**Course Outline Form**

**(For revising standing courses and proposing a special topic under a standing courses. )**

**English Department.**

 Course Prefix Number Title of Course Credit

 ENGL \_\_\_\_\_\_

1. **Course Description and Objectives**
2. *Describe the course. Include a general statement about the content (period, genre, etc.), where it fits within the curriculum. (For example, “This is a writing course,” or “This is a literature course where students will study texts from… to ….”)*
3. Identify the general and specific objectives of the course. *Phrase these objectives in terms of student learning goals. (“At the end of this course students should…” ) In area C below, the activities should connect to these goals and in area D the evaluation should address how students have/have not achieved the goals*.
4. **Outline of Course Topics**

*Identify the main topics and discuss their relationship to one another. If different instructors might examine different topics, include some sample topics. When appropriate, be clear that the topics may be taught in different order. (If this is a special topics course outline the topics will typically be more detailed than the standing course outline.)*

1. **Activities Required of Students**

Activities might include readings, research or creative papers, class presentations, data collection, projects, creative products, interviews, field experiences, etc. *Identify how these activities are connected to the objectives in A. (For example, “Students will write at least one essay,” could reflect the objective of “improving student’s ability to express themselves in writing.”)*

1. **Evaluation Procedures**

Evaluation procedures should be designed to assess the degree of student achievement of course competencies. (*In other words, it is not enough to say “There will be tests and papers.” We need to say something like, “Students’ essays will be evaluated according to the following criteria: originality of ideas, development, style and mechanics.” And “Exams will include both objective and essay questions*.” *Note that the activities (in C) and the objectives (in A) should be somehow mentioned in the evaluation procedures.*

The grading system used in the course should be explicitly described. (*Most courses in the department will be taught by different people, therefore we need to include a “default” grading system for the course but also the disclaimer that faculty may use different systems if they announce the different system in the syllabus.)*

1. **References and Text**

If a text will be used, provide one or more examples of possible texts. If readings or other materials will be used, provide a representative listing. If no text or readings will be used, explain why. (*Be clear about the difference between reference texts and assigned texts. Assigned texts should be identified as examples, since who knows what will be in print from one semester to the next.)*

(This document is based on the university “New Course and Course Change Proposal Form”)