***SPECIAL TOPICS COURSE APPLICATION***

**College of the Environment Curriculum Committee**

***NOTE: This form is for use internally within the College of the Environment to propose a special, one-time course or pilot version of a proposed new course to be offered under the C ENV prefix. To propose a permanent new course or to change an existing course, please use the UW New Course Application or Course Change Application.***

|  |  |
| --- | --- |
| **Lead Department** | **Date** |
| **Course Title** | **Credits** |

1. COURSE DETAILS

🞏 Offered as C ENV 190

🞏 Offered as C ENV 490

🞏 Offered as C ENV 590

🞏 Offered jointly with \_\_\_\_\_\_\_\_\_\_ (prefix) \_\_\_\_\_\_\_\_\_\_ (number)

🞏 Offered Quarter \_\_\_\_\_\_\_ Year

🞏 CR/NC grading OR 🞏 Numerical grading

|  |  |  |  |
| --- | --- | --- | --- |
| **Instructor:** | **Rank:** | **Email:** | **Phone:** |
| **Instructor:** | **Rank:** | **Email:** | **Phone:** |

2. ATTACH COURSE SYLLABUS/OUTLINE AND READING LIST.

3. JUSTIFICATION

Explain why this course is being proposed and its relationship to College curricula. Explain how this course features significant breadth and multidisciplinary content such that it is not well suited to be offered within a specific department. If this special topics course is a pilot version of a proposed new permanent course, explain how offering a pilot version of the course will assist with refining the proposal for the new course. (Attach additional sheet if necessary.)

4. CREDITS AND HOURS

a. Contact and outside hours: *1 credit represents a total time commitment of 3 hours per week of student effort.*

|  |  |
| --- | --- |
| Contact hours per week  Lecture               Laboratory  Quiz section               Studio  Seminar               Other\*  \**Attach explanation and justification for “other” contact hours.* TOTAL WEEKLY CONTACT HOURS: |  |
| How many additional hours will a student be expected to spend  each week in preparation for this course? TOTAL WEEKLY OUTSIDE HOURS: |  |
| TOTAL WEEKLY CONTACT AND OUTSIDE HOURS: |  |

c. How will students be evaluated for credit or grades? Provide specific information on assignments, projects, exams, etc. and relative % for each area.

5. STUDENTS

a. Anticipated enrollment per quarter .

b. Types of students expected (nonmatriculated students, undergraduate majors, undergraduate non-majors, graduate or professional students):

6. LEARNING OBJECTIVES

What are the primary learning objectives for the course?

7. RESOURCES

Will any new resources be required to offer this course? If so, what is the funding plan?

8. JOINT COURSE

List all departments, schools, or colleges participating. Joint course applications require a signature from each unit.

|  |  |  |
| --- | --- | --- |
| Name of unit | Course prefix  and number | Signature of chair/director |
|  |  |  |
|  |  |  |

8. OTHER COLLEGES, SCHOOLS, OR DEPARTMENTS AFFECTED

If this course includes subject matter currently dealt with by any other University units, the originating department must circulate this application for review by those units and obtain the necessary signatures prior to submission. Failure to do so will delay action on this application.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of unit | Signature of dean/chair/director | Recommend  approval | Recommend  disapproval  (attach explanation) | Date |
|  |  |  |  |  |
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|  |  |  |  |  |

9. APPROVAL Date

Chair/Director of submitting department/unit

College Curriculum Committee

College Dean/Vice Chancellor