

Request for New Course

Form Instructions:

Please complete this form and print on **PINK** paper; the form fields will expand to meet your needs. Print on one side of the form and attach a separate sheet if form is too large. **Submit completed form to the appropriate persons for their Approval/Department Chair/Dean/Council/Committee/Chair/Forward**

Select from Drop Down menu

Select from Drop Down menu

Click to get calendar and select date.

Enough info to be used when making the agenda for the UCC meeting. Use course, dept and degree if possible.

Components available: lecture, lab, lecture/lab, practicum, clinical, seminar, ensemble, studio, internship, thesis/dissertation, field experience, research, study abroad, supervision

Submitted by College of: Education	Department offering course: Teaching and Learning
Request Summary (used to create UCC agenda—one or two sentences only): New course (EDUC 690) for new concentration in existing MEd curriculum and instruction degree program	

CIP to be added by Institutional Research. No action needed by department.

Course Prefix: EDUC	Course Number: 690	Course Credit Hours: 3	Course Component: Lecture	Course CIP code (nn.nnnn):
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Proposed course description as it will appear in the catalogue:
690. Instructional Coaching in Schools. Credit 3 hours. Prerequisites: EDL 610 and EDL 611. Instructional coaches and mentors in schools are emphasized along with data-driven research, instructional design, and collaborating with school administrators and instructional technology. Psychological aspects of teacher career development are examined, along with the importance of field experience component is included. A Laboratory fee is required for this course. (As noted in the course description)

Description exactly as it is to appear in the catalogue. (Course number. Title. Credit. Prerequisite. Description. Lab Fee. Typical Semester offering). Note there is NO prefix before the catalogue entry. Refer to other courses in catalogue as examples.

Course to be typically offered/Frequency of Offering: Fall, Choose an item., Choose an item./ Even Years	Lab Fee required? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Request submitted to lab fee committee? <input type="checkbox"/> Yes <input type="checkbox"/> No

Page numbers affected in the printed catalogue (include year) **OR** URL for on-line catalogue:
412 (2019-2020 catalogue)

Will this course appear in the 4-year layout or a footnote for the 4-year layout for any undergraduate degree program? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will this course appear in the 4-year requirements for any graduate degree program? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Pick a term or terms to be offered and then a frequency.

If yes to either, please specify: **MEd Curriculum and Instruction**

What program assessment results have prompted the need for this new course? Reference specific departmental goals, outcomes (by year) and action plans that address this need.

Goal 1 learning outcome 2c of our 2011-2012 assessment plan is to effectively support the needs of secondary school districts that have teachers that provide instructional coaching and mentoring. This course will support that need for roles such as Master Teachers, Integration Specialists, Curriculum Specialists, TAP Mentors, Learning Facilitators and School and District Leaders.

What other reason(s) has prompted the need for this new course? N/A	What enrollment may be reasonably anticipated?
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Change in course should be linked to assessment. In some cases a change to your department's course may be linked to the assessment plan of another department. In the event there is no link to assessment, use the "What other reason(s)..." box to explain the change. **It is not necessary to use both explanation boxes unless the submitter feels it is necessary.**

Council for Teacher Education approval needed? (Yes if any of the following apply):	
<ul style="list-style-type: none"> This change affects any education undergraduate degree program This change affects components of electronic portfolio This change affects field experience of any type report 	

Other departments/colleges that could be affected by proposed course: Educational Leadership and Technology	Have these departments/colleges been notified of the proposed course? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
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Course Time Investment*: This is a 3 credit hour course that is intended to meet face-to-face during the course of a typical 15 week semester. The approximate time requirement is a 2:1 ratio between out-of-class and in-class activities for a total of approximately 112.5 hours. Instructors of this course understand that they should strive to reach this target.

In-class activities: (2 days per week at 75 minutes for 15 weeks that may or may not include final exam time)	Estimated Time
Required readings:	37.5 - 39.5 hours
Homework time:	xxxxx hours
Mid-term take home exam:	xxxxx hours
Final paper and oral presentation for course:	xxxxx hours
Preparation time for final exam:	xxxxx hours
	Total: xxxxx hours

This is ONLY an example. Please adjust information to the course that you are creating or changing. Refer to the Credit Hour Policy.

*this is not an inclusive list merely an example, adjust as necessary.

Course Outline:
Course Objectives:
Course Evaluation Method:
Course Bibliography:

*Effort expended both in and out of class for a student to achieve learning outcomes for the course—see the Credit Hour Policy

Approval/Denial of New Course - Secure Signatures in following order

1.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Chair, Dept/Program Curriculum Committee:	Date:
2.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Department Head:	Date:
3.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Chair, College Curriculum Committee:	Date:
4.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	College/School Dean:	Date:
5.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<i>(if applicable)</i> Chair, Teacher Education Council:	Date:
6.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<i>(if applicable)</i> Dean of Education:	Date:
7.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<i>(if applicable)</i> Chair, Graduate Council:	Date:
8.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Chair, University Curriculum Council:	Date:
9.	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Provost:	Date:
10.	<input type="checkbox"/> Record Complete	AVP for Academic Programs:	Date:

Reason for Denial: