# NEW COURSE TEMPLATE

*For changes to existing courses see Course Change Template*

*New courses must be entered into Curriculog prior to Faculty Council. Please use this template to provide the information to your Curriculog contact.*

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| **Faculty:**  |

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| **This new course is associated with:**[ ]  Minor Program Adjustment [ ]  Major Program Modification [ ]  New Program [ ]  None  |

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| **Will this course appear anywhere other than the course description section of the Calendar?**  | **[ ]  Yes [ ]  No** |

*If you answered yes to the above, please complete:*

***A new core course for an existing program, specialization or minor****: Minor Program Adjustment*

***A new elective course for an existing program, specialization or minor, listed in the program map****: Course Placement*

***A new course (core or elective) related to a Major Program Modification****: Major Program Modification*

***A new course (core or elective) related to a New Program****: New Program proposal*

**Programs impacted:** [Please list all impacted programs including any applicable fields or specializations.]

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**Calendar start date:** (When the course should first appear in the Academic Calendar 2020-2021)

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**Registration start date:** (The first time the course will be open for registration e.g. Fall 2020)

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**Additional supporting information** (optional; please indicate if you are attaching any additional documentation)

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| **Subject Code:**  | **Course Number:**\*ensure the course code has not been previously used |
| **Full Course Title:** |
| **Short-Form Course Title** (max. 30 characters)**:** |

**Course Description**

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| **Credit Hours:** |
| **Contact Hours – please indicate total number of hours for each component** |
| **Lecture:** | **Lab:** |
| **Tutorial:** | **Other:** |
| **Cross-listings** |  |
| **Prerequisites for Calendar** |  |
| **Prerequisites for Banner** |  |
| **Co-requisites** |  |
| **Prerequisites with concurrency (pre or co-requisite)** |  |
| **Credit restrictions** |  **[ ]  Equivalency\*** |
| **Recommended Prerequisites** |  |
| **Course Restrictions** |  |
| **Course Type** | **[ ]  Core [ ]  Elective [ ]  Core or Elective** |
| **Is the course:** [ ]  Undergraduate [ ]  Graduate [ ]  Professional (e.g. some Education courses)  |
| **Grading scheme** | **[ ]  N (normal alpha grade) [ ]  P (pass/fail)** |

**\*Equivalency:** Two courses are similar enough in content that they are considered equivalent so students can register in either course but they will only receive credit for one course in their program.

**Course instructional method:**

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| CLS (In Class Delivery) |  | HYB (In Class and Online Delivery) |  |
| IND (Individual Studies) |  | OFF (Off Site) |  |
| WB1 (Virtual Meet Time – Synchronous) |  | WEB (Fully Online – Asynchronous) |  |
| Not Applicable |

**Teaching and assessment methods:**

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**Learning outcomes:** (for assistance developing course learning outcomes, please refer to the Teaching and Learning [website](https://tlc.uoit.ca/services/teaching-support/instructional-design/learning-outcomes.php), or contact them at teachingandlearning@ontariotechu.ca.)

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**Does this course contain any experiential learning components? [ ]  Yes [ ]  No**

**If yes:**

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| Case Study |  | Simulated Workplace Project |  |
| Consulting project/workplace project |  | Applied Research |  |
| Field Experiences |  |  |
| Other Types of Experiences: |

**IMPACT AND CONSULTATION

(Curriculog contact to complete an Impact Report)

DOES THIS COURSE CHANGE IMPACT BOTH THE UNDERGRADUATE AND GRADUATE CALENDARS? [ ]  Yes [ ]  No**

**WHAT CONSIDERATIONS HAVE BEEN MADE FOR EQUITY, DIVERSITY, INCLUSION AND DECOLONIZATION?\***

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For more information and guidance on incorporating equity, diversity and inclusion principles in curricula, please visit the [Diversity, Inclusion and Belonging resource section](https://sites.ontariotechu.ca/ciqe/resources/diversity-inclusion-and-belonging.php) of the CIQE website.

**CONSULTATION**Consultation is central to governance at Ontario Tech. Faculties are required to consult with all areas impacted by this change, and the home faculty dean is responsible for all consultation decisions in this section of the form. Note that any false statements related to consultation may require re-submission of proposals. **FACULTY CONSULTATION

WILL THIS CHANGE IMPACT ANY OTHER FACULTIES? SOME EXAMPLES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE SCENARIOS LISTED BELOW.\*
Examples:**

* *A course from another faculty is being added or removed from the program map.*
* *Changes to joint and/or service programs (e.g., 'and Management' programs, targeted minors).*
* *Changes to year of offering for courses from another faculty (e.g., moving a course from Year 1 to Year 2).*

Additional examples can be found in the [Resources section](https://sites.ontariotechu.ca/ciqe/resources/index.php) of the CIQE website.

 **[ ]  Yes [ ]  No

IF YOU ANSWERED YES TO THE QUESTION ABOVE, PLEASE EXPLAIN AND OUTLINE THE CONSULTATION PROCESS IN DETAIL. ATTACH RELEVANT DOCUMENTS (EMAILS, FACULTY COUNCIL MINUTES, ETC.) OR INCLUDE LINKS TO CORRESPONDING DOCUMENTS.\***

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 **INDIGENOUS CONTENT AND CONSULTATION**

**DOES THIS COURSE CONTAIN ANY INDIGENOUS CONTENT? [ ]  Yes [ ]  No [ ]  Unsure**

For more information on how Indigenous content is defined at Ontario Tech University and how to consult with the Indigenous Education Advisory Circle (IEAC), please refer to the [Protocol for Consultation with the Indigenous Education Advisory Circle.](https://wisc.uoit.ca/workspaces/AssociateProvost/ciqe/QEprocesses/Documents/Protocol%20for%20Consultation%20with%20the%20Indigenous%20Education%20Advisory%20Circle.pdf)

**HAS THE IEAC BEEN CONTACTED? [ ]  Yes [ ]  No**

**If yes, when?**

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**WHAT WAS THE ADVICE YOU RECEIVED FROM THE IEAC, AND HOW HAS IT BEEN INCLUDED IN YOUR PROPOSAL? Please attach or provide links to documents that outline the consultation process and advice given.**

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**DID THE IEAC ASK YOU TO RETURN THE PROPOSAL TO THEM FOR REVIEW? [ ]  Yes [ ]  No [ ]  N/A**

**IF YES, HAVE THEY COMPLETED THEIR REVIEW? [ ]  Yes [ ]  No [ ]  N/A**

**OTHER CONSULTATION

HAVE YOU CONSULTED WITH STUDENTS, THE SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES, OFFICE OF THE REGISTRAR, STUDENT LIFE, THE LIBRARY AND/OR ANY OTHER AREAS ON CAMPUS THAT MAY BE IMPACTED?\*

[ ]  Yes [ ]  No**

**If yes, please explain and outline the consultation process in detail.\***

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 **Does this change involve co-op?\*

[ ]  Yes [ ]  No

If yes, please acknowledge that you have consulted with Lindsay Coolidge, Director, External Relations and Partnerships by checking the box below.

[ ]** Yes, we have consulted

 **FINANCIAL IMPLICATIONS

PROVIDE AN ANALYSIS OF THE FINANCIAL IMPLICATIONS ASSOCIATED WITH THE NEW COURSE.**

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 **Pre-Faculty Council Approval Dates (e.g. Curriculum Committee, Program Committee):**