**THE UNIVERSITY OF THE WEST INDIES**

**PROPOSAL FOR NEW/REVISED UNDERGRADUATE COURSE**

*[NB: See key definitions of terms used in this template in Appendix I]*

Campus and Faculty:

School, Department, or Centre:

**Course Code and Title:**

**Semester and Level:**

**Pre -requisites:** Enter All Pre- requisites or State ‘None’

**Co-requisites:** Enter ALL Co-requisites or State ‘None’

**Anti-requisites:** Enter ALL Anti-requisites or State ‘None’

**Course Type:** Select Course Type (Core, Elective, or Co-Curricular)

**Credits:**

**Projected Enrolment:**

**Projected Start Date:**

**Mode of Delivery: Face-to-Face** ❑ **Blended** ❑ **Online** ❑

1. **Course Description**

Provide a brief description of the course, such as: “This course introduces students to…. It covers…. It will be assessed using….”

1. **Rationale**

Enter a brief description of the purpose of the course and how it integrates into the overall degree programme.

3. **Course Aims**

Enter the course aim in a short paragraph. For example, “The primary aim of the course is to….”

4. **Course Learning Outcomes (Enter 5 to 8 learning outcomes as per the UWI requirement)**

By the end of the course, students will be able to:

1. Text

2. Text

3. Text

4. Text

5. Text

6. Text

7. Text

8. Text

5. **Course Content/Syllabus**

6. **Teaching Methods**

Specify the combination of lectures, tutorials, labs, workshops or other types of interaction as appropriate.

*[N.B. All types of interaction must be included]*

7. **Contact and credits hours: Example - Lecture, Tutorial, Labs, other:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Duration**  **(Number of weeks)** | **Contact Hours** | **Credit Hours** |
| Lecture |  |  |  |
| Tutorial |  |  |  |
| Labs |  |  |  |
| Other (e.g.) |  |  |  |
| **Total:** |  |  |  |

8. **Course Assessments Description**

In paragraph form, write a brief description of the assessment strategies used in this course.

**9. Course Assessment Type and Course Learning Outcome Matrix**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Assessment Item** | **Learning Outcomes**  (See Section 5) |  |  |
| Weight  % | Description |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

**10. Readings/Learning Resources** *(Online and Print)*

*Required/Essential*

Enter references for required reading in the faculty reference style (APA, MLA, AMA…).

*Recommended*

Enter recommended reading and resources in your faculty referencing style.

*Other: (Special Equipment/Tools)*

Enter other resources (Special Equipment or Tools)

**11. Staffing Requirements.** Give an indication of the staffing needs for the delivery of the course.

**12. Projected additional Cost (if any) for Proposed Undergraduate Course**

**13. Regional Collaboration/ Consultation**

Summarise responses from colleagues at Cave Hill, Mona, St. Augustine and Open Campus here and explain how the feedback was taken into account.

***[NB. The policy of BUS is that if no responses are received within six (6) weeks, the course may be sent forward for approval.]***

**14. All relevant BUS Policies are available at:** [**http://uwi.edu/undergraduatestudies/default.aspx**](http://uwi.edu/undergraduatestudies/default.aspx)

Have you taken these policies into account in the design of this Course?  **Yes No**

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**Academic Staff Member / Contact Person Responsible/Coordinator**

Name: Telephone: Email:

**Campus/Faculty/Department**:

**Date of Recommendation by Faculty Board/APAD:**

**Signature: Dean/Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: Department Head**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Checked and endorsed by:** ❑ Campus Bursary ❑ CETL ❑ Library

❑ Bookshop ❑ Faculties on other Campuses

❑ OOL ❑ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NB. Attach supporting documents as appendix e.g. CETL. Library, online checklist

**APPROVAL PROCESS**

**Response from AQAC:** ❑ Approved

❑ Approved after completion of specified minor amendment(s)

❑ To resubmit with specified changes

❑ Not Approved

**Signature: AQAC Chair** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Ratified by Academic Board**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature: Campus Registrar** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPENDIX I

1. Key Definitions:

## **Face-to-Face Course**: A course in which teaching takes place mainly in the physical classroom based on course contact hours standards.

## **Online course:** A course in which all instruction takes place online in a virtual classroom or virtual learning environment. An online course may be delivered synchronously or asynchronously.

**Blended course:** A course that combines physical classroom-based instruction and learning activities with online instruction.

**Online programme:** A programme in which all the courses are delivered online. An online programme may be delivered synchronously or asynchronously.

**Blended programