**University of Toronto Scarborough**

**New Undergraduate Course Proposal**

*This template can be used to draft proposals for new undergraduate courses. All new course proposals must be formally submitted through the Curriculum Manager (CM) system before they can be reviewed and sent forward to governance.*

Reading the form:

1. This template is structured to mirror what you see in CM. The CM fields appear in grey.
2. Use the righthand column to input your information. This column is white with a dark border.
3. Instructions, Notes, Tips, and Reminders for how to fill out each field appear in purple.
4. Any fields highlighted in red are not applicable to UTSC or will be filled out by the Dean’s Office. You can ignore these fields.
5. Some fields have been pre-filled for your convenience.

Tips for working with Faculty:

1. Consider using a different colour to highlight fields you want faculty to fill out
2. Each area has a collapsible heading (click on the grey arrow to collapse). If there are whole areas you want faculty to ignore, consider sending the form with only the areas which are applicable to them expanded, and collapse the rest.

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| **Version Start Session:** Please select the session and year the new course will be offered. Normally this will be the Fall term of the academic year (i.e. Fall 2022). |  |
| **Pilot** Is this course being offered as a pilot? A pilot course is a course that an academic unit is testing for a limited period of time. A pilot course will have a specific end date. | Yes  No |

## Course Code and Title

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| **Course Code:** All new course codes must first be approved by Tammy Parsonson in the Registrar’s Office. It is the responsibility of the academic unit to request this approval. |  |
| **Course Title:** |  |
| **Level of Instruction:** | Undergraduate |
| **Abbreviated Title:** | \*The Dean’s Office will update this field |

## Responsibility

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| --- | --- |
| **Division:** | University of Toronto Scarborough |
| **Unit:**  Where will the course will be housed? |  |
| Associated With (Division) Field:  Is the course being offered in association with another Division of the University of Toronto, e.g., the Faculty of Arts and Science, or UTM?  Note: normally, courses are NOT offered in partnership with another division. Entering another division in this field will add that division to the workflow. |  |
| Associated with (Unit):   Is the course being offered in association with another UTSC academic unit?  Note: normally, courses are NOT offered in partnership with another academic unit. Entering another unit in this field will add that unit to the workflow. |  |

## General Information

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| **Campus** | Scarborough |
| **Alias Course Number:** If the proposed course will be double or triple numbered with another UTSC course (whether new or existing), add the partner course code(s) here. |  |
| **Jointly Offered with Course(s) Field:**If the proposed course will be jointly offered with a graduate course, add the partner course code here. |  |
| **Credit Value:  Note**: UTSC undergraduate courses will normally have a “Fixed” value. If you choose “Variable”, you must provide a compelling rationale for this. | Fixed = the value will not change;  Variable = the value will change |
| **Fixed Credit Value:** For courses with a “Fixed” credit value, please indicate the decimal value for the course. Please add the decimal value for the course, i.e. 0.5 (H) or 1.0 (Y) |  |

## Governance Routing

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| **Proposal Divisional Review**  \*This field should only be changed by the Dean’s Office | This proposal requires full divisional review  This proposal requires abbreviated divisional review. |
| **Inclusion in Program Field:** If the course will be added as an explicit requirement or option to any of your programs select the top box. Otherwise, select the bottom box. | This proposal/change triggers modifications in your unit   This proposal/change has no impact on programs |

## Content

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| **Course Calendar Description**  Please keep your description clear and concise:  1. Do not use bullets and manually enter any numbered lists 2. If you want to go to the next line, hit shift + enter 3. Do NOT copy and paste from Word into CM |  |
| **Course URL** (if applicable): |  |

## Requisites

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| **Prerequisites:** 1. A prerequisite is a course, or other qualification, that students MUST pass prior to enrolling in this course.  2. If any of the prerequisites are from other academic units, you must provide evidence of consultation with that unit. |  |
| **Corequisites:** 1. A co-requisite is a course, or other qualification, that students must take the same time as this course, or have already passed. 2. If any of the co-requisites are from other academic units, you must provide evidence of consultation with that unit. |  |
| **Exclusions:** 1. An exclusion is a course that has significant overlap with this course.; students who have passed an excluded course, may not take this course for credit. 2. Units should include courses taught at the Faculty of Arts and Science and UTM. |  |
| **Recommended Preparation Courses:** Recommended Preparation are courses, or other qualifications, beyond the prerequisites/co-requisites that are beneficial to students taking this course; for example, specific high school courses. |  |
| **Enrolment Limits:** An enrolment limit is the maximum number of students that can be admitted to this course. If you are requesting an enrolment limit on this course, please include an explanation in your rationale. |  |
| **Non-curricular Note:** Any additional, non-curricular information, e.g., a priority statement for students in specific programs. |  |

