

Section I: General Information

*All courses will run for a single six-week session. There will be a strong preference for courses taught by Claremont Colleges faculty and by adjuncts with an established teaching record at the Claremont Colleges. We are also striving to a balance of on-line and in-person offerings. All proposed summer courses **must be approved by the relevant field group prior to submission**, and will subsequently be submitted to curriculum committee for final approval. Submit this form to Phil_Zuckerman@pitzer.edu -- deadline for consideration of summer courses to be offered is **Jan.6***

1. Is this course: Please check one: ☐ **NEW** ☐ **REVISED*** ☐ **EXISTING** (taught in last 5 years)

***Please highlight/specify what the proposed changes are if this is a revised course.**

2. Credit: ☐ Full (1.0)

3. Full Course Number (i.e. MATH011a PZ): | | | | | | | | | | | |

4. Semester: ☐ Summer Year: 20__

5. Mode of Instruction

____ - I would like to offer this class **in-person** only

____ - I would like to offer this class **on-line** only

____ - I would prefer to offer this class **in-person**, but if necessity dictates, I would be willing to switch to on-line

____ - I would prefer to offer this class **on-line**, but if necessity dictates, I would be willing to switch to in-person

6. Repeatable for Credit?: ☐ No ☐ Yes, course may be taken a total of _____ times for credit.

7. Instructor(s):

8. Course Title: *(32 Character limit for schedule/transcript.)*

[illegible]

Full course title for Catalog description (if longer than 32 characters):

9. Day/Time (circle one): *Any non-standard course times require a petition and must be approved by the dean.*

May 23 – July 1

Session			
MTWR	MWF	MW	TR
9:00-10:35 AM	9:00-11:05 AM	9:00 AM-12:10 PM	9:00 AM-12:10 PM
10:45 AM-12:20 PM	1:00-3:05 PM	1:00-4:10 PM	1:00-4:10 PM
1:00-2:35 PM	3:15-5:20 PM	7:00-10:10 PM	7:00-10:10 PM
3:15-4:50 PM			

Optional: Second choice if your desired timeslot is not available: _____

Optional: Third choice if your desired timeslot is not available: _____

Section II: Registrar Information

10. Enrollment Limits

Maximum/size cap:(required): ____

Reserved Spots (Optional). *Total must not exceed size listed above. Any unassigned spots will be open to any student. Courses within Joint Programs must have equal enrollment limits for each school.*

Pitzer Students ____ Non-Pitzer students (Optional: CMC__ HMC__ SC __ PO__) Pitzer First-years__

11. Room Requests (*optional/not required for Online teaching*): All room assignments based on availability and pedagogical need. Courses will not be scheduled in rooms that cannot accommodate the total class size listed above.

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Desired room capacity, if greater than enrollment cap: _____

Additional room requirements, if the choices above aren't available: _____

12. Course Areas (*optional*)

In addition to the course's main area, it will appear in these areas in the catalog and on the portal. Course number will not change. Approval from each field group is required.

Area/Field Group: _____ Approved by (print & sign): _____

Area/Field Group: _____ Approved by (print & sign): _____

Area/Field Group: _____ Approved by (print & sign): _____

13. Default Grading Type: ☐ Letter Grade ☐ Pass/No Credit Check here if P/NC not allowed: ☐

14. Course Fee (*optional*): \$ _____

It is essential to state this upfront, especially for students on financial aid.

15. Restrictions (*optional*): These restrictions apply to your entire course. Ineligible students will not be able to register unless you grant them permission. Please check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Instructor permission required for all students | <input type="checkbox"/> Juniors and seniors only |
| <input type="checkbox"/> First-years require permission | <input type="checkbox"/> Seniors only |
| <input type="checkbox"/> First-year students only | <input type="checkbox"/> Majors only (in the field of the course) |
| <input type="checkbox"/> First-years & sophomores only | <input type="checkbox"/> Pitzer students only |

16. Prerequisites: If more than one, indicate AND/OR.

17. Any other comments to display on portal course details: Brief, due to space limitations.

Section III: Curriculum Information

17: Educational Objectives: *Select at least one:*

- | | |
|---|---|
| <input type="checkbox"/> Humanities | <input type="checkbox"/> Natural Science |
| <input type="checkbox"/> Social Science | <input type="checkbox"/> Social Responsibility (<i>for students admitted before Fall '16</i>) |
| <input type="checkbox"/> Quantitative Reasoning | <input type="checkbox"/> Writing Intensive |

18. Social Justice and Intercultural Understanding Requirements: *For students admitted Fall '16 and after. Select all that apply. Faculty will have until March 10 to show how the course meets the criteria. Select all that apply:*

- | | |
|--|--|
| <input type="checkbox"/> Social Justice Theory (SJT) | <input type="checkbox"/> Social Responsibility Praxis (SRX) |
| <input type="checkbox"/> Intercultural Understanding Global/International (IU-G) | <input type="checkbox"/> Intercultural Understanding Local/US (IU-L) |

19. Does this course have a Service Learning/Laboratory component (*1.25 teaching credits for the faculty*)?

- ☐ Yes ☐ No

20. If this is a NEW or substantially REVISED course, please complete the following:

New/Revised Course Description for Catalogue (*limit 100 words*):

20b. Please attach a detailed description of the following:

- a. Proposed goals/objectives of the course
- b. Specific student learning outcomes (SLOs)
- c. Source materials to be used in the course (textbooks, readings, films, etc.)
- d. Pedagogical approach for the course (lecture/seminar/flipped classroom, etc.)
- e. Proposed types of assignments and activities
- f. Proposed means of assessing goals and student learning outcomes (exams, essays, projects, creative works, oral presentations, etc.)

You may attach a syllabus if it contains all of the above information.

21. REQUIRED prior to submission: Field Group Curricular Liaison Approval:

Print Name: _____ Sign: _____ Date: _____