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**Outline for Submitting a New SON Course for Committee Approval**

As the faculty member submitting this proposal, I have:

[ ]  discussed this proposal with the program director regarding impacts on the plans of study

[ ]  discussed with the department chairs concerning staffing implications

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| **\*Course title** (cannot exceed 75 spaces) |  |
| Abbreviated course title (cannot exceed 30 spaces) |  |
| Purpose of course (how course relates to other courses in the curriculum; rationale for teaching) |  |
| Requirement and/or elective? |  |
| Intended audience (this course will be taught in which programs and tracks) |  |
| **\*Credit hours** |  |
| **\*Four digits** (\*Each SON course is identified by a 4-digit academic credit nomenclature:  the first digit denotes the classroom hours, the second digit denotes the lab hours, the third digit denotes the clinical hours [1credit = 56 hours], and the fourth digit denotes the total credits earned.) |  |
| **\*Prerequisites** (specific courses and/or permission of instructor; open to non-nursing students) |  |
| Proposed mnemonic and course level (2000, 3000, etc.) |  |
| Faculty (potential course professor; note if co-taught; note if specialty certification or specific education level required) |  |
| **\*Course description** (if an elective, the content presented must be new material or reflective of in-depth examination or previously presented content)Note: cannot exceed 450 spaces, including prerequisites |  |
| **\*Course objectives** (objectives must be consistent with the education level of the students; be sure to include at least one global objective) |  |
| Content outline |  |
| Teaching mode (online, hybrid, executive format, or face to face) |  |
| Teaching method (Lecture, Seminar, Discussion, Lab, Clinical, Practicum, Independent Study) |  |
| Grading basis (Graded, Credit/No Credit, Satisfactory/Unsatisfactory, Student Option) |  |
| Evaluation method (e.g., exams, oral presentations, etc.) |  |
| Tentative semester and projected first course offering (indicate if time is flexible) |  |
| Frequency (how often is this course to be offered?) |  |

\*Requires faculty approval

Updated August 2018 by SON Registrar and ADAP.