

PARSONS CENTER
Request For Regular, Special Topics or Not-For-Credit Course

Return this form to Marianne Laporte, Chair of the Parsons Governing Board (mlaporte@emich.edu; 316 Mark Jefferson), for consideration of proposed course offerings at the Parsons Center (<http://ep.emich.edu/parsons/index.aspx>). Please note that this form requires a signature (or an email) from the head of your home department to indicate that they are aware of your proposal and that it has gone or is going through any appropriate departmental approval process.

NAME _____ DEPARTMENT _____

EMAIL ADDRESS: _____

CHECK ONE: _____ Full-time Faculty _____ Part-time Faculty

If this will be a team taught course provide the name and Email address of the co-instructor.

NAME _____ DEPARTMENT _____

EMAIL ADDRESS: _____

CHECK ONE: _____ Full-time Faculty _____ Part-time Faculty

Course Number/Level or indicate not-for-credit: _____

Course Title: _____

Number of Credit Hours (if applicable): _____

Number of Contact Hours: _____

Prerequisites (if any): _____

Enrollment Cap: _____

Has this course been offered previously? ___ Where? _____ When (semester/year)? _____

Proposed dates. First choice: _____ Second choice: _____

Proposed times of day for each date at Parsons: _____

Proposed course format (The Governing Board has found that shorter duration format with compact dates at Parsons Center with or without a supplemental online portion have been successful). If you propose a hybrid format with either an online or on-campus supplement, please provide as many details as possible about your plans, including meeting dates on campus.

Who is the intended audience for this course (majors in certain discipline, Traverse City community, EMU undergraduates, etc.)? How might this course be advertised?

Rationale Statement: Briefly explain why this course should be offered at the Parsons Center keeping in mind the mission of the Center (<http://ep.emich.edu/parsons/index.aspx>).

Course Description: Briefly describe the content and objectives of the course.

Course Outline/Schedule: If possible, please provide the following components: number and description of student assignments or activities along with approximate amount of time allotted to each assignment or activity or attach an abbreviated syllabus.

Does your course require specialized equipment, facilities, or support services?

What is the status of this course relative to the approval process in your home department? The Parsons Board is willing to consider courses that are still moving through the process and can grant its approval contingent upon approval at the department level.

Department head comments (if any).

Instructor Signature

Date

Co-Instructor Signature

Date

Department Head Signature

Date