

New course proposals submitted to the College of Social Sciences Curriculum Committee must include the following materials:

1. A completed, appropriate course proposal form.
 - Undergraduate forms may be downloaded from;
<http://www2.sjsu.edu/ugs/curriculum/cu-main.html>
 - Graduate forms may be downloaded from:
http://www2.sjsu.edu/gradstudies/Faculty_Staff/Index.html
2. For permanent course proposals only, a statement explaining how the proposed course fits into the department's curriculum, the reasons it is being submitted at this time, and an analysis of possible areas of overlap or duplication with other courses or programs.
3. A green sheet that follows Academic Senate Guidelines (<http://www2.sjsu.edu/senate/s79-3.htm>). This should be sufficiently detailed to allow the committee to gain a sense of what is going to happen week by week during the semester. The green sheet should describe the course objectives and how the instructor will assess the student's progress in achieving them. Weekly readings, grading methods, course description, and assignments should be addressed.
4. An electronic version of the green sheet for a proposed new permanent course is required by Undergraduate Studies.
5. An abridged bibliography of references germane to the course. One page with complete citations is appropriate. In general, the materials should provide more scholarly and in-depth presentation of components of the course content.