**SEAS New Course Proposal Form**Version: AY19-20 v3

**New course proposal submission deadlines**

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| **Semester course to be offered** | **Submit by** | **Expect to hear back by** |
| Spring 2020 | November 4, 2019 | ~Two-three weeks after Nov submission deadline |
| Fall 2020 or Spring 2021 | November 4, 2019  or  February 10, 2020  (case-by-case for new faculty hired after Jan 2020) | ~Two-three weeks after Nov submission deadline  ~Two-three weeks after Feb submission deadline |

**Background**: New SEAS courses require approval from the SEAS Education Policy Committee (EPC).

Prior to submitting the proposal, please consult with your Area Chair and the faculty most affected by your course (e.g., DUS, DGS, faculty teaching courses in overlapping fields, etc.) and note their comments on this form.

New SEAS courses include completely new courses as well as existing courses listed in another Harvard school or FAS department that seek co-listing at SEAS (i.e., a SEAS course number). Co-listing of a course with FAS (i.e., a course having both FAS and SEAS course numbers) currently requires two co-instructors, one with a primary appointment in the FAS department, and one with a primary appointment at SEAS. An exception is undergraduate engineering courses in the ABET curriculum that need an Engineering Sciences number.

A new course proposal form is not required to change the topic of an existing, rotating topics course (e.g., 229r) but is required for a new rotating topics course.

**Course proposal and approval process**:

* Prior to submission, prepare proposal and discuss with Area Chair and other relevant faculty that would be affected by your course.
* Submit via email a completed course proposal form and a draft syllabus to the Executive Dean for Education and Research, Fawwaz Habbal ([habbalf@seas.harvard.edu](mailto:habbalf@seas.harvard.edu)) by the appropriate deadline above.
* The Executive Dean will work with the EPC to review the course and ask for additional input as necessary. Undergraduate engineering courses also need approval from the Undergraduate Engineering Committee (UEC) for ABET accreditation reasons.
* The Executive Dean will notify you of the outcome of the review.

This form, along with a “sample” completed form and a list of DUSes and DGSes can be found on the [SEAS Education and Teaching policies website](https://www.seas.harvard.edu/education-and-teaching-policies).

**PLEASE INCLUDE A DRAFT SYLLABUS (WHICH INCLUDES LEARNING OUTCOMES) WITH YOUR PROPOSAL SUBMISSION. Examples of what to include on a syllabus can be found at the** [**Bok Center website**](https://bokcenter.harvard.edu/functions-syllabus)**, with information on academic integrity and collaboration policies from the** [**Honor Council website**](https://honor.fas.harvard.edu/syllabus-design)**.**

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| **Basic information** |  |
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| **Name of lead instructor(s)/proposer(s)** |  |
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| **Instructor’s position/title at SEAS** |  |
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| **Other possible instructors** (future terms) |  |
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| **Title of course for course catalog** (100-character limit) |  |
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| **Title of course for transcript** (optional) (32-character limit) |  |

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| **Course description for course catalog** (~100-word limit) |  |
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| **Prerequisites/recommended prep** |  |
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| **First term to be offered** (i.e., Spring 202X) |  |
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| **Course meeting length** (i.e., 75-minute classes twice per week) |  |
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| **Location** (do you plan to teach this course in Cambridge or Allston)? |  |
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| **Requested times/days**  Cambridge time blocks are 75 minutes each and start at 9am, 10:30am, 12pm, 1:30pm, 3pm, 4:30pm, and 6pm.  Allston time blocks are 75 minutes each and start at 9:45 am, 11:15 am, 12:45 pm, 2:15 pm, 3:45 pm, 5:15 pm, and 6:45 pm.  More information can be found [here](https://registrar.fas.harvard.edu/fall-2018-schedule-change-information). **Please include at least three time slot options.** |  |
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| **Offering type** (offered one time only, as a permanent course)? |  |
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| **Offering frequency** (if a permanent course, how often will it be offered: each term, each year, every two years, etc.?) |  |
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| **Is this a rotating topics course where the course topic is different each time the course is offered?** This is rare at SEAS but sometimes occurs for graduate courses. Such courses are designated as repeatable (“r”), and students can take the same course multiple times for credit. |  |
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| **Graduate or undergraduate course?** |  |
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| **If graduate, will it be open to undergrads?** |  |
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| **Proposed course number** (optional) |  |
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| **Range of expected enrollment** |  |
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| **Do you anticipate an enrollment limit?** If so, what is the limit and how will you choose students? Note: Ordinarily SEAS does not allow enrollment limits excepts for lab safety issues and/or exceptional pedagogical needs. |  |
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| **How will this course affect the lead instructor’s teaching responsibilities** (i.e., whatcourse will no longer be taught)? |  |
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| **Will this course require support from the SEAS Active Learning Labs?** If so, have you discussed it with Anas Chalah, Asst. Dean ([achalah@seas.harvard.edu](mailto:achalah@seas.harvard.edu))? |  |
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| **Curriculum and pedagogy** |  |
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| **Describe the course rationale** (e.g., new field, student demand, etc.) **and curriculum fit/need** |  |
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| **Is this course replacing a current course or is it a new topic?** Are there other courses at SEAS or FAS similar in content? If so, why is this course different? |  |
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| **Teaching format** (e.g., lecture, flipped, lab only, etc.) |  |
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| **List of expected learning outcomes for students when they complete the course** (this field is required and must also be listed on syllabus) |  |
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| **How will you assess/grade students in your course** (i.e., homeworks, labs, exams, etc.)? |  |
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| **Who is the intended audience** (i.e., freshmen, concentrators, G1 PhD students, etc.)? |  |
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| **Do you expect this to count for undergraduate concentration credit?** If yes, which concentration: Applied Math, Computer Science, Engineering? |  |
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| **For undergrad courses: will this course affect the requirements of multiple concentrations** (i.e., it is part of the required curriculum and not an elective)?If so, have you spoken with the DUSes of the other concentrations? |  |
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| **For grad courses: do you expect this to count as a standard technical course for PhD credit?** Note: 294r, 297r, and 298r courses typically do not count as standard technical courses. |  |
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| **Financial resources** | |
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| **Will this course require extra financial resources beyond regular TF allocations** (e.g., lab materials, software, equipment, trips, etc.)? Explain estimated budget needs. |  |
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| **Other special requests/items** |  |
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| **Other unique requests?** |  |
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| **Any specific classroom requirement** (e.g., specific teaching lab room, Pierce 301, etc.)? |  |
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| **Discussions with other SEAS faculty** |  |
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| **Have you discussed this course with your Area Chair** (or Exec Dean for Education and Research, for non-ladder faculty)?Please list the Area Chair and any comments. |  |
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| **Which other SEAS ladder faculty (if any) have you discussed the course with?** Please comment. |  |