

## New Course Form Reference Sheet

### Page 1 - Part A

<b>Course Identification</b>	<p>Enter discipline abbreviation (prefix) and course number</p> <ul style="list-style-type: none"> <li>Choose a course number that has never been used or has been “banked” for 4 or more years. Refer to the Course Master File for available numbers in your discipline. (<a href="https://www.sfsu.edu/noindex/osb/osbrpts.htm">https://www.sfsu.edu/noindex/osb/osbrpts.htm</a>)</li> </ul>
<b>Purpose of course</b>	<p><b>Required</b> in the major: Contact the university curriculum coordinator about possible curriculum revisions; x53568 or <a href="mailto:akatz@sfsu.edu">akatz@sfsu.edu</a>, For further information on the curriculum process: <a href="http://air.sfsu.edu/curriculum.html">http://air.sfsu.edu/curriculum.html</a></p>
	<p><b>Elective</b> in the major/minor: Not necessary to identify disciplines for elective courses.</p>
	<p><b>GE or GWAR</b></p> <ul style="list-style-type: none"> <li>Course will be reviewed by undergraduate dean and the course review committee (CRC). Once approved, the course can be submitted either to BRC or CWEP for their consideration.</li> </ul> <p>General Education (<a href="http://academic.sfsu.edu/ugs/fac.php">http://academic.sfsu.edu/ugs/fac.php</a>). CWEP (<a href="http://wac.sfsu.edu/content/gwar-course-approval-process">http://wac.sfsu.edu/content/gwar-course-approval-process</a>)</p>
<b>Expected Course Offering</b>	<p>If one time only, enter semester and year; course will be active for time specified.</p>
	<p>If not a onetime only course, choose as many semesters as applies. Course will remain active as long as it is offered on a regular basis or at least once every 3 years (GE/GWAR courses must be offered with more frequency – check websites for further information. GE (<a href="http://academic.sfsu.edu/ugs/fac.php">http://academic.sfsu.edu/ugs/fac.php</a>) CWEP (<a href="http://wac.sfsu.edu/content/gwar-course-approval-process">http://wac.sfsu.edu/content/gwar-course-approval-process</a>)</p>
<b>Type</b>	<p><b>Regular</b> includes stand-alone course, paired course, and cross list course. Note: Courses intended for pairing must be approved by the graduate and undergraduate deans, CRC, and Graduate Council.</p> <p><u>Pairing Courses:</u></p> <ul style="list-style-type: none"> <li>Pairing is between one undergraduate upper-division course and one graduate course.</li> <li>Paired courses may not be cross-listed.</li> <li>Variable topic courses may not be paired.</li> <li>Paired courses must be in the same department.</li> <li>Paired courses must share the last two digits of the course number.</li> </ul> <p><u>Cross-listed Courses:</u></p> <ul style="list-style-type: none"> <li>Cross-listed courses may not be paired.</li> <li>Variable <u>topic</u> courses may not be cross-listed.</li> <li>Variable <u>unit</u> courses may not be cross-listed.</li> <li>It is preferable (although not required) that the same course number be used for all disciplines in the cross list group.</li> </ul>

	<p><b>Generics</b> act as an umbrella for topic courses. Generics communicate the overall requirements, i.e., grading system, repeat/restriction information, etc. The generic and its topics will have the same course number; only topics may be offered.</p> <p><u>Example:</u> HIST 349 Topics in European History (Generic)</p>
	<p><b>Variable Topics</b> are specific topics that fall under a generic heading.</p> <p><u>Example:</u> HIST 349 Medieval Popular Beliefs (Topic) HIST 349 Venetians and Ottomans in the Eastern Mediterranean (Topic)</p>
	<p><b>Experimental</b> course proposed for one time offering. Experimental courses may be revised to become regular course. Experimental course numbers, based on level, are 277, 677, and 877.</p>

<b>Grading System</b>	The grading system chosen is fixed to the course unless a course revision is submitted. This means that a student may not petition for a grade that is not included in the defined grading system. In other words, if the course has a grading system of 'Plus-minus letter grade only' a student may not petition for a CR/NC grade.
-----------------------	---

<b>Access/Restrictions</b>	<b>Intended for all students</b> – may not restrict or prioritize enrollment by major.
	<b>Restrict by Major/Minor</b> – may only restrict by major/minor if indicated in the Bulletin course description. Note: The actual mechanism to restrict enrollment is keyed in to OSB by departments/colleges during the Schedule Building. Note: <b>Access to GE courses may not be restricted by major/minor. GE courses may only include other GE courses as requirements to access a course.</b>
	<b>Restrict by Level</b> – from pull-down menu choose lower division, upper division, or graduate; or check “other” and use any combination of numbers to indicate level: 1=Frosh; 2=Sophomore; 3=Junior; 4=Senior; 5=Graduate.

<b>Repeats</b>	If the course is repeatable, indicate the <u>total</u> number of units that may be applied to the major. If a course may be repeated for the degree, but not the major, fill in the repeat limit field for the total number of units allowed for the major and add other repeat language to the course description. For example: “CINE 325 may be repeated for 9 units, but only 3 units will count towards the major.”
----------------	---

**Staffing classification** is linked to weighted teaching units (WTU) and weekly course hours. For simplification, ranges of classifications are listed. You may enter a specific classification, or if you are unsure of the appropriate classification, choose the most appropriate range from the pull-down menu. (Note: A single course may have two classifications: lecture/lab; lecture/activity, etc. Each classification has its own course credit unit/weighted teaching unit value, e.g., classification 02 lecture, 2 units (2 WTU); classification 07 activity, 1 unit (1.3 WTU); total course units = 3, total weighted teaching units 3.3.)

