NEW COURSE PROPOSALS FOR ADJUNCTS AND VISITING FACULTY

Listed below are the materials required before the Curriculum Committee reviews a new course proposal. Please contact Doreen Corwin, Director of Faculty Services, at 503-768-6852 for further information or questions about this process.

SUBMISSION TIME LINE:
Fall and spring class proposals should be submitted to the Curriculum Committee by mid-January to be considered for the next academic year. In rare cases, new spring classes for the current year may be approved. Those completed proposals are due to the Curriculum Committee mid-September.

REQUIRED ITEMS -- Please insert in the space provided or attach as requested below:

1. Proposed course title and credits requested (insert here)

2. Proposed course description (insert here)
   Note: refer to on-line courses description for examples at: http://legacy.lclark.edu/cgi-bin/wwwlaw/showSections.cgi

3. Draft course syllabus or outline to cover a 13-week term (attach)
   Note: not required for summer course proposals

4. Method of evaluation—i.e. exam(s), paper, other (insert answer here)

5. List of class materials to be used – i.e. textbook or personally assembled materials (insert here)
   Note: not required for summer course proposals

6. Constraints to class size (insert request and explanation here)

7. Survey or seminar class (insert answer here)
   Note: seminar classes have limited enrollment, are conducted in a discussion format with emphasis on cooperative learning, and allow for in-depth discussion and study of specialized problems. *This is not relevant for summer course proposals.*

8. Student requirements satisfied, if any: WIE and/or Capstone, Professional Skills, Seminar (insert answer here) NOTE: Please contact Associate Dean Martha Spence (spence@lclark.edu) for more information on what these requirements entail.

9. Instructor availability – day vs. eve? once per week vs. twice (insert answer here)
   Note: The normal rule is that a 3 credit class meets twice a week and 2 credit class meets once a week.

10. Prefer Fall or Spring term offering (insert answer here)

11. Curriculum Vita (attach if new to Lewis & Clark Law School)

Administrative notes only: *Submission date* _____
Program committee approval _____