## Breadth and Distribution

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| **Breadth Requirement Division** | University of Toronto Scarborough |
| **Breadth Requirements** All new courses must be assigned ONE breadth requirement category from the following options: 1. Arts, Literature & Language 2. History, Philosophy & Cultural Studies 3. Social & Behavioural Sciences 4. Natural Sciences 5 Quantitative Reasoning |  |
| **Distribution Requirements** | \*Not applicable to UTSC |
| **Engineering Accreditation Units and Engineering Complementary Studies** | **\***Not applicable to UTSC |

## University of Toronto Scarborough – Divisional Data

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| **Discipline—Academic Unit** | **\***The Dean’s Office will complete this field |
| **Discipline Area** | \*The Dean’s Office will complete this field |
| **Learning Outcomes** Learning outcomes define what students will know, and be able to do, after successful completion of the course. They include both general skills such as communication, and subject-specific objectives such as statistical analysis.   Tips --   Describe the expected learning outcomes for the course and indicate how the course learning outcomes will support program learning outcomes (be specific). |  |
| **Topics Covered** Briefly describe the topics to be covered in the course (point form is acceptable). |  |
| **Methods of Assessment** Describe the methods of assessment and indicate how they will support the course learning outcomes. |  |
| **Assessment Scheme \*Pending. Not yet added to CM**  This is **optional information** you can include. You can choose to use this to identify the marking scheme for the course. Identify each assessment tool and the value of that tool in the course. |  |

## Delivery

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| **Total Instructional Hours** | \*UTSC does not track this. Leave empty |
| **Intended Offering Term** | Any |
| **Mode of Delivery**  **Academic units MUST select one mode of delivery. Please see the** [Mode of Delivery Guidelines](https://hive.utsc.utoronto.ca/public/dean/academic%20administrators/DCD%202021-22/Delivery_Mode_Guidelines_July2021.pdf) **for more information.   \*If you select more than one Mode of Delivery (if the course has different sections offered in different modes, for example) please explain why in the Rationale**  • “In Class” = The majority of instruction is delivered in-class (e.g. lectures, seminar discussion, midterms etc.). In-class courses may include some online elements (e.g. flipped classroom tools, online discussion boards, online office hours).  • “Online” = All of the instructional interaction occurs without the student and instructor being in the same physical location. When a course is delivered predominantly online, assessments are normally also conducted and submitted online.  • “Hybrid” = is designed such that face-to-face teaching time is reduced, but not eliminated. A course is considered to be hybrid if at least one-third of scheduled class time is replaced by online activities. Assessments for hybrid courses may be conducted in-person and/or online. | In Class  Online  Hybrid |
| **Language of Instruction** Please select the relevant option(s), and explain why in your rationale. | English  French  English and French  Other   English and Other |
| **Offering/Delivery Options \*Pending. Not yet added to CM**  **Standard:** a course that is offered over one or two terms. This is the typical delivery option for the majority of courses at UTSC.  **Modular:** a course that is divided into separate components, each of which may have their own mode of delivery.  **Continuous**: a course where students may be enrolled over many sessions, such as graduate thesis work.  **\*Standard is default. If you select one of the other options, you must explain why in the Rationale** | Standard  Modular  Continuous |
| **Course Experience**  **\*This field is used to identify courses that are designated as Experiential Learning (EL). For more information on EL types and subtypes, please see the** [**Experiential Learning Course Tagging Instructions.**](file:///\\ourspace.utsc.utoronto.ca\Curriculum\EL%20Course%20Tagging%20Project%202021\Experiential%20Learning%20Course%20Tagging%20Instructions.docx)  **\*If there is no Experiential Learning component in this course, do not check any of the boxes.**  **Partnership-Based Experiences**:All students complete a course requirement through supervision or engagement with an organization or individual external to the University or the course (e.g., internship within U of T).  **Professional Work Term**: All students complete a full-time work experience (on or off-campus) without the integration of academic content and assessment by a U of T course instructor (e.g., Co-op work term).  **University-Based Experience**: All students engage solely with the course instructor(s) to achieve course learning outcomes. | Partnership-Based Experiences  Professional Work Term  University-Based Experiences |

## Grading and Enrolment Details

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| **Grading:** There are two options:  • When a letter grade is assigned to a course the grading is “Standard Grading as per the University Assessment and Grading Practices Policy”; Most UTSC courses will use the “Standard Grading” option;  • When an alternative grading scale, such as CR/NCR (Credit/No Credit) or H/P/F (Honours/Pass/Fail), is being used to grade ALL students in the course, the grading is “Override default grading”, and the appropriate check box (H/P/F or CR/NCR) is ticked.  **Note**: if you select an alternative grading scale for the new course, you will need to explain why in your rationale. | Standard Grading per the University Assessment and Grading Practices Policy   Override default grading   H/P/F   CR/NCR |
| **Enrolment Options:** If students can use the “Credit/No Credit” grading option with this course, check this box; if students will not be able to use the “Credit/No Credit” grading option (for example, if the course is a Supervised Readings course) then leave the box unchecked.  Where you have selected “Standard Grading as per the University Assessment and Grading Practices Policy”, if students can use the CR/NC grading option, check this box**.** | Credit/No Credit |
| **Repeatable for Credit:**  There are two options:  • “Course may not be repeated for credit” = means the course cannot be repeated for credit; Most UTSC courses cannot be repeated for credit.  •“Course may be repeated for credit” = means the course can be repeated for credit.  **Note**: The norm is that a course may **not** be repeated for credit; if you select “Course may be repeated for credit” you will need to explain why in your rationale. | Course may not be repeated for credit   Course may be repeated for credit |

