

Northwestern University Bienen School of Music

Instructions for proposing new or revised courses, ensembles or applied instruction

Proposals for new or revised curricular offerings are considered by the program, department, the Curriculum Conference Committee (CCC) and the full faculty when necessary. Proposals come from department chairs after having gone through appropriate departmental review. All proposals passing departmental review should be sent to Linda Garton for review by CCC and full faculty if needed.

Please provide the following information:

1. Department and program proposing the course or revision, course number and title, # of credits
2. When the course will be offered for the first time
3. How frequently the course will be offered
4. Anticipated enrollment
5. Prerequisites for the course – please be specific
6. Likely instructor(s)
7. If this course will be taught by a full-time faculty member, does this affect other teaching responsibilities?
Note: If this course requires a contractual hire, it must be approved by the Dean.
8. The reason(s) for offering/revising the course. Is this required for a degree program, and if yes, which?
9. How does this course differ from related courses in the school? What impact would it have on them?
10. Format and contact hours, e.g. lecture, rehearsal, etc., 3 one-hour meetings per week. Other scheduling needs for this class (particular times, days, or in conjunction with another class or ensemble)
11. Key learning objectives. List key knowledge and skills students should be able to demonstrate after taking the course.
12. Assessment tools. What are the grading criteria? Papers, quizzes, exams, class presentations, etc.
13. Alignment of learning objectives and assessment. Please explain how the assessment tools listed in item 12 will help you to evaluate student progress on the learning objectives listed in item 11.
14. Sample course description for catalog entry, for example:

COURSE DESCRIPTION: This course will involve intermediate-level web authoring and software design in scripting languages and other multimedia support systems intended specifically for dissemination via the internet. Primary software used will include Dreamweaver, PowerPoint, QuickTime Pro, Director, and Flash. Incorporation of source material including CD-ROM, MIDI, digital sound files, graphics, video, and music notation will be addressed. Basic understanding of image manipulation (scanning, Photoshop, etc.) and sound editing (SoundEdit or ProTools) will be necessary components.

RESTRICTIONS: music majors only

15. Detailed syllabus