Topics/Workshop Course Proposal

Department/School | Teacher | Quarter
--- | --- | ---

- How will this course affect the teacher's teaching load?
  If proposed teacher is not a member of the regular faculty, attach Request for Part-time Faculty.

Prefix/Number | Course Title | Credits
--- | --- | ---

- Please attach assessment data to support the need for this class.

Proposed Course Description and Prerequisite(s):

Rationale for offering this course and recommended level:

---

**Topics Courses** are offered in specialized or experimental areas on either the lower-division (200), upper-division (400), or graduate (500) level and are conducted through regular class activities.

**Workshop Courses** (274 or 474) are normally short-term, concentrated experiences which require a minimum of out-of-class assignments and are usually conducted in large blocks of time.

**Credit Hours** for topics and workshop courses should offer not more than 1.5 credit hours per week. Any course offering more than 1.5 (in no case exceeding 2) will require specific justification. One credit equals 50 minutes. Credit hours for a course are evaluated in terms of the total number of lectures, the total number of lab hours, and the total number of hours a student spends working on the course.

**Requests to Offer Topics or Workshop Courses** should be made no later than when the yearly Preliminary Class Schedule or the summer courses are submitted for Summer Session to the Associate Vice President for Academic Administration. These course proposals are considered by Curriculum Committee/Graduate Council for a one-time offering. To offer a topics course previously approved, the request may be made directly to the academic dean.

<table>
<thead>
<tr>
<th>Student population this course will serve:</th>
<th>Anticipated enrollment:</th>
<th>Limit:</th>
</tr>
</thead>
</table>

**Requirements this course would fulfill:**

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>General Studies</th>
<th>Other</th>
</tr>
</thead>
</table>

**Has this course been offered previously, and if so which quarter/year?**

**What was the enrollment?**

<table>
<thead>
<tr>
<th>Dates course will be offered:</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Location if not mainCampus</th>
<th>Number of Class Periods</th>
<th>Out-of-Class Hours</th>
<th>*Total Periods/Hours</th>
</tr>
</thead>
</table>

Lecture

Laboratory

*Total class periods plus out-of-class hours should equal 30 x credits

The Collection Development Librarian has been consulted regarding this class ___________________________ Signature ___________________________

Chair/Dean's Signature and Date