

**Department of Plant, Soil, and Insect Sciences**  
**Proposal for Submission of Undergraduate Course**  
**Faculty proposing a new course for offering within the Department should**  
**take the following steps:**

**1. Consult with the Department Head**

Faculty must consult with the Head of the Department to ascertain that the course supports the long-range plan of the Department, including the anticipated teaching assignments of the proposer. The faculty member and Head also should discuss the format (lecture, laboratory, discussion) of the course, particularly with regard to the facilities and personnel needed to offer the course.

The proposer and the Head should agree on the auspices under which the course would be offered:

- a. A lower-level (100, 200) regular course or an upper-level (300, 400, 500) regular course.
- b. An experimental course (190, 290, 390, 490, 590), which can be offered three times before it must be approved as a regular course.
- c. A course in the Seminar series (192, 193, 194, 195, and so on).
- d. A course in the Special Topics series (197, 297, 397, 497, 597). The proposer should understand that these courses might be given the same consideration by the Department as an experimental course with a limit of three-times offering.

The proposer should note that if a course is presented for approval, it may require additional approvals by the Department, by the College, by the Academic Matters Council, by the Faculty Senate, and the Provost.

The proposer and Head should agree also on whether the course is to be elective or required in the major or in any option or concentration in the major.

**2. Submit a one-page cover presenting justification for proposing the new course.**

The page should address (a) the instructors, including teaching assistants, format, level, auspices, and semester to offer the course, (b) whether the course will be required or elective in the major, (c) the number of credits proposed, (d) whether the course is open to all students, (e) anticipated enrollment, (f) similar offerings in the Department or in other departments, and (g) other items that justify offering the course or that explain its unique nature.

**3. Complete course proposal form and attach supporting documents requested in the form. All course proposals will be reviewed by the Undergraduate Policy Committee after the proposal is submitted to the Head, and if it is to be offered at the 500-level, Graduate Policy Committee approval is required by the appropriate Division.**

**Department of Plant, Soil, and Insect Sciences**  
**Course Proposal Form**  
**(Undergraduate Courses numbered 001-599)**  
**Use additional pages as necessary.**

1. Course Rubric (e.g., PLSOILIN, PLNTSOIL, ENTOMOL), Number, and Title: \_\_\_\_\_

2. Proposer Name, Phone, and Email: \_\_\_\_\_

3. Proposed Instructor: \_\_\_\_\_

4. Course Credits: \_\_\_\_\_

5. List Prerequisites: \_\_\_\_\_

6. What is the intended clientele:      Lower division \_\_\_\_\_ %    Upper division \_\_\_\_\_ %

Check all applicable: Depart. majors \_\_\_\_\_ Related majors \_\_\_\_\_ Non-majors \_\_\_\_\_

If course is intended for majors, what role will it play in the curriculum? Required \_\_\_\_ Elective \_\_\_\_

Comments: \_\_\_\_\_

7. Course catalog description (30-word limit):

8. Attach the following materials:

- \* Week-by-week outline of topics covered in course (or syllabus if available)
- \* List of textbooks or required readings
- \* Description of assignments (papers, examinations, projects, reports, presentations)
- \* Summary of course grading criteria
- \* Selected bibliography of works used by instructor in developing course

9. If course has been offered as an experimental or special topics course, please comment on its evolution on an attached page. Attach a summary of course evaluations (optional).