# WORKSHEET — Request for a New Course Version 1.3

\*\* Place your pointer on the fields and start typing to fill in text (tab through fields), \*\* Click in a box to check or hit the space bar.

# Provide information requested below that is not contained in the syllabus. Please note the guidelines in the boxes.

Number (if known):		Undergra	aduate G	Graduate Profes		sional
Title/subtitle:						
Effective: (Quarter and Year)						
Offered: Fall Instructor(s):	Winter	Spring	Summer	Once Or	nly	Other

# Hours per week per unit of credit may not be less than but may exceed those listed below.

• One unit for each hour per week (1:1) of colloquium, consultation, discussion, lecture, seminar, or workshop

¥ One unit for each three hours per week (1:3) of activity, clinic, extra reading, fieldwork, individual study, internship, laboratory, practicum, research (scheduled and outside), screening, term paper, thesis, tutorial, written work, and similar assigned problems

¥ One unit for each two to three hours per week (1:2-3) of studio

# Units:

**Activities and hours per week:** Indicate below the number of hours per week that students will spend in the activities listed (leave blank those that do not apply).

Activity Clinic Colloquium Consultation Discussion Extra Reading Field Individual Study Internship Laboratory Lecture Practicum Research (outside) Research (scheduled) Screening (outside) Screening (scheduled) Seminar Studio Term Paper Thesis Tutorial Workshop Written Work Other:

Prerequisite(s):

# Read the guidelines in this box before writing the Catalog description. Write the description in the present tense and limit it to 50 words (do not count grading information, repeatability information, or a list of E-Z subtitles). If possible, do not use complete sentences. However, use sentences that contain more than a list of items or topics. Examples: Instead of "This course will introduce students to the history of ...," use one of the following formats: Introduces the history of ... An introduction to the history of ... Instead of "Functions, equations, and graphs," use a format similar to one of the following examples: Explores functions, equations, and graphs ... Topics include functions, equations, and graphs ...

A study of functions, equations, and graphs . . .

## **Catalog description:**

 Grading:
 Letter Grade or petition for Satisfactory/No Credit (S/NC)
 Letter Grade only
 In Progress (IP)

 Letter Grade or S/NC; no petition required
 S/NC only

### The statements selected below will be added to the Catalog description by the Catalog office:

### Grading statement (if required):

Satisfactory (S) or No Credit (NC) grading is not available.

### Graded Satisfactory (S) or No Credit (NC).

Normally graded Satisfactory (S) or No Credit (NC), but students may petition the instructor for a letter grade on the basis of assigned extra work or examination.

May be taken Satisfactory (S) or No Credit (NC) with consent of instructor and graduate advisor.

May be taken Satisfactory (S) or No Credit (NC) by students advanced to candidacy for the Ph.D.

Students who submit a term paper receive a letter grade; other students receive a Satisfactory (S) or No Credit (NC) grade. Students who present a seminar receive a letter grade; other students receive a Satisfactory (S) or No Credit (NC) grade. Students who present a seminar or submit a term paper receive a letter grade; other students receive a Satisfactory (S)

or No Credit (NC) grade.

Other:

### Repeatability statement (if required):

Course is repeatable. Course is repeatable to a maximum of \_\_\_ units. Course is repeatable as content changes. Course is repeatable as content changes to a maximum of \_\_\_ units. Course is repeatable as topics change. Course is repeatable as topics change to a maximum of \_\_\_ units. Other:

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Cross-listing statement: Cross-listed with

Credit statement (to limit credit when course content overlaps):

Credit is awarded for only one of

Other

Breadth statement (for CPAC, ETST, FVC, HASS, or WMST courses only):
Fulfills the Humanities requirement for the College of Humanities, Arts, and Social Sciences.
Fulfills the Social Sciences requirement for the College of Humanities, Arts, and Social Sciences.
Fulfills either the Humanities or Social Sciences requirement for the College of Humanities, Arts, and Social Sciences.
See the Student Affairs Office in the College of Humanities, Arts, and Social Sciences.
Does not fulfill the Humanities or Social Sciences requirement for the College of Humanities, Arts, and Social Sciences.
Does not fulfill the Humanities or Social Sciences requirement for the College of Humanities, Arts, and Social Sciences.

If the course content overlaps or duplicates the content of another course, describe the overlap or duplication:

If the course **affects degrees**, **minors**, **and/or programs**, list the affected degrees, etc. and explain how they are affected:

If the course **affects the prerequisites and/or descriptions of other courses**, list the affected courses and explain how they are affected:

**Justification** for establishing the course (insert or attach):

**Syllabus** (copy and paste on the next page or attach and include the information below):

Course requirements (e.g., term papers and examinations)

If an activity selected above under "Activities and Hours" does not involve faculty contact (e.g., extra reading, individual study, and outside research), describe the activity and explain how it will be evaluated.

If one of the activities selected above is **consultation hours**, explain how these hours will be implemented and monitored.

For further information about course guidelines, see the *General Rules and Policies Governing Courses of Instruction* at senate.ucr.edu/Committees/courses/guidelines.pdf