**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.