# FORM GSBS54: COURSE PROPOSAL REVIEW

Please submit completed form and any supporting documentation to [Irina.Parker@umassmed.edu](mailto:Irina.Parker@umassmed.edu)

## Proposal Summary

Provide a concise summary of the proposal that will be included in the email notification to consultants and reviewers so they can judge if they need to review the full proposal (100 words).

## Course Director(s)

This individual must be a GSBS Faculty member and take primary responsibility for all aspects of course development and implementation.

Course Director:

Additional faculty members responsible for the development of the course:

## Affiliated Program or Pathway

Program or Pathway offering course:

Program or Pathway Director:

If the Program or Pathway has not yet been approved, indicate the prospective director:

Is this course required for all students in this Program or Pathway?  Yes  No

Does this course fulfill an elective requirement?  Yes  No

Is the course open to students in other pathways or programs?  Yes  No

If yes, state which ones:

## Course Title

The course title should be specific and reflective of the course content. Avoid using the term “Introduction,” which is not appropriate for graduate-level work, and the term “Advanced,” as graduate-level courses, by definition, are advanced. “Foundations in [Topic]” would be appropriate for the first course in a sequence. To indicate a foundational course and a course that follows on the same topic, titles such as “[Topic] I” and “[Topic] II” would be appropriate.

## Course Delivery

Select one or more of the following:

UMass Chan Campus  Off-site  Online

## Estimated Credits

The number of credits will be determined once the course is fully developed.

Courses are audited annually to ensure that the appropriate credits are assigned.

A “typical” 3-credit course consists of three contact hours per week, with implied two hours of preparation per contact hour. Contact hours are assumed to be synchronous; preparation hours are asynchronous. Any verifiable combination of synchronous and asynchronous effort that totals 9-10 hours per week can meet the requirement for a 3-credit course.

Variable credit courses should be justified in the course proposal. Please provide an explanation for how credit will be assigned.

Estimated credits:

Can the course be audited?  Yes  No

Research courses, independent study courses, and milestone courses are examples of repeatable courses.

Is the course repeatable?  Yes  No

If yes, indicate total maximum credits when the course is repeated:

## Prerequisite, Concurrent, or Corequisite Courses

Is completion of any other GSBS courses required prior to the start of this course?  Yes  No

If yes, please indicate course(s):

Is concurrent enrollment in any other GSBS course required or recommended for this course?  Yes  No

If yes, please indicate course(s):

## Public Course Description

The Public Course Description will be made available to students at the time of registration and will be displayed on the GSBS web page. The description should inform prospective students of what will be covered in the course, and what course performance and completion will entail.

The public course description will not be as specifically detailed as the course proposal and syllabus, but must provide an overview of the following elements:

### Course Content

List major topics to be covered with an approximate length of time allotted for their discussion: Include the approximate length of time allotted for each topic in hours, not weeks or number of lectures.

Bullet the major topics covered with sub-topics underneath each.

Include only major topics and subtopics. It is not necessary to include specific reading or specific faculty member leads.

### Course Purpose and Learning Goals

Learning Goals describe the broad areas of knowledge and skills that are intended to be covered in the course. They are distinct from Objectives, which describe measurable competencies that will be assessed to determine whether goals have been met.

### Course Learning Objectives

The Course Learning Objectives define what the student will know and be able to do at the end of the course. The objectives must be measurable; refer to AAMC Guide for writing learning objectives for examples of how to write a measurable learning objective.

Link each of the objectives listed in this section to the assessment method in the next section that will measure attainment of the objective.

### Assessment methods

Include major categories of assessment methods (quizzes, exams, presentations, writing assignments, participation, for example) and the percentages per evaluation method to total 100%. Include the time allotted for these activities.

### Relationship/Linkage of Course to Other Courses

Explain how this course relates to existing or proposed new courses. Explain whether the course is intended to serve as a prerequisite for other courses. If the answer is no, please state that.

### Suggested Format

Upon successful completion of this course, students will be able to:

* Recognize and identify…
* Explain…
* Construct…
* Describe…
* Interpret…
* Evaluate…
* Deliver…
* Design…

Please enter public course description below (250 words).

## Enrollment

What is the minimum enrollment for this course to be taught?

If the course is a requirement for the Program/Pathway and it does not reach minimal enrollment, what provisions will be made for students who are required to take the class?

What is the maximum enrollment for this course?

If the course surpasses its maximum enrollment, who will have priority?

Is the course open to non-degree students?  Yes  No

If the course is open to non-degree students, is the course restricted to graduate students?  Yes  No

Do you want this course included in the [Inter-Campus Course Exchange Program](https://www.umassp.edu/icx)?  Yes  No

## Notes for Reviewers

If the proposers have any additional information about the proposal to share with reviewers throughout the review process, please include it here.