***Please attach Syllabus and grading Rubrics.***

**Please check ALL that apply.**

* Elective
* Required
* Undergraduate
* Graduate
* ***Applied Physiology | Sport Management***
* Ph.D. Applied Physiology
* Master of Science in Health Promotion Management
* Master of Science in Sport Management
* Applied Physiology and Health Management
* Sports Performance Leadership
* Sports Management
* ***Dispute Resolution and Counseling***
* Master of Arts in Dispute Resolution
* Master of Science in Counseling
* Graduate Certificate in Dispute Resolution
* Effective Coaching Certificate
* Graduate Certificate in Health Collaboration and Conflict Engagement
* ***Education Policy and Leadership***
* Ed.D. in Higher Education
* Ed.D. in Educational Leadership
* Master of Education in Educational Leadership (ASLP)
* Master of Education in Urban Educational Leadership (ALP)
* Master of Education in Higher Education
* ***Graduate Liberal Studies***
* Doctor of Liberal Studies
* Master of Liberal Studies
* Certificate of Advanced Graduate Study (CAGS)
* ***Teaching and Learning***
* Educational Studies
* Post-Baccalaureate Teacher Preparation
* Master of Education
* Master of Education with Certificate
* Master of Bilingual Education
* Master Reading Teacher
* Learning Therapy
* Montessori Specialization
* Music Education with Teacher Certification Preparation
* ***Ph.D. in Education***

1. **DESCRIPTION OF THE COURSE**

1.1

Number and title of the course (be sure that the number is one which has not been used in the department in the past.) **Note:** Titles are limited to 100 characters. Abbreviated titles are limited to 30 characters. This step can be facilitated with the program specialist for each department.

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| **Course Category** | **Course ID#** | **Title** |
| Example: **EDU** | **5339** | **Learning Unplugged: Messages, Myths and Manipulations** |
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| **Abbreviated Title (with prefix, code/number and keyword/phrase)** | | |
| Abbreviated title:**EDU5339\_LearningUnplugged** | | |
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1.2 Catalog description (There is not a limit on the number of words in a description, but the description editor will edit out any “marketing” language or information that better fits in a syllabus to keep the course descriptions consistent.)

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1.3 Are there prerequisites needed for this course? If so, please list below.

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| **Course Category** | **Course ID#** | **Title** |
| **Example: SOSC** | **7336** | **Advertising Unplugged: Messages, Myths and Manipulations** |
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1.4 Will any portion of this course be offered on-line?

Yes\_\_\_\_\_\_ No\_\_\_\_\_\_\_

If yes, please check the boxes below that you understand the following two policies:

* I understand that there is a second level of approval required for all online courses and that online courses cannot be open for enrollment until this second level of approval is met. The process can be found at this link: <https://www.smu.edu/Simmons/About-Us/Governance/Tech-Advisory-Council>
* I have reviewed and understand the additional requirements necessary for proposing online/hybrid courses, including the use of the standardized template for online/hybrid syllabi.

1.5 Will there be a lab or off campus experience (Clinical, Internship) with this course?

Yes\_\_\_\_\_\_ No\_\_\_\_\_\_\_

If yes, describe the nature of the laboratory or off-campus experience:

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1.6 What date will the course optimally will first be offered, and how frequently will it be offered?

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| **Date** | **Offering Frequency** |
| Example: Fall 2019 | The course will be offered once a year in the fall |
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1.7 Are specific or expanded support services needed for this course (e.g., media services, equipment, additional

library holdings, facilities, etc.)? If yes, please describe.

Yes No

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1.8 Is this a replacement for another course? If yes, please list previous course number and title.

Yes No

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1.9 Name(s) of instructor(s) qualified to teach this course. If the only instructor listed is an adjunct instructor, the

official transcripts and a current CV must be on file. (Note: all full-time SMU faculty already have transcripts and CVs on file, so no boxes need to be checked for SMU faculty.)

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| **Name of Instructor** | **Transcript** | | **Current CV** | |
| **Yes** | **No** | **Yes** | **No** |
| Example: Paige Ware, Professor, Teaching and Learning |  |  |  |  |
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1. **NEED FOR THE COURSE**
   1. Why is this course being proposed (i.e., how does this course function within the overall curriculum?

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* 1. Expected enrollment:

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* 1. What steps have you taken to ensure that the course does not overlap with those in other departments and schools?

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* 1. Has this course been discussed and approved at your department/program level? Please include date of department/program meeting.

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| **Program/Committee** | **Date** | **Department** | **Date** |
| Example: Literacy and sped committee approval | 4/20/19 | SMU Teaching & Learning Faculty | 4/24/19 |
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1. **STATEMENTS**

Faculty Member submitting proposal:

*Faculty Member Signature Date*

I recommend this course and certify that it has been approved by our department.

*Department Chair Signature Date*

1. **ACADEMIC AFFAIRS COMMITTEE ACTION**

**Action:** ❑ Approved *as is*

❑ Approved *w/ minor revisions* (see below)

❑ Substantial revisions required (see below)

❑ Not approved

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***Please submit recommended changes to the course proposal within two weeks of review.***

Academic Affairs Committee Chair Date

**For face-to-face courses, STOP here. For online and hybrid courses, please use the signature boxes below to indicate that the course has been reviewed and met the second level of approval to be opened for enrollment.**

Faculty Member Date

Simmons Instructional Designer Date

Academic Affairs Committee Chair Date