**Psychology Department**

**New Course Proposal**

**(Undergraduate Courses Only)**

Email completed form to [fracasso@towson.edu](mailto:fracasso@towson.edu)

**NOTE. All approved course proposals are subject to approval for course scheduling by the Department Chairperson.**

**Subject Code:** Click or tap here to enter text.

**Department:** Click or tap here to enter text.

**Title of Record:** Click or tap here to enter text.(This is the version of the course title that will display on Transcripts and on the Class Schedule)

**Catalog Description:** Click or tap here to enter text.

**Course prerequisites and/or corequisites:** Click or tap here to enter text.

**Is this going to be offered as a Special Topics Course:  Yes  No**

**Was this previously offered as a Special Topics Course:  Yes  No**

**Unit Hours:** Click or tap here to enter text.

**Grading basis :  Regular (A-F)  Satisfactory/Unsatisfactory (S/U)**

**Require Department Consent?  Yes  No**

**Attachments:**

**Rationale for course statement:** Click or tap here to enter text.Brief explanation (paragraph) of why the new course is needed (what gap does it fill) and how the course meets many of the Psychology course criteria: encouraging critical thinking, addressing difference and diversity, and incorporating clear evaluation of learning outcomes.  **Statement of overlap:** Click or tap here to enter text.If the course content is similar to an existing Towson course, please explain the differences between your special topics course and the existing course (paragraph). **Include all supporting emails, documents, etc., if applicable)**

**Syllabus (requirements below):** Click or tap here to enter text. **Course References:** Click or tap here to enter text.

**Syllabus must contain the following information:**

* + Course Title.
  + Instructor Information: name, office location, office hours, phone number and/or e-mail address.
  + Course Objectives: clear statement of course objectives (or learning goals or outcomes)
  + Course Description: Brief description of course content and structure of the course with statement of teaching strategies/pedagogies to be employed.
  + Prerequisites (if any): required for 300 level+, may be used for 200 level (not required).
  + Required materials: essential readings texts, course materials (include recommended materials).
  + Clear Statement of Requirements: Indication of all class assignments (e.g. readings, tests, papers projects, presentations, etc.) and the evaluation of the assignments (particularly, specific information regarding the evaluation of class participation, if applicable); indication of the maximum number of points or proportional weighting of each in determining the final grade.
  + Clearly Stated Grading Policy: whole letter plus/minus grading is required for undergraduate courses; the final grade of C- and D- have been discontinued until further notice. Independent (and one-one) courses can be graded SUS.
  + Topical Outline/Calendar: provide an understanding of what will be taught week-by- week in class and readings to accompany if appropriate.
  + References: required for 300 level and above.
  + Course Policy on Attendance: a clear statement of the attendance policy, as well as penalties for excessive absences or lateness, and assessment of make-up work.
  + Course Policy on Late Work: a clear statement of penalties for late assignments.
  + Course Policy on Academic Dishonesty: specific cheating and plagiarism policies, including penalties for academic dishonesty; may refer to the Student Academic Dishonesty Policy.
  + Course Policy on Students with Disabilities: The University recommends the meet with Accessibility and Disability Support Services authorizing the accommodation.
  + Counseling statement: TUCC information
  + Title IX statement
  + An Academic Standards Committee (ASC) statement that students may not repeat a course more than once without prior permission of the ASC.

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