

COURSE PROPOSAL FORM

Please answer the questions below and provide a sample syllabus and course description when submitting your proposal to the Curriculum Committee. Contact [Joanne Kim](#), Director of Faculty Services (503-768-6852), for further information or questions about this process. Contact the Associate Dean of Academic Affairs, [Sandy Patrick](#), for questions on the substance of the proposal.

SUBMISSION TIMELINE:

Course proposals should be submitted to the Associate Dean of Academic Affairs by **February 15** to ensure consideration by the Curriculum Committee in time for the next academic year. In rare cases, new spring semester classes for the current academic year may be approved during the fall semester; such proposals should be submitted to the Curriculum Committee no later than **September 15**.

REQUIRED ITEMS – Please insert your response:

1. Course title:

2. Credits requested (please ensure that student engagement hours meet ABA requirements):

3. Course description:

4. **Relationship to existing curriculum:** Does this course overlap in content or learning outcomes with any course currently offered at Lewis & Clark Law School? If yes, please identify the course(s) and briefly describe the nature of the overlap.

- ☐ No significant overlap with existing courses
- ☐ Some overlap — described below
- ☐ Substantial overlap — described below

If overlap exists, please explain why an additional course is nonetheless justified (e.g., different pedagogical approach, fills an unmet student need, covers distinct subtopics, offers a different skills focus, etc.):

5. Method of evaluation (exam(s), paper, other):
6. Constraints to class size (for example, a class that has several written assignments probably should not be a large class):
7. Special characteristics of the class: does it have a special focus on writing, oral advocacy, negotiation, or other lawyering skills?
8. Does this course incorporate artificial intelligence in any of the following ways? (Check all that apply.)
- ☐ Generative AI tools will be used as part of course instruction or assignments
 - ☐ The course examines legal issues related to AI (e.g., AI regulation, liability, intellectual property)
 - ☐ Students will receive instruction on using AI tools in legal practice, including ethical considerations and confidentiality requirements
 - ☐ I will not be using AI
9. Student requirements satisfied: WIE and/or Capstone, Experiential Credits?
10. Proposed graduation classification: First Level or Second Level Foundational, Highly Specialized, Experiential?
11. Does the course qualify as a clinic, practicum, or simulation course per ABA Standard 304?
12. Preference for fall or spring semester? Every year or every other year?
13. Pre- or co-requisites:

For adjunct or visiting professors, please answer the following:

14. Instructor availability: day or evening? Once per week vs. twice?

Note: Usually, a 3-credit class meets twice a week and a 2-credit class meets once a week.

15. Please attach a CV or résumé if you are new to teaching at Lewis & Clark Law School.

For ADAA/CC Chair only:

Submission date: _____

Curriculum Committee or ADAA approval: _____

For the Registrar:

Course Creation Checklist

Course #:

Course Title (Short):

Course Title (Long):

Credits:

Grading scale:

Course Cap:

Prerequisites:

Course Types:

Audits: FND HS EXP

ABA Q: Seminar Simulation Clinic Placement

Certs: ANL Bus. Crim. Env. Intl IP Advo Pub. Int.

Writing: Cap WIE

GREX

Repeat allowed: Yes No

Meeting times: Standard Other

Description:

Approved by:

Approval date:

CRSE

APRS: Current year Previous years

Catalog: Course List Blurb Certificates