

COURSE PROPOSAL FORM

This form should be used by faculty to propose a new course or add a cross-listed course from another Rutgers school to the School of Public Health's course listings. Please type or print legibly. Submit a signed form (signed by your Department Chair) to the Curriculum Committee at least two weeks before a meeting and no later than the second month of the semester prior to the one in which the proposed course will be first offered.

1. **Course Title:** _____
2. **Sponsoring Department/Program:** _____
3. **Instructor(s):** _____
4. **Number of Credits:** _____
5. **Course Level:** **Introductory** **Advanced** **Doctoral**
6. **Course Format:** **In-Person** **Online (asynchronous)** **Online (synchronous)**
7. **Course Type*:** **Lecture, Didactic** **Lecture, Laboratory** **Individual Activity**
 Seminar **Research** **Web-Eligible**
8. **Is the School of Public Health the home school for the course?** **Yes** **No**
9. **Which semester(s) will the Course be offered?** **Fall** **Spring** **Summer**
10. **When will this Course be offered first (semester and year)?** _____
11. **If known, which day(s) of the week and at what time will the Course be offered?**

12. **How often will the Course be offered (every semester, annually, etc.)?** _____
13. **Prerequisites:** _____

14. **In addition to the sponsoring Department/Program, what other departments/programs may the course be applicable to or of interest? (Check all that apply)**
 BIST **DNPH** **EPID** **ENOH** **GLPH**
 HEBS **HOPE** **HSAP** **URHA**

**Course Type Definitions:*

Lecture, Didactic: Course with only an instructive lecture component (no laboratory component).

Lecture, Laboratory: Course conducted with an instructive lecture component and a laboratory component.

Individual Activity: Individualized course of study, such as Independent Study, Practicum, etc.

Seminar: Small group instructive course to discuss topics of interest under the direction of an instructor or discussion leader.

Research: Course where the student is conducting research for their major (i.e. Thesis or Doctoral Research)

Web-Eligible: A web-based (online) course.

Provide the following information:

- 15. How does this course fit into the curriculum for your department/program? Provide two to three sentences.**
- 16. Please list the competencies (MPH, MS, DrPH, and/or PhD) addressed by the course for the sponsoring department/program.**
- 17. Do the topics/concepts overlap with other courses offered in other departments/programs? If so, please provide the course numbers and attach course syllabus for these courses:**
- 18. A brief description of the course for publication in the catalog. This description should indicate the major emphasis of the course and should not exceed 30 words.**
- 19. Attach a syllabus using the Rutgers School of Public Health course syllabus template (for courses where the School of Public Health is the home school).**

Department Chair/Concentration Director Signature Date

Associate Dean for Education Signature Date

Curriculum Committee Chair Signature Date

Reviewed and Approved by the Curriculum Committee on _____, by a vote of _____.

(FOR OFFICE OF THE REGISTRAR USE ONLY)

Course Number: _____

Course Title: _____

Date final course syllabus with course number distributed to each Department/Program: _____

Office of the Registrar Signature Date