

580 - SPECIAL TOPICS REQUEST

Office of the Registrar

The Department/School of _____ requests permission to offer the following
SPECIAL TOPICS course during the _____ term, 20_____.

	580	
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Rubric Course # Section Title of Course

Instructor SSN Capacity Beginning Date - End Date*

Instructor's email address Instructor's phone number

Credits** Mode Days Times Building Room

Special Notes

* If other than regular semester, indicate the dates and total contact hours

** Be specific regarding the number of credits. Do not list ranges (i.e. 1-5)

REQUIRED DOCUMENTATION FOR REVIEW OF 580 COURSES

A. Course Description:

1. What are the special goals or purposes of the course that support a "graduate" level of the course?
2. Is this course intended to be a required part of a *new* degree curriculum option, major, or minor?
3. Provide a course syllabus containing all major topics to be covered.
4. List required texts or other required references.

B. Level of Offering:

1. Has the course been offered previously as a 580?
 - a. If so, when?
 - b. What was the enrollment?
 - c. What level of students took the course?
 - d. What were the evaluations?
2. Does the course represent an upgraded version of an undergraduate level course?
 - a. If so, how has the course been changed to justify offering it at the graduate level? (*Be specific*)
3. What are the prerequisites for this graduate course? (*List exact MSU courses - e.g. ESCI XXX or equivalent*)
4. What performance requirements are placed on students which make this a graduate course?
 - a. Specifically state the written requirements or products of this course.
 - b. How will the students' learning be assessed and graded?

C. Relationship to other courses, curricula, and Departments:

1. Does this course build on or interrelate with other courses in your curriculum or related curricula?
 - a. If so, which one(s)?
2. Does this course replace one or more courses that will not be offered?
 - a. If so, which one(s)?
3. Do the topics in the proposed course duplicate or reiterate those in other courses in this or any other department?
 - a. If so, how do the coverage and education experiences differ, and how are these duplications or reiterations justified?
4. When the course is to be co-sponsored, taught by faculty from more than one department, or when content overlaps areas of common concern, the concurrence of all department heads and deans involved must be indicated. What liaison has been conducted with other departments? State reactions, both favorable and unfavorable.

D. Students Served:

1. Does the proposed course serve:
 - a. Majors only?
 - b. Non-majors only? State area(s) or discipline(s) to be served.

c. Both majors and non-majors? Indicate what *specific* efforts will be made to make the course materials relevant to **all** disciplines served. How are faculty and students in the other areas to be served being made aware of this course?

2. What is the anticipated course enrollment?

E. Resources (including instructor):

1. Are department financial resources sufficient for offering this course?
2. Does the instructor have the requisite academic training to offer this course?
 - a. Describe these qualifications briefly and include a vita (if the instructor is non-tenured).
3. Are the library holdings adequate to support this course?

F. Course Evaluation:

1. How will the students evaluate the course and instructor?
2. How will the department evaluate the course and instructor?

G. Previous Course Review:

All courses must have received faculty review and approval by your college curriculum committee and dean before the College of Graduate Studies will consider them.

H. Other Supporting Material:

Include any additional information you feel is needed to support this request.

Chairperson, Departmental Curriculum Committee

Date

Department Head

Date

Academic College Dean

Date

Graduate Dean

Date

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	<i>Registrar</i>
	<i>College Dean</i>
	<i>Department Head</i>
	<i>Graduate Dean</i>
	<i>Instructor</i>