IS&T Course Proposal Template  
New Permanent Courses

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Desired Effective Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Course-Metadata

Course Prefix: \_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Proposed Course Number[[1]](#footnote-1): \_\_\_\_\_\_\_\_\_\_

Course Title (100 characters max): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Short Title (30 characters max): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of credit hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grading Basis (select only one): Graded Satisfactory/Unsatisfactory Credit/No Credit

YES / NO Can the course be repeated for credit multiple times?

YES / NO Are non-degree graduate students excluded from enrolling?

YES / NO Are you proposing a cross-listed[[2]](#footnote-2) course?   
If yes, please indicate the cross-listing(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YES / NO Are you proposing a dual-listed[[3]](#footnote-3) course?   
If yes, please indicate the dual-listing(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YES / NO Do you anticipate this course might overlap with the content of another discipline on campus other than those covered by a proposed cross-list?   
If yes, please list relevant disciplines: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YES / NO Would this new course number be used for a “special topics” course?

YES / NO Are you proposing a course that would also count towards a UNO General Education Requirement? If yes, please contact the Associate Dean for Academic and Faculty Affairs for more information.

# Course Description (150 words max)

# Prerequisites, co-requisites and registration requirements[[4]](#footnote-4)

# Student Learning Outcomes

Please list Student Learning Outcomes separately (add more bullets as needed). **Dual-listed courses should include different student learning objectives for the undergraduate and graduate courses, at least one objective must be indicated for the graduate course**. Information to help develop the SLO's can be found at, <https://www.unomaha.edu/faculty-support/assessment/aac-blooms-taxonomy.pdf> and <https://assessment.provost.wisc.edu/student-learning-outcomes/writing-student-learning-outcomes/>

* SLO1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* SLO2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* SLO3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* …

# List the Major Topics/Modules of the Course

# Dual-level Distinctions

If you are proposing a dual level (undergrad and grad) course, please describe how projects and assignments will be differentiated between the two course levels.

# Current Bibliography

Please provide a list of relevant sources connected to the course content. When possible, the bibliography should reflect the most current knowledge in the field. This list will be reviewed by the UNO Libraries subject librarians for collection development purposes to ensure there are appropriate materials to support new curriculum. For specific resources that require institutional subscriptions/licenses such as databases or journals to support the proposed course, please contact your subject librarian directly. It is recommended that you include at least 3 and no more than 10 relevant sources.

# Justification for New Course

Please explain the rationale for creating this new course. At a minimum, describe its relationship to existing courses in the curriculum, the anticipated course rotation, and projected enrollment each offering based on prior related special topics offerings.

IS&T Course Proposal Template  
For Special Topics Offerings

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Desired Offering Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Course-Metadata

Course Prefix: \_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Special Topic Course Number: \_\_\_\_\_\_\_\_\_\_

Special Topic Name/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of credit hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grading Basis (select only one): Graded Satisfactory/Unsatisfactory Credit/No Credit

YES / NO Do you anticipate this course might overlap with the content of another discipline on campus?  
If yes, please list relevant disciplines: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YES / NO Has this course been offered as a special topics course before?   
 If yes, please indicate what semester it was last offered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Course Description (150 words max)

# Prerequisites, co-requisites and registration requirements[[5]](#footnote-5)

# Student Learning Outcomes

Please list Student Learning Outcomes separately (add more bullets as needed). Dual-listed courses should include different student learning objectives for the undergraduate and graduate courses, at least one objective must be indicated for the graduate course. Information to help develop the SLO's can be found at, <https://www.unomaha.edu/faculty-support/assessment/aac-blooms-taxonomy.pdf> and <https://assessment.provost.wisc.edu/student-learning-outcomes/writing-student-learning-outcomes/>

* SLO1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* SLO2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* SLO3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* …

# List the Major Topics/Modules of the Course

# Dual-level Distinctions

If this special topics course will be dual level (undergrad and grad), please describe how projects and assignments will be differentiated between the two course levels.

# Current Bibliography

Please provide a list of relevant sources connected to the course content. When possible, the bibliography should reflect the most current knowledge in the field. This list will be reviewed by the UNO Libraries subject librarians for collection development purposes to ensure there are appropriate materials to support new curriculum. For specific resources that require institutional subscriptions/licenses such as databases or journals to support the proposed course, please contact your subject librarian directly. It is recommended that you include at least 3 and no more than 10 relevant sources.

# Justification for New Course

Please explain the rationale for offering this new topic. At a minimum, describe its relationship to existing permanent courses in the curriculum.

1. If unsure, put TBD and the UPC/GPC can advise on assignment of an appropriate number. [↑](#footnote-ref-1)
2. “Cross-listing” is when a course is offered under multiple departments or program prefixes. [↑](#footnote-ref-2)
3. “Dual-listing” is when a course is listed at both undergraduate and graduate levels. [↑](#footnote-ref-3)
4. For cross and dual-listed courses, please explicitly indicate the prerequisites for each version of the course. [↑](#footnote-ref-4)
5. On special topics course offerings, registration requirements will be captured as a section note on the course schedule. [↑](#footnote-ref-5)