

# New Course Application

Experimental College

If you are designing a new course, this is the form for you. Make sure your application is complete by using our checklist page.

**Syllabus:** Attach your detailed 12-week syllabus outlining your course here. Remember, this is the *most* important part of this application! See the "Tips for Writing a Good Syllabus" sheet and also check our webpage ([www.oberlin.edu/exco](http://www.oberlin.edu/exco)) for examples of really good syllabi.

Title of Course: \_\_\_\_\_ Fall/Spring 20\_\_\_\_\_  
(This must be the official course title. No abbreviations, please.)

Instructor #1 Name: \_\_\_\_\_

Instructor #2 Name: \_\_\_\_\_

OCMR/Address: \_\_\_\_\_

OCMR/Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

T#<sup>†</sup>: \_\_\_\_\_

T#: \_\_\_\_\_

If there are multiple instructors for the course, only one of you can be responsible for registration and grades on PRESTO.

← PRESTO Responsibility (check one)<sup>‡</sup> →

If your course has more than two instructors, please attach the additional instructor's contact information.

Check the category under which you would like your course to be listed in the ExCo Course Catalog:

- Community & Society
- Language, Culture & Religion
- Computers, Math & Science
- Media & Literature

- Dance & Theater
- Music
- Arts, Crafts & Do-It- Yourself
- Physical Activities & Games

Course description to be printed in the ExCo Course Catalogue. **Please keep this brief!** You may wish to include course requirements, skills or material to be covered, and pre-requisites. If there will be a course fee, it needs to go in this description.

<sup>†</sup> If you are a student, faculty, or staff member of Oberlin College.

<sup>‡</sup> If you are not affiliated with Oberlin College, this will be done through the Registrar's Office (instead of through PRESTO), and you do not need to check a box.

Other than the fact that the College doesn't teach the material, or that it's "interesting", or that it "should be taught", why should this class be an ExCo?

For how many credits should this course be offered? \_\_\_\_\_ (Refer to the credit guidelines as indicated on the "New Course Proposal Guidelines" sheet.)

How many hours per week do you plan to meet? \_\_\_\_\_

How many hours per week of outside work will you expect from your students? \_\_\_\_\_

What should be the maximum number of students in your class? \_\_\_\_\_

Some ExCo courses use a short application or audition to create a specifically coherent class. *If there is no application of this sort, your ExCo students MUST be chosen by a random lottery.* If you will be using an application form, attach it to this sheet.

How will you formally evaluate your students' accomplishments? Please be specific as to how many exams, papers, performances, etc., you will require. Note: class attendance is expected and not considered a method of evaluation. (Refer to the "New Course Proposal Guidelines" sheet.)

If this course in any way duplicates material or a topic of any course offered in the regular Oberlin curriculum must be approved by the appropriate department chairperson.

Chairperson Signature \_\_\_\_\_

Department \_\_\_\_\_

**NB:** ExCo communicates primarily over email. Instructors with email should check it often! Feel free to email [exco@oberlin.edu](mailto:exco@oberlin.edu) with any questions.

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