

- Routing Slip**
- ▶ Keep attached to front of proposal
 - ▶ Complete your section
 - ▶ Sign and date
 - ▶ Send to next step

Approval Process for New PST Course

Name of Department/Faculty Initiating: _____

Name of Course: _____

Step 1 – Proposal Development

When a new course proposal is generated, the signature of the Department Chair is needed if this course is also offered as an Undergraduate or Graduate course. PST courses are approved for a period of three years.

Department Chair: _____ Date: _____

Step 2 –CPSO Program Review

New course proposals are sent to the College of Professional Studies and Outreach (CPSO) for review of course viability and documentation. The proposal is then given to the Dean for final review and approval and to ensure that there is no overlap in content with an existing PST or regular credit course.

CPSO Director's Signature: _____ Date: _____

CPSO Dean's Signature: _____ Date: _____

Step 3 – Course Record Management

Once approved, the College of Professional Studies and Outreach (CPSO) assigns a course number. Data about the new course is entered into the Bison catalog database and the course is now available for scheduling. Originals of the approved course proposal forms are housed in CPSO.

COLLEGE OF PROFESSIONAL STUDIES AND OUTREACH

COURSE PROPOSAL FORM FOR PST COURSES

INSTRUCTIONS: If you are planning to develop and offer a PST course, please complete this form and submit it to HMB, S494B or email it to professionalstudies@gallaudet.edu.

Name of person completing this form: _____

Gallaudet Affiliation and Position: _____

Affiliation and Position (if not Gallaudet): _____

Email Contact: _____

Date form completed: _____

Course Information

Please attach additional paper as necessary

Effective Term	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer 200__
Course Title	
Course Credits	
Formal Catalog Description	
Prerequisites	
Grading Basis	<input type="checkbox"/> Graded <input type="checkbox"/> Pass/Fail <input type="checkbox"/> Non-Credit

<p>Course Characteristics</p>	
<p>Instructor(s) (attach required documentation)</p>	
<p>Fees:</p>	<p><input type="checkbox"/> PST (Per credit fee) <input type="checkbox"/> Non-credit tuition \$_____</p> <p><input type="checkbox"/> Materials \$_____ <input type="checkbox"/> Lab \$_____ <input type="checkbox"/> Other \$_____</p>
<p>Enrollment Limit</p>	
<p>Permission</p>	<p><input type="checkbox"/> Department <input type="checkbox"/> Instructor <input type="checkbox"/> None</p>
<p>Class Format</p>	<p><input type="checkbox"/> Lecture <input type="checkbox"/> Online <input type="checkbox"/> Lab <input type="checkbox"/> Seminar <input type="checkbox"/> Independent Study</p> <p>_____</p>
<p>Rationale</p>	
<p>Course Content and Goals</p>	
<p>Course Materials</p>	

Evaluation	
Resources	
Accessibility Considerations	
Technical Requirements	
Contact Person	

Office Only Assigned Course # PST_____

New PST Course Proposal Requirements

1. Effective Term

Indicate the semester and year in which the course will first be taught.

2. Course Title (PST number will be assigned by the College of Professional Studies and Outreach)

- a. Long Title (for catalog)
- b. Short Title (for Transcript - 20 character limit)

3. Course Credits

Calculate one credit per 14 hours of contact time for face-to-face courses and synchronous tech-based courses; calculate equivalent workload and time for asynchronous courses. For asynchronous courses, justify the credit hours in terms of proposed faculty and student time commitments.

4. Formal Catalog Description

Describe the content and goals of the course in one paragraph.

5. Prerequisites

Prerequisites may include:

- a. Previous coursework requirements
- b. Concurrent registration in another course
- c. Previous knowledge or experience
- d. Language proficiency
- e. Licensure
- f. Previous online training
- g. Level of education
- h. Permission of department, instructor
- i. Other

6. Grading Basis

- a. Graded
- b. Pass/fail
- c. Non-credit

7. Course Characteristics

a. Cross listing--corresponds in time, credits, and content to another course offered by Gallaudet University. Specify whether the cross-listed course is for undergraduate credit or graduate credit and include letter of support from affected department(s).

b. Overlap—if this course overlaps in content with any other PST or regular credit course, include justification for additional course offering. Such course proposals must include a letter of cooperation from the unit offering the related or overlapping course.

c. Explanation of fit with other courses if it is a part of a program of study.

d. Statement of cooperation from other organizations or facilities that will be involved with the production of the course, particularly when extension or video-conferencing is involved. Demonstration of communication with department associated with the field represented by the course, whether there is overlap or not.

8. Instructor

- a. Competencies to teach this course: include resume if appropriate
- b. Faculty arrangements (will the course be offered in-load by a Gallaudet University employee, as an overload by a Gallaudet University employee, or as contract with a non-employee).
- c. Signature/approval of Department Chair if offering as undergraduate/PST or graduate/PST credit.

9. Fees

- a. Per credit PST tuition or non-credit tuition
- b. Material fees
- c. Lab fees
- d. Other

10. Enrollment Limit

Indicate maximum number of students allowed.

11. Permission

Indicate if student must have permission from either the instructor or the department to register.

12. Class Format

- a. Delivery Characteristics
 - i. Face-to-face, online, video conferencing, hybrid, web-based, etc.)
 - ii. Synchronous, asynchronous
- b. Timing
 - i. Regular semester, special timing (requires evidence of contact with Academic Technology)
 - ii. Meeting times, dates, and frequencies

13. Rationale

Demonstrate the need for this course, the potential audience and a marketing strategy.

14. Course Content and Goals

Attach a draft of the syllabus, including a schedule of topics to be covered and expectations of students. Include a description of how student performance and learning will be evaluated.

15. Course Materials

List materials students will be expected to buy and a statement of how you will provide access to the materials for them, including information about links required to buy books or other materials.

16. Evaluation

Describe the method you will use to evaluate the effectiveness of the course and the instructor (must include the PST evaluation form at a minimum).

17. Resources

What Gallaudet University resources will be required to teach this course in the format you are proposing?

18. Accessibility Considerations

- a. How will the course and materials be made accessible to deaf students?
- b. How will you make this course accessible to the largest possible audience?
- c. If there are any anticipated accessibility problems for certain categories of students with disabilities, note them here so that Gallaudet University's Office of Students with Disabilities can be contacted and accommodations arranged.
- d. If outside standardized exams will be used, indicate what accommodations will need to be made for deaf students.
- e. Language issues.

19. Technical Requirements

- a. Hardware requirements for students
 - i. Type and speed of computer
 - ii. Speed of internet connection
- b. Software requirements or students
- c. Download fees
- d. Access to video-conferencing facility
- e. Special hardware or software requirements for Gallaudet University
- f. Include documentation of Academic Technology's ability and willingness to support the technical requirements of this course.

20. Contact Person

Indicate the person to whom questions should be directed regarding this course. Include email address and phone number(s)