

UNIVERSITY SEMINAR COURSE PROPOSAL

To propose a University Seminar, please provide the information requested below.

Attach this form to your proposal; electronic submissions are encouraged but paper submissions will be accepted. Please forward completed documents to the Director of University Seminars. Once the AUC Committee approves the proposal, the course will be sent to the Academics Committee for final review and approval.

University Seminar title: _____

Instructor name(s): _____

Proposer's printed name and signature

Date

Department chair's printed name and signature

Date

Please address the following topics for the Committee's consideration:

1. Provide a brief course description.
2. Provide whatever additional information about the course (a sample of planned readings, class trips, assignments, methods of evaluation, etc.) available at this time that further explains the purpose and execution of the University Seminar.
3. Discuss which University Seminar learning goals the course will achieve and how the course will achieve them. Refer to the University Seminar Criteria & Guidelines.
4. What Area(s) of Inquiry do you intend the course to fulfill? (all University Seminars must fulfill at least one Area of Inquiry and may fulfill more than one when appropriate.)
5. What Intellectual Practice(s) do you intend the course to fulfill? (All University Seminars must fulfill at least one Intellectual Practice and may fulfill more than one when appropriate)
6. Will the proposed University Seminar fulfill any requirement(s) in the major of any department(s)? If so, what requirement(s) in what department(s)?
7. Will the proposed University seminars require any additional resources (for example, for class trips, other outside-the-classroom activities, necessary classroom or library materials, etc.)? If so, please provide as detailed a budget as possible and explain to what extent these costs should be borne by students and/or Arcadia University. *Please note that funding for such expenses requires prior approval of the Director of University Seminars.*
8. Provide preferred day/time meeting schedules (at least two options) and explain if/and why the course requires an untraditional meeting schedule.