NEW YORK UNIVERSITY
THE STEINHARDT SCHOOL OF EDUCATION
FACULTY SUBCOMMITTEE ON COURSES AND PROGRAMS (SCP)
MUSIC AND PERFORMING ARTS PROFESSIONS (CCP)

(A Subcommittee of the Faculty Academic Affairs Committee)

COURSE PROPOSAL FORM

INSTRUCTIONS

1. This form is to be filled out for all new courses, both undergraduate and graduate. Complete information should be provided under every item. Please pay particular attention to items 10 through 13. A separate detailed Syllabus is preferred. See faculty CCP website for what should be included in the syllabus or course outline.
http://education.nyu.edu/music/curriculum/

2. A draft proposal is to be submitted for review by your department’s curriculum committee. Once the proposal is approved and signed by your Chair, a copy is sent to the Office of Academic Affairs (OAA) for administrative clearance. Clearance does not involve an academic content review. It involves checking for course duplication, and obtaining information required by the University Registrar and the New York State Education Department.

3. Administrative clearance is reported to the SCP where the course is ratified. A course number will then be assigned by the School’s Registrar and the course is officially entered into the record.
THE STEINHARDT SCHOOL OF EDUCATION
MUSIC AND PERFORMING ARTS PROFESSIONS
COURSE PROPOSAL FORM

Date __________________

1. Department Music and Performing Arts Professions
   Program ____________________________________________

2. Course Number_____________________Clock Hours_______ Credits ____
   If additional hours are needed please explain:

3. Course Title: __________________________

4. Catalog Description: __________________________
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

5. Offered:  Academic Year ______ Summer _____ Summer Only_____
   Off-Campus (place) ____________________________
   Other (explain) ____________________________

6. Course Stipulations:
   A. Curricular purpose of course (check one or more):
      Program requirement____________________ for Program _______
      Program elective____________________ Service course_____
      Other (explain)__________________________
B. Student population:

Program/Departmental majors__________________________

Non-program/Non-departmental majors____________________

Undergraduate_____ Graduate_____  

Other (explain)______________________________

If special permission is required, explain____________________

C. Prerequisite/corequisite coursework_____________________

D. Upper limit of class size___ Specific reason for limit________

7. Staff and facilities requirements:

A. Availability of qualified person (check one or more): 

   Full time:  In Program______ In Department___________

   In SCHL. OF ED.__________________________

   Adjunct _________ Other (explain) ________________

B. Type of room needed__________________________________

C. Special equipment needed______________________________

D. Any special fees proposed (explain)______________________

8. What are the major instructional techniques to be used in the proposed course? Please indicate percentages.

   Clinical____________________________ Laboratory_________________
   Colloquium________________________ Lecture____________________
   Distance Learning__________________ Recitation__________________
   Fieldwork________________________ Seminar____________________
   Independent Study________________ Studio_____________________
   Individualized Instruction___________ Workshop_________________
9. Need for the course:

   A. What need will be met by the proposed course? Check one or more of the following and give evidence in support of each item checked.

      1. Part of a proposal for a new program __________________________
         Evidence ________________________________

      2. New course in an existing program ______________________________
         Evidence ________________________________

      3. Other (explain)______________________________________________

   B. Describe the potential student population for the proposed course:

   C. Provide evidence that there will be sufficient enrollment:

10. Relationship of the proposed course to existing offerings in SCHL. OF ED. or other schools of the University:

    To prevent unnecessary course replication, similarity, and overlap, please consult with members of your program and department and any other units within the School or University that offer courses containing content included in the proposed course.

    Please feel free to consult with any member of the Faculty Subcommittee on Courses and Programs regarding the nature and extent of consultation appropriate to the development of your proposal.

    A. List existing course(s) that may have some overlapping content:

        Course Title          Department
B. List the individuals with whom you consulted about possible overlapping course content:

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<th>Name</th>
<th>Department</th>
<th>Date</th>
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C. Names, signatures, and comments of chairperson(s) of department(s) in which similar courses are offered.

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<th>Name</th>
<th>Signature</th>
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<th>Comments on Overlap</th>
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* If a department chair checks minimal or extensive overlap on the course proposal form, a separate statement must be written describing the nature of the overlap.

D. If you have determined that no consultation is required, check here ______.

11. Faculty and student involvement:

What was done in planning the course, who participated, how, and what modifications were made throughout the course design effort?
12. Describe how you will document the outcomes of a course, reflect on its merits, and plan for future revisions.

13. Please attach a course outline to this proposal. Since the course outline is intended to convey to the students a sense of purpose and direction about the course, it should include the following elements:

   A. Course objectives stated in terms of expected student accomplishments/outcomes;
   
   B. Outline of course content, as a list of suggested topics scheduled for the duration of the term. In the absence of a list, please indicate the relative weight for each topic in terms of percentage of time devoted to it;
   
   C. Major teaching-learning activities, assignments, and/or projects;
   
   D. List of readings, both required and recommended; and
   
   E. Criteria and procedures for assessing the achievements of objectives. The evaluation plan must be consistent with the course objectives. (An examination may be appropriate for assessing certain objectives; an out-of-class project for others).

14. Prepared by: ____________________________ ____________________
   (Signature of Proposer) (Date)

15. Approved by Faculty ____________________________
   (Signature MPAP Faculty CCP Chair) (Date)

16. Approved by: ____________________________
   (Signature of Department Chair) (Date)