

**COURSE PROPOSAL CHECKLIST AND STATUS REPORT  
SAGES UNIVERSITY SEMINARS**

Proposed Course and Theme: \_\_\_\_\_

Instructor(s): \_\_\_\_\_

Date Rec'd: \_\_\_\_\_

School and Department: \_\_\_\_\_

**Required for ALL proposals:**

- cover sheet
- preferred teaching times and semester of choice
- Course action form:
  - o course number blank
  - o "G" for grade marked in shaded box
  - o 3 credit hours
  - o First Seminar prerequisite
  - o course description
  - o department chair signature
- course syllabus:
  - o course description
  - o percentage grading breakdown
  - o readings/text books
  - o course schedule (includes approximately 1/6<sup>th</sup> class time devoted to writing instruction)
- statements addressing the following issues:
  - o how the syllabus reflects the goals/objectives of University Seminars
  - o the seminar theme the course fits into and the reasons why
  - o details on how the writing instruction will be integrated in to the course
  - o affirmation that at least 1/6<sup>th</sup> of the class time will be devoted to writing instruction
  - o how the course integrates with the writing competency (Writing Portfolio) requirement

*(Note: Each University Seminar is expected to include a 10-12 page research essay that integrates primary and secondary source material and that includes a bibliography. If the instructor determines that this type of assignment is inappropriate for the goals of the proposed course, and decides not to include this type of writing assignment, this decision must be explicitly noted and explained.)*

**Required for Presidential Fellows and SAGES Fellows ONLY:**

- CV
- 2 letters of reference or names of references

**Circulated to Committee (date):** \_\_\_\_\_

**Approved (date):** \_\_\_\_\_ **Applicant Notified (date/by whom):** \_\_\_\_\_/\_\_\_\_\_

**Checklist of Documents for Review by CEP and/or Dean's Office for OT Approval**

- complete course syllabus (readings, grading breakdown, description, course schedule)
- completed Course Action Form (department chair's signature and Peter's signature)
  - o course number
  - o "G" for grade marked in shaded box
  - o 3 credit hours
  - o First Seminar prerequisite
  - o course description
  - o signatures