Proposal for a New Course and/or Core Status

Please submit your proposal and the course syllabus in electronic form and send it to the College Academic Office (CRHL 228) in care of Tammy O’Donnell. TammyODonnell@creighton.edu. All proposals for new courses or core status must be submitted through or approved by the appropriate department chair or program director. If the proposal and syllabus are sent from the department chair’s or program director’s e-mail account, no signature is necessary. It is not necessary to submit hard copies.

Nature of the Proposal

<table>
<thead>
<tr>
<th>New Course Only</th>
<th>Core Status Only</th>
<th>New Course &amp; Core Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
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Core Status Requested

Course Information

<table>
<thead>
<tr>
<th>Subject and Number</th>
<th>Course Title (30 character limit)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 492</td>
<td>Seminar in Undergraduate Classroom Instruction</td>
<td>1</td>
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Course Format

Lecture/Discussion | Laboratory | Other (specify) | Seminar |
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<td></td>
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</table>

Course Description, as it should appear in the Undergraduate Bulletin. Please type this information here; do not use “see attached syllabus”. Please try to limit the description to fifty words.

Required of all undergraduate Teaching Assistants supporting lecture-based courses in those semesters they teach. Course provides instruction in course content and its effective communication, fair and constructive grading techniques, and management of course records. Specific duties will vary depending on the requirements for specific courses.

Pre-requisites & Co-requisites

Instructor Consent

Cross Listings

<table>
<thead>
<tr>
<th>Is this course repeatable for additional credit?</th>
<th>NO</th>
<th>YES</th>
<th>Total credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>X</td>
<td>4</td>
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If this is a new course, briefly explain how it fits into your department’s curriculum. (This should include, but not be limited to, information such as if the course is required or will serve as an elective for a major, how often you anticipate that it will be offered, and if it replaces a course that is currently listed in the bulletin.)

BIO 492 will fill a gap in our departmental course offerings. An existing course, BIO 490, was designed for undergraduate TAs of laboratory courses, but no counterpart is available for lecture TAs.

BIO 492 will not count towards any of the major requirements, but will be required of any student TAing a BIO lecture course regardless of the student’s major. It will be offered every semester in multiple sections representing the different faculty members in the department; a TA will register for the 492 section with the same instructor as the course they will TA.

Please attach a syllabus of the course. The syllabus must include the following items in any order.

1. Course description
2. Course objectives
3. List of course topics
4. Course requirements
5. Grading criteria (including penalties)
6. Attendance Policy
7. Academic Honesty statement

For College Academic Office Use Only

College Approval: Course ________________________________
College Approval: Core ________________________________ Core Attribute(s) ________________________________
Effective Term: ________________________________ Date Sent to Registrar: ________________________________

(rev.11/24/2010)