

**Proposal for a New Format for an Existing Course
or a New Instructor in a Non-Conventional Format
Department of English Language and Literature**

To propose a new format for an existing course or a new instructor in a non-conventional format — for example, a Traverse City course or other Continuing Education course — in the Department of English Language and Literature, you will need to do the following:

- a) Fill out the basic information on this form;
- b) Attach a detailed syllabus and schedule for the course;
- c) Attach a rationale for teaching the course in an unconventional format, specifying how it will fulfill the outcomes of the course as traditionally taught despite its distinct structure and identifying the ways in which that structure might improve the course;
- d) Submit the form, as well as the appended materials, to the appropriate committees in turn;
- e) Obtain all of the signatures below in the sequence in which they are listed;
- f) If the course is affiliated with Continuing Education, the proposal will be sent to that program for final approval.

I. Your name: _____

II. Program with which this course will be affiliated: _____

III. Title of Course: _____

IV. Brief description of the format in which the course will be taught:

Requisite Signatures:

Chair of Program Committee

Date

Chair of Curriculum Committee

Date

Department Chair

Date