Classification Numbers	Description	Weekly Class Hours Per Unit	WTU (Per Unit)
01-06	Lecture; lecture/ discussion; seminar	1.0	1.0
07-14	Activities	2.0	1.3
15	Technical activities and laboratories	3.0	1.5
16-17	Science Labs and Clinical Practice	3.0	2.0
18	Major intercollegiate sports	3 or more	6.0
20	Major performance	3 or more	3.0
21	Music Performance	3 or more	3.0

Supervision Classifications	Description	Weekly Instructor hours per individual student	WTU (Per Student)
48	Supervised activity	.75	.25
36	Supervised activity	1.0	.33
25	Supervision as a primary technique in which the instructor assumes direct responsibility for the activities of the student.	1.5	.50
78	Non-traditional instruction	Not indicated	Does not generate WTU (WTU may be assigned)

### Page 1 - Part B

Course Description	
<b>Abbreviated Title</b>	The abbreviated title appears on student records/transcripts. It is limited to 25 characters, including spaces between letters.
<b>Full Course Title</b>	The full course title that appears in the Bulletin and Class Schedule.
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>Upper division courses must indicate a prerequisite. If there are no specific prerequisite course(s) indicated, then “upper division standing or consent of instructor” is to be stated.</li> <li>A minimum grade requirement may be indicated, but unless an undergraduate program is impacted, the grade may not be higher than a C.</li> </ul>
<b>Concurrent Enrollment</b>	Identify course that must be taken concurrently with the proposed course.
<b>Pair with</b>	<p>Indicate undergraduate or graduate course.</p> <ul style="list-style-type: none"> <li>Paired courses must be reviewed by Graduate Council after CRC review.</li> <li>Paired courses may not be cross-listed.</li> <li>Paired courses may not be variable topics</li> <li>Undergraduate course in a pair may not be a GE or GVAR course</li> <li>Paired courses must be in the same department</li> <li>The last two digits of the paired courses must be the same</li> </ul>
<b>Cross-list</b>	<p>List other courses that are to be cross-listed. Indicate which of the courses is to be the home department ‘H’ and which are to be dependents ‘D’.</p> <ul style="list-style-type: none"> <li>The department/program that provides teaching resources in a particular semester will receive the ftes regardless of “home/dependant” status.</li> <li>Cross-listed courses may not be paired</li> <li>Cross-listed courses may not be variable topics or variable units.</li> <li>Supervisory courses may not be cross-listed</li> <li>A course outline identifying the alignment between student learning outcomes and program objectives must be submitted for each discipline that participates in a cross-list group.</li> <li>All participating disciplines will have the same prerequisite(s), grading system, classification.</li> </ul>

	<ul style="list-style-type: none"> <li>It's preferable, but not necessary, to use the same course number for each discipline in the group.</li> </ul>
<b>Course Description</b>	<p>Course descriptions should not exceed 40 words. Prerequisites and other requirements are not part of the 40 word limit.</p> <ul style="list-style-type: none"> <li>Use abbreviated sentences and passive form. <ul style="list-style-type: none"> <li><u>This</u>: Examination of the social, political, cultural context in the works of...</li> <li><u>Not This</u>: This course is intended to examine the most important social, political, and cultural contexts in which the works of the greatest novelist of all time ...</li> </ul> </li> </ul>
<b>Rationale</b>	Provide a rationale for adding a new course to the curriculum at this time; indicate if the proposed course is intended to replace an existing course. If so, identify the course it is intended to replace.
<b>Funding</b>	Is the course to be funded through General Fund, Grant, Other?
<b>Comments</b>	Use this field to communicate additional information or information that could not be accommodated elsewhere on the form.

**Page 2 - Part C**

**Course Outline** – (If the course outline form does not allow for including necessary information, please attach a second page.)

Alignment between student learning outcomes and program learning objectives:

All degree programs at SF State have identified program student learning objectives. These objectives are written at a relatively general level. Courses must also have learning outcomes, but should be more specific than the program level outcomes with which they are associated.

Example:

Student Learning Outcomes -Upon completion of this course students will be able to:		Program Learning Objectives (*Insert the number that corresponds with the student learning outcome(s) that align with the program 's learning objectives.)	
1	<u>Summarize</u> research questions for a proposed experiment and <u>identify</u> their origins in previous research findings.	*1	Students will be able to develop and design research projects.
2	<u>Demonstrate</u> an appreciation of art by maintaining an art journal describing the influence of art on his/her thoughts and feelings.	*2	Students will be able to demonstrate an appreciation of art.

It is not necessary for a course to address all program learning objectives. Also, several course student learning outcomes may address a single level program level objective.  
Example:

Student Learning Outcomes Upon completion of this course students will be able to:		Program Learning Objectives (*line number of student learning outcomes that corresponds with program learning objectives.)	
1	<u>transcribe</u> spoken English	*1	Demonstrate an understanding of the components of language and their integration.
2	<u>analyze</u> phonological, morphological, semantic, and syntactic data	*1, 2	Demonstrate a foundational understanding of the research in the sub-disciplines of linguistic study.
3	<u>discuss</u> current issues in sociolinguistics	*2, 3	Conduct linguistic field work.