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| Selected Topics Course Proposal 270, 470, 471, 570, 571, and other Selected Topics courses **Before submitting a proposal, read the academic policy on Selected Topics courses**  *(a selected topic is to be offered for one or two terms; if it will be offered in more terms, then it should be proposed as a regular, stand-alone course in the Cal Poly Catalog)* | | |
| |  |  |  | | --- | --- | --- | |  | S | | | Department: | College: | | | Proposer: | Date: | Requested Start Term: | | Due Date to Office of the Registrar at least one month prior to registration for the Requested Start Term | | | | | |
| I. | Summary Description for Class Schedule and Course website: | |
| |  | | --- | | 1. | | **Course Prefix, Number, Generic Title as it appears in the** [**Catalog**](https://catalog.calpoly.edu/coursesaz/)**:** | |
| |  | | --- | | 2. | | **Specific Name (title) of Selected Topic** *(title will appear in class schedule and on a student’s transcript and is limited to 30 characters):* | |
| |  | | --- | | 3. | | **Generic Course Description as it appears in the** [**Catalog**](https://catalog.calpoly.edu/coursesaz/)**:** *(copy and paste from the catalog)* | |
| |  | | --- | | 4. | | **Specific Course Description as it will appear on the** [**Catalog’s 470, 570 Courses web site**](https://registrar.calpoly.edu/selected-topic-courses)(*substantive, but no more than 40 words of content description)* | |
| |  | | --- | | 5. | | *Note: course prerequisites, grading type, C/S #, the mode of instruction and number of units must be the same as appears in the generic description that appears in the catalog.*  **For courses with a range in units (e.g., 270, 470, 471, 570, 571), please indicate the number of units for this specific topic**: | |
| |  | | --- | | 6. | | |  |  |  |  | | --- | --- | --- | --- | | **Study Abroad** | No | Yes | If yes, refer to [International Education Program](http://iep.calpoly.edu/) criteria. | | |
| |  | | --- | | 7. | | **Briefly explain the need for the course:** | |
| II. | Syllabus | |
| |  | | --- | | *Note:* | | * Excerpts from already prepared materials may be "copied & pasted" into this section.  **Please do not attach a separate document.** | |
| |  | | --- | | **A.** | | |  | | --- | | **Learning Outcomes** What should students know or be able to do after taking this course? | | |
| |  | | --- | | **B.** | | |  | | --- | | **Expanded Course Content** Provide a week-by-week outline (include readings, discussion topics, lab experiments, activities, assignments, etc.) | | |
| |  | | --- | | **C.** | | |  | | --- | | **Assessment Methodologies** List and describe the assessment methodologies that will be used to determine the extent to which students have achieved the Learning Outcomes listed in Section II. A. | | |
| III. | Consultation | |
| |  | | --- | | **A**. | | |  | | --- | | Attach signed [consultation memos](https://registrar.calpoly.edu/Curriculum_Forms) from any other departments or programs that will be affected by the new course or its prerequisites. | | |
| |  | | --- | | **B.** | | |  | | --- | | List all courses that already cover any significant part of the planned subject matter of this course either within the department or from other departments. Explain why duplication of subject matter is necessary. Attach signed [consultation memos](https://registrar.calpoly.edu/Curriculum_Forms) from any other departments with which there will be significant duplication. | | |
| IV. | Approval Signatures | |
| Department Head/Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Print Name | | Date: |
| College Curriculum Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Print Name | | Date: |
| College Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Print Name | | Date: |
| Registrar: | | Date: |

**Submit completed form with any attachments via email to the Office of the Registrar, Attn: Catalog and Curriculum at catalog@calpoly.edu.**

*For questions and concerns contact Catalog at catalog@calpoly.edu.*