## Administrative Information

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| **Calendar Exclusion** | \*The Dean’s Office will update this field |
| **Publication** | **\***The Dean’s Office will update this field |
| **Section**  If the course appears in more than one section of the calendar, add the sections here. |  |
| **Add Another Publication**  \*Select only if this course appears in multiple calendars (i.e. UTM or FAS) |  |
| **Online Course Evaluation** Tick this box if you will be excluding this course from online course evaluations.  **Note:** You must explain why you have made this decision in your Rationale. | Exclude this course from Online Course Evaluations |
| **ACORN Availability** If you do not want students to be able to enrol themselves in this course through ACORN, check this box.  **Note:** If you check this box, you will need to provide a rationale for this. | Exclude this course from student self-enrolment in ACORN |

## Proposal Questions - General

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| **Rationale:** Clearly and concisely explain why this course is being proposed (i.e. to fill a gap in the current curriculum; in response to an external review, etc.).  Tips –   * Do not repeat/re-state your course description as your rationale for creating the course. * Describe how the proposed course fits into the unit’s overall curriculum   + For which program(s) has the course been designed and what is its role within this/these programs? All new courses must have an EXPLICIT role in supporting the unit’s programs;   + Who this course is going to serve (Specialist students, Major students etc.);   + Will this new course replace any existing courses (if yes, have you also submitted a proposal to retire that course);   Describe any distinctive elements of this new course; are there any similar courses taught in other academic units either at UTSC or elsewhere at the University of Toronto? |  |
| **Overlap of course content with current courses offered by other departments/programs?**  Identify all of the courses that have overlap with this course.  Tips –   * Consider whether there is sufficient overlap to warrant including the existing courses as exclusions for this course, and whether this course should be added as exclusion to existing courses. |  |
| **Consultation Undertaken:** Describe the consultation regarding the course, including any internal consultation, and all consultation outside of the academic unit proposing the course. You MUST include the following:   * The date on which the new course code was approved by the Office of the Registrar; * The date on which the proposal was approved by your DCC.   Note: all proposals must involve some degree of consultation – even it if it is only within the academic unit. **It is never valid to leave the consultation field empty, or respond “N/A”.** |  |
| **Resources Required:** Tips – Include all of the following:   * Whether the course will be taught by regular faculty or by a sessional; if by a sessional, will this be covered by the unit’s existing stipend budgets? * Whether the course will require TA support; if yes, will this be covered by the unit’s existing budgets? * Whether the course will require any additional equipment or infrastructure support; if yes, will this be covered by the unit’s existing budgets? * Whether the course will require any ancillary or laboratory fees.\*   If the course requires new or additional resources for teaching, TA support, equipment or infrastructure, these must be approved by the Dean’s Office **before** the new course proposal can be sent to governance for approval. If you are requesting additional resources, please state clearly what you are seeking, e.g., X hours of TA support for ….  \*If the new course requires any ancillary or laboratory fees, these must be approved by Business Board before the course can be charged to students. This request must be submitted to your departmental Business Officer. Please note, these requests can be submitted only once per year. |  |
| **Parts of a Program Proposal** If this course will be added to any of your programs or courses, you must submit a change proposal for each impacted offering.  Please list all of the impacted programs and courses (including all programs and courses outside of your academic unit).   For example: *UTSC programs using this course:*  Major in English, course is a requirement or option – proposal submitted  *UTSC courses using this course:* ABCA23H3, course is a prerequisite/co-requisite – proposal submitted |  |
| **Programs of study for which this course might be suitable**  If there are programs outside of your academic unit that the course is suitable for, indicate this here; you may want to consider sharing the proposal with those units. |  |
| **Estimated Enrolment**  What is the estimated enrolment for the course? |  |
| **Instructor**  Where possible, indicate the instructor’s name; otherwise indicate whether the course will be taught by regular faculty, or sessional faculty. |  |
| **Revived Courses** | \*Not applicable for a new course. Leave empty. |
| **Additional Proposal Documents** | **\*** Do not use this area. If you have any supporting documents relevant to the proposal, attach them in the Additional Course Documents section. |
| **Additional Course Documents**  If you like, you can attach any supporting documents relevant to the standing record of the course. |  |