

New Courses

Proposals for new graduate courses should be prepared in the following format:

- I. Course title
- II. Credit hours. For lecture material, 1 credit hour = 18 course hours; for laboratory work, 1 credit hour = 36 course hours. If the proposed course involves both lectures and laboratory work, give the percentage of total course time planned for each.
- III. Anticipated frequency at which the course will be offered.
- IV. Prerequisites.
- V. Statement as to the type of student to whom the course will be directed.
- VI. The need for the course; specific objectives of the course. Describe what skills the student will be expected to attain. Indicate which of the Graduate School Core Competencies the course will help the student attain and describe how it will do so.

The Core Competencies are as follows:

- a. Biomedical knowledge and/or knowledge within your program area
 - b. Research skills (e.g., lab skills, reading and understanding published research, project planning skills, etc.)
 - c. Critical and creative thinking (e.g., the ability to judge the validity of information and results and to use valid information to reach new insights within the field of study)
 - d. Interpersonal and communication skills (e.g., class discussions, question & answer sessions, formulating and writing essays or other assignments, working in groups, etc.)
 - e. Professionalism (e.g., respect in interaction with others, completing assignments on time, punctuality, professional behavior in general)
 - f. Lifelong learning and improvement (e.g., learning skills development, commitment to continued independent learning)
- VII. Statement as to how student performance in the course will be evaluated.
 - VIII. Information regarding relationship of the course to existing Medical College of Wisconsin courses.
 - IX. Statement whether the proposed course replaces or overlaps with other Medical College of Wisconsin courses.
 - X. Projected enrollment - both from within Medical College of Wisconsin and from other institutions. Indicate whether a minimum student enrollment is required for the course to be offered.
 - XI. An outline of the course content; name of the text and/or information on required reading.

- XII. Statement of sponsorship from the department chair or the course director, and where appropriate, of the department chair of other participating faculty. This statement will verify the commitment of the department(s) of faculty time, facilities and necessary financial support.
- XIII. A draft course description to be used for the Graduate School Bulletin (please refer to the current Graduate School Bulletin for style and content). If course is to be listed under more than one program, please so indicate.
- XIV. Please submit the information requested above to the Graduate School Office along with a cover letter containing the signatures of all participating faculty so that there is certainty that all participants are fully informed concerning the material being submitted. The proposal will be evaluated by the Graduate School Curriculum and Programs Committee. That Committee may request additional information or revisions to assure the quality and appropriateness of the course. Once approved by the Committee, the Chair of the Committee will bring the course to the next regularly scheduled meeting of the Graduate Studies Council for consideration and approval.