New Course Proposal (NCP) Form

# Deadline

# FWS 21-22 June 1, 2020

# Proposal Package

New Course Proposal packages must include the following:

¨ Completed NCP form, with unit-level approval documented

¨ Evidence of alignment with [Program Learning Outcomes](http://laps.yorku.ca/office-of-the-faculty-council/curriculum-toolkit/)

¨ Library Support Statement from your unit’s [Subject Librarian](https://www.library.yorku.ca/web/about-us/contact-us/liaison-librarians/)

¨ Support statement from the LA&PS EE Director (if applicable)

¨ Support statement from the LA&PS Study Abroad Coordinator (if applicable)

¨ [Consultation Form](http://laps.yorku.ca/office-of-the-faculty-council/curriculum-toolkit/) (if applicable)

¨ Indigenous Council Consultation Form (if applicable)

¨ [Change to Existing Program](http://laps.yorku.ca/office-of-the-faculty-council/curriculum-toolkit/) form (if your new course will affect program requirements

# Departmental Curriculum Approval

The Committee on Curriculum, Curricular Policy and Standards will only consider new course proposals that have received department-level curriculum approval.

Name: Position: Date:

Name: Position: Date:

Name: Position: Date:

# Contact Information

Department:

Undergraduate Program Director:

Proponent’s Name: Proponent’s Email:

# Course Information (Originator)

Effective Session: Year: Faculty: AP

Rubric: Course No.: Credits:

Long Title (max.100 chars.):

Short Title (max. 40 chars.):

Prerequisites:

Co-requisites:

Course Credit Exclusions:

Expected Enrolment:

Language of Instruction:

Is this a Study Abroad course?

Is this a General Education course?

List any EE components. Information on EE is available <https://avptl.info.yorku.ca/experiential-education/> :

In the absence of pre-requisites for 2000-4000 level courses, indicate if the course will be reserved for students in specific year levels, programs, etc.

Open to:

Not open to:

TIP: Course credit exclusions can be determined through consultations with other units offering similar courses.

## Cross-Listing

Complete this section if this course will be cross-listed.

Faculty: Rubric: Course No.: Credits:

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## Course Integration

Complete this section if this course will be integrated with Graduate Studies.

Faculty: Rubric: Course No.: Credits:

## Relevance

Indicate which program this course will be applicable to. This information will affect students’ grade point average and major grade point average calculation.

### Types:

Core: course counts towards the program’s core average requirement

Declared Subject: course counts towards the program’s major credits.

Declared Subject & Faculty Average: course counts towards the program’s major and faculty credits.

Elective: course is outside the program’s major credits

Non-Major: course does not count towards the program’s major credits

Program: Relevance:

Program: Relevance:

Program: Relevance:

# Course Description

## Brief Course Description

Maximum 60 words (including punctuation and spaces). Verbs should be in the present tense.

This is the official description as it will appear in the Academic Calendar.

## Expanded Course Description

Maximum 250 words (including punctuation and spaces). The expanded course description must begin with the brief course description and include topics/theories.

# Quality Assurance

**Course Learning Outcomes** (CLO)

We recommend 5-6 statements describing what students will be able to do upon completion of this course. (e.g., Analyze and discuss key literature on X subject)

Note: if the course has EE or Study Abroad components, please make sure that those are reflected in the outcome statements.

|  |
| --- |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

## Course Rationale

How do the course learning outcomes (CLOs) contribute to the program learning outcomes (PLOs)? (e.g., CLO #1 contributes to PLO x, y, z)

1. CLO 1 contributes to PLO

2.

3.

4.

5.

If this is a general education course, please explain how the course learning outcomes align to the general education principles of interdisciplinarity, breadth and critical skills.

Please indicate the relationship of this course to existing offerings, particularly in terms of overlap in outcomes and content.

# Evaluation

Notes

1. Briefly describe how participation will be evaluated (e.g., tutorial discussions; submission of response papers; etc.).
2. For accessibility reasons, the University is moving away from using in-class attendance to evaluate participation.

## Evaluation Basis % Value

Participation:

Assignment Type:

Assignment Type:

Assignment Type:

Assignment Type:

Assignment Type:

Assignment Type:

TOTAL 100%

## Evaluation for Integrated Components

If this is an integrated course, list the additional evaluation criteria for graduate students.

# Bibliography and Resources

Include author’s full name, publication title, and year of publication.

## Required Reading List

## Suggested Reading List

## Readings for Integrated Component

If this is an integrated course, provide the required reading list for graduate students.

## Online Resources List

## Other Resources

If other resources will be required for course delivery, please explain.

# Academic Calendar

If this course will appear in the next Academic Calendarplease copy the current academic calendar of all relevant programs and indicate where this course will appear.

|  |
| --- |
| Current Academic Calendar Example: Add this text |