

Rutgers University
School of Graduate Studies
Course Proposal Form

Name of individual(s) who prepared this proposal:

Email address of proposer(s):

Graduate Program name and curriculum code:

Name and email address of Graduate Director:

Proposed course number and Title:

Credits:

Indicate the number of class hours per week students will spend in the following:

Lecture/Seminar: Laboratory: Other (specify):

If the proposed course is a revision of an existing course, identify the original:

Term normally to be offered: To be offered first in:

Prerequisites: Expected Enrollment:

Proposed Instructor(s):

Status of the instructor on Graduate Faculty (Member, Associate Member, Affiliate):

NOTE: *If the proposed instructor is not on the graduate faculty an application for membership in the graduate faculty must be included along with this submission. For instructors who are not current members of the faculty (tenure or non-tenure track) explain the qualifications of the proposed instructor, the steps taken to ensure his/her availability, and the steps that will be taken in the event the instructor is not available.*

Brief description of the course (50 words).

USE SEPARATE PAGES TO PROVIDE the following information about the course.

1. **DESCRIPTION:** Describe how the new course is related to the curriculum and requirements of your graduate program. Specify the unique contributions it will make that are not currently met by existing courses in your program, and specify the needs that are addressed by this new course.

2. **OVERLAP:** In order for a new course to be approved, the School of Graduate Studies must verify that the course content does not replicate that of an existing course in another program and does not cover topical areas that fall into the domain of another program. Provide evidence that indicates how these two requirements are met. Indicate which other graduate programs have been consulted about the course, and which existing courses, if any, have content that may overlap or may be perceived as overlapping that of the proposed course. Provide copies of relevant correspondence with other faculty or program directors.

3. **SYLLABUS:** The syllabus must include learning goals, the amount of time (in weeks) devoted to each topic, a list of major readings or related materials, and the criteria for assessing student learning.

4. **ACADEMIC INTEGRITY:** The syllabus must include a statement on academic integrity. The statement must include the university's academic integrity website (<http://academicintegrity.rutgers.edu>) and quote the basic principles of academic integrity stated on the website. These principles forbid plagiarism and require that every Rutgers University student:

- *properly acknowledge and cite all use of the ideas, results, or words of others*
- *properly acknowledge all contributors to a given piece of work*
- *make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration*
- *treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress* (reproduced from: <http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers/>).

The syllabus must note that violations of academic integrity will be treated in accordance with university policy, and sanctions for violations may range from no credit for the assignment, to a failing course grade to (for the most severe violations) dismissal from the university.

Approved by a vote of the Graduate Faculty of the program taken on:

Approval of the Professional School Dean (if applicable):

Date:

Submit this form together with the Registrar's Master Course List Revision Form 29 the School of Graduate Studies (tmanzo@grad.rutgers.edu).

Summary of actions of Academic Cluster Committee:

Comments of School of Graduate Studies Dean:

Approved by:

SGS Dean:

Date: