If yes, list prerequisite by Acronym & Number					
Course Status:	☐ New ☐ Adapted				

NOTE: All Subscript designations and/or W/Q approvals must be submitted through the appropriate Convenor.

Course Description for the Bulletin – must be approximately 45 words

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The sections below should be completed by the General Studies Convenor.

Review Outcome:	Yes ☐	No ☐	Course meets guidelines for "G" category ☐	Course meets at least two General Studies objectives ☐	List Objective Numbers _____
Course As A Whole Is:	☐	Approved Unanimously	☐	Disapproved With A Split Vote	
	☐	Approved With A Split Vote	☐	Disapproved Unanimously	
Subcommittee Members Present:					
Recommendations:					

Program Convenor: _____

Date: _____

Dean of General Studies: _____

Date: _____

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1. General Studies Category

Identify and explain the ways in which the course fits the selected [course category](#) (GAH, GEN, GIS, GNM or GSS):

Select Course Category:

Explanation of chosen course category:

2. Course Description (250-300 word explanation of the course, overall focus, and academic rationale):

3. Course Proposal Narrative

Explain the new learning opportunities provided by the course and the interdisciplinary nature of the course; in addition provide a course outline/syllabus, including overall organization of the course – learning modules, breakdown of the in-class and out of class work -- readings and assignment descriptions; please refer to the document entitled "[How to Propose a General Studies Course](#)" for a fuller description.

Interdisciplinary Nature:

Difference from a Program Course in an Academic Discipline

Describe the ways in which the course is different in content, goals, and objectives from a Program course in a discipline:

4. Alignment of Course Goals to Assignments

Identify the objectives met by this course. All courses are expected to meet at least two [General Studies objectives](#). Content goals specific to the course should also be given here.

Course Content Goals:

List specific goals here (e.g. For a Food Science course - Students will explain the physics of heat transfer and how this influences cooking with different materials)

General Studies Objectives

IDEA

Explain how the goals identified above will be met and assessed, for example through specific readings and assignments. If you need more space, please attach additional information with your completed form.

Adjunct faculty proposing a new General Studies course should, in addition, complete a Sponsor Form and attach a CV.

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