**PROPOSAL FOR NEW GRADUATE-LEVEL COURSE OR**

**REVISION TO AN EXISTING COURSE**

**1. Please submit electronically to** the chair of Graduate Council

**2. The proposal should include the following:**

1. **The completed proposal form** (it is not necessary to include this cover page),
2. **A course syllabus; including:**

1. all expected student-learning outcomes at the graduate (GSLO), program (PSLO), and/or course (CSLO) level;
2. structure of course (e.g., lecture, lab);
3. Delivery method;
4. types of assignments;
5. grading policy, attendance policy, make-up policy;
6. text books and/or reading materials;
7. any additional cost to the student for required instructional materials;
8. schedule and/or breakdown of topics and assignments so the committee can see how the course fulfills its goals;

**Revised 2/14/22**

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**REVISION TO AN EXISTING COURSE**

1. **1. Name of Proposer: Date:** Click or tap to enter a date.

**Email address: Campus phone ext.:** Click or tap here to enter text.

**Name of Department or Academic Program of proposer:** Click or tap here to enter text.

**Qualifications of the Instructor for the Course: Master’s Degree in Counseling**

1. **2. Course Number (Dept and Number)** Click or tap here to enter text.

**Name of Course:** Click or tap here to enter text.

**Course Description:**

**3. Accrediting Body requirements (if applicable)**

**4. This course included assigned work aligned with the following graduate learning outcomes and program learning outcomes:**

Obtain a basis for disciplinary based decision-making utilizing evidence-based practices.

Develop the skills necessary for lifelong learning.

Emphasize and apply principles of interprofessionalism across practices.

Exhibit professionalism, integrity, and ethical standards in their respective fields.

Provide experiences to enhance awareness and understanding of global perspective and diversity.

**5. Program Learning Outcomes**

**6. Timeline**

**A. For Summer Courses: Duration will be (check one)**

**Six weeks  Eight weeks  Twelve weeks**

**B. For Internships or other Experiential Education Courses, provide timeframe for course:**

**\_\_\_\_ weeks**

**7. This course will be**

**Online**

**Hybrid**

**In-person**

**8. Include specific information about the nature and quantity of teacher-student interactions that will occur in the course.**

Click or tap here to enter text.

**9. What method will be used to ensure that the registered student will be the one taking quizzes and examinations?**

Click or tap here to enter text.

**10. Describe how the existing course will be delivered equivalently in the alternative mode (if this course is also taught face-to-face). For example, any notable differences in timeline; content; assignments; examinations; experiential education that is different from the classroom version of this course (if it is taught as such).**

Click or tap here to enter text.

**11. Describe how one Aligned Assignment in the course aligns with one of the graduate-level outcomes identified above or a program-level outcome.** If you are describing program level outcomes, please clearly identify/describe the outcome you are assessing.

Click or tap here to enter text.