

DECEMBER BREAK COURSE PROPOSAL FORM

See reverse of this sheet for item-by-item instructions

1. Department _____ Instructor _____
 2. Title _____
 3. Short description for December break catalog:

 4. Requested course level _____; Specific number _____
(100, 200, 300) (It is the responsibility of the Department Chair to assign specific course numbers)
 5. Prerequisite _____
 6. Grading: regular A-F _____; S/U _____
 7. Credit: one _____; one-half _____
 8. Suggested distribution fulfillment if any _____
 9. Time of meetings _____
 10. Minimum enrollment at which you are willing to teach this class _____
 11. Budget needs, if any (see reverse) _____
 12. Special requests, if any _____
 13. Attach to this sheet information about your plans for the course sufficient to permit the members of the Curriculum Committee to evaluate the proposal as an academic course and its suitability for December break. Are library holdings adequate?
 14. DEPARTMENTAL APPROVAL Signature of chair _____
 15. Action taken by the Curriculum Committee: Approved _____ not approved _____
- Signature of Curriculum Committee Chair _____ Date _____

All changes required by the Committee should be made on this form before it is forwarded to the Registrar.

ITEM-BY-ITEM INSTRUCTIONS

1. Department: in which the sole or principal listing of this course will appear.
2. Title: should be short and informative. Transcripts have room for only 15 characters.
3. Descriptions: should be short and informative statements for students and advisers. Twelve lines of typescript (about 140 words) is the maximum. The description given here becomes the catalog copy for the December break catalog.
4. Course level: 100-Introductory level courses recommended to first year and sophomores and having no prerequisites. 200-Introductory and intermediate courses, which have some prerequisites, or require class standing above first-term first year students. 300-Advanced courses with one or more prerequisites in specific courses or in general educational preparation and maturity, e.g., junior or senior standing.
5. Prerequisite: list specifics and do not use "permission of instructor" alone since this does not convey any information to students or their faculty advisers.
6. Grading: if you are requesting an S/U designation, include a rationale; this designation should be used sparingly.
7. Credit
8. Distribution: Explain your rationale if it is not self-evident.
9. Time of meeting: the scheduled class time in the December break should equal the class time of an equivalent course offered in a regular quarter. E.G., a class which would meet for 3 periods per week in a regular term (35 hours) would meet every day for two hours per day in the December break (35 hours).
10. Classes with less than 7 students registered will be canceled unless you indicate a lower minimum enrollment.
11. Budget needs:
 - (1) On-campus courses. If any materials are required for this course, e.g., film to be rented, prepare a budget and attach to this form. List total expected expenditures on front.
 - (2) Off-campus courses. Prepare a budget of all expected costs and an estimate of the field trip fee that will have to be charged in addition to tuition. Faculty salaries are paid out of tuition; all other costs including travel, hotels, museum fees, and at-Knox preparation expenses must be covered by the trip fee.
12. Special requests of any kind should be clearly stated. E.g., "Not open to students who have passed Mathematics 152".