



Request for New Course Approval

Course Title _____ Course Number _____
Department _____ Credits _____
Instructor _____ Class size _____
Prerequisites _____ Meeting day/time _____
Term when course will be first offered (year/semester) _____ Letter grade [] P/F []

This course is open to (check any that apply) [] NYU students Tisch students Minors Majors

Y N

- Is this the first time course is offered?
Is this the instructor's first TSOA course?
Can a student repeat the course?
Will the course be taught again?
If yes, how often? _____

Y N

- Does it fulfill a Major requirement?
Required course
Elective
If applicable, specify curricular area (Studio, Production, etc.) _____
Does it fulfill a General Education requirement?
If yes: Humanities Social Sciences

Approx. in-class hours/week _____ Approx. outside hours/week _____ Approx. total hours/week _____

Select the most appropriate course type (see next page for explanation of these categories)

approx. % of total work time in-class

Table with 3 columns: Course Type, Work Location, and Percentage. Rows include Lecture / Seminar (33%), Laboratory / Colloquium / Hybrid / Practicum (50%), Workshop / Studio (90%), and Other format.

Department Curriculum Committee

Department Chair

Recommendations of the TSOA Academic Affairs Committee

Academic Affairs Committee Chair/Co-Chair

Associate Dean of Faculty

Please submit the following:

1. Cover Page

Please fill the cover sheet as it applies to the proposed course.

Note on estimating course hours:

Typical class hours are 2-3 total hours of work (in-class plus out-of-class) per week per credit hour. For example, a typical 4-credit course will have students working for a total of 8-12 hours per week. Classes may vary from this standard, for example, if the class only meets for 7 weeks of the semester.

Note on course formats:

Select the course format that most closely fits the proposed class. If the class does not fit one of the types, describe the format and list the approximate percentage of in-class time.

- **Lecture / Seminar:** a class where most student work takes place outside of class, such as a humanities course with in-class lectures and discussion, but students complete readings and conduct research, and write papers outside of class time. About 1/3 of student work time takes place in class, and about 2/3 of work time takes place outside of class. For every hour of in-class time, a student works about 2 hours outside of class.
- **Laboratory / Colloquium / Hybrid / Practicum:** a class with some guided work time, such as a production class with a lecture and a lab where the instructor or a teaching assistant instructs as students work. About 1/2 of student work time takes place in class, and about 1/2 of work time takes place outside of class. For every hour of in-class time, the student spends an hour outside of class. Note that this category is for the entire course, not just the lab portion of a class.
- **Workshop / Studio:** a class where almost all of the student work takes place inside the class, such as a dance class where the main activity is training in class. About 9/10 of student work time takes place in class, and about 1/10 of work time takes place outside of class. Students spend a relatively small proportion of time working outside of the formal class meeting.

2. Statement of Purpose

On a separate sheet outside of the syllabus, please provide a brief Statement of Purpose for the course being proposed. The statement should be approximately 200-1000 words in length.

The Statement of Purpose should provide the reviewing committee with information that helps them understand the purpose of the course and how it fits into the existing curriculum at Tisch. For example, is the course part of a larger curriculum shift by a department? Is it filling a hole currently in the curriculum? Is it a revision of an existing course? Remember that most or all of the reviewing committee will not be familiar with the discipline of the course, so feel free to provide background from your field to help us appreciate what about the course is innovative or distinctive and how it will serve the needs of Tisch students.

Also, help the committee understand the intended audience for the course. Is it a highly focused advanced class open to majors only? Or is it an introductory course open to any NYU student? What kind of student will most benefit from the class?

Lastly, if there are existing courses that overlap with the proposed class, particularly in other Tisch departments, help the committee understand the need for the proposed course. Please note that redundancy is not always negative. For example, an introductory course in Open Arts that overlaps with a more focused class open only to majors is perfectly valid. In this case, the Open Arts course gives non-majors at Tisch or from other NYU schools access to the topic. Please discuss any such possible curricular overlaps.

Do not include your statement of purpose as part of the syllabus. Please submit it on a separate page.

3. Detailed Syllabus

The following are required in every syllabus:

- Course Title and Number.**
- Course description and student learning objectives.** Clearly explain the class objectives. Outline the content area covered and the skills developed by students through the course.
- Course requirements.** Describe the activities of the class, such as labs, recitations, exams, papers, projects.
- Schedule of assignments.** List every assignment and its due date (readings, papers, presentations, etc.).
- Brief description of assignments.** Each assignment should be clearly described. For example, a written assignment should indicate whether the writing is based on class materials or original research, as well as the word or page count. A presentation should include a target time limit, and what documentation (if any) is required. More detailed descriptions of assignments can be handed out in class during the semester.
- Required texts and reading lists.** Page numbers must be given for each reading assignment as well as the week that each reading will be discussed. The syllabus should link the reading to the weekly work and should also indicate the method of assessing that the readings have been completed. In regards to your readings, please comply with NYU's intellectual property policy, which can be found at the following URL:
<http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/educational-and-research-uses-of-copyrighted-materials-policy-st.html>
- Grading criteria.** List the evaluation criteria used to grade each assignment. This may vary per assignment.
- Grade breakdown.** Include a percentage breakdown for all work that will impact the final grade.
Note about attendance: Attendance cannot be part of a percentage of a student's final grade: attendance is mandatory. However, it is common to have a participation component to a grade. Students should be penalized for not attending class, but a student cannot earn a grade merely by attending a class.
- Course policies and workload.** Include policies for grading, make-up work, class participation, etc. List the expected hours of work time outside of the class meeting.
- Attendance policy.** It is up to each instructor to set the attendance policies for a class, which must be clarified in the syllabus and include policies for tardiness as well as excused and unexcused absences. **Attendance is mandatory.** Students cannot get credit for a class merely by showing up (there must be other work and assignments). However, coming late to class and missing classes can negatively affect a student's grade, depending on the policy set by the instructor.

These are now **REQUIRED** on every syllabus

- Additional resources.** Listings of organizations, websites, books, or other research materials that will be of use to students enrolled in the class.
- Statement of Academic Integrity** - From the TSOA Policy and Procedures Handbook:
Plagiarism is presenting someone else's work as though it were your own. More specifically, plagiarism is to present as your own:
 - a sequence of words quoted without quotation marks from another writer
 - a paraphrased passage from another writer's work
 - facts, ideas, or images composed by someone else
- Accessibility Statement** - The Moses Center recommends including the following:
Academic accommodations are available for students with documented disabilities. Please contact the Moses Center for Students with Disabilities at 212-998-4980 for more information.
- Wellness Statement** -
Your health and safety are a priority at NYU. If you experience any health or mental health issues during this course, we encourage you to utilize the support services of the 24/7 NYUWellness Exchange [212-443-9999](tel:212-443-9999). Also, all students who may require an academic accommodation due to a qualified disability, physical or mental, please register with the Moses Center [212-998-4980](tel:212-998-4980). Please let your instructor know if you need help connecting to these resources.

Title IX Statement -

Tisch School of the Arts is dedicated to providing its students with a learning environment that is rigorous, respectful, supportive and nurturing so that they can engage in the free exchange of ideas and commit themselves fully to the study of their discipline. To that end, Tisch is committed to enforcing University policies prohibiting all forms of sexual misconduct as well as discrimination on the basis of sex and gender. Detailed information regarding these policies and the resources that are available to students through the Title IX office can be found by using the following link:

<https://www.nyu.edu/about/policies-guidelines-compliance/equal-opportunity/title9.html>