

Spanish Division

New Course Protocol

The following protocol is being established in order to facilitate the dissemination of information in the Division about new courses for advising purposes, to provide for collegial feedback, and to help prepare courses for submission to the Curriculum Committee of the College of Arts and Sciences or to the Graduate Board of the Graduate School. This protocol further expands upon and replaces the previous one approved on March 22, 2007.

Before proposing a new course, a colleague may wish to consult informally with (an)other colleague(s) in the Division who work(s) in the same or a related area.

If a colleague wishes, a new course may first be taught under the experimental 292/393/493 (undergraduate) / 593 (graduate) number in order to try the course out, refine the parameters and, if deemed necessary, adjust the content.

For a 293/393/493/593 experimental course, it is sufficient to submit a short description (200 words) and a reading list to a divisional meeting for discussion. Note that roughly two thirds of the reading list for the graduate course must come from the graduate reading list. The colleague submitting the course agrees to consider recommendations made by other colleagues. After approval by the Chair, the course may be taught up to two times under the 292/393/493/593 number. Note that beyond chair approval, a 593 course also requires approval by the Graduate School. The appropriate form is available at: http://www.slu.edu/graduate/faculty_resources.html.

When the course is submitted to the Division for a permanent number, it must be in the form of a detailed syllabus. For an undergraduate course, this should include the following items that conform with the guidelines of the Curriculum Committee of the

College of Arts and Sciences (cf. <http://www.slu.edu/x12577.xml>):

- course title and prerequisites
- name of professor and contact information
- office hours
- attendance policy
- course objectives
- reading materials
- topical outline
- in-class activities
- modes of assessment
- skills / knowledge being assessed
- academic honesty statement
- disability statement

The syllabus for a graduate course should include the following items in accordance with Graduate School's guidelines (cf. http://www.slu.edu/graduate/faculty_resources.html):

- brief course description of 50 words
- list of course objectives
- course outline by topics

The course is again discussed at a divisional meeting; the colleague agrees to consider recommendations. At the end of the discussion, a vote may be taken or delayed until another meeting if the colleague wishes to make any recommended changes to the syllabus.

Once the course is approved, the colleague submitting the course must fill out the appropriate forms:

undergraduate courses: <http://www.slu.edu/x12577.xml>

graduate courses: http://www.slu.edu/graduate/faculty_resources.html

The forms along with the syllabus go to the Chair for approval, who passes them on to the A&S Curriculum Committee or the Graduate Board as appropriate.

Approved 11/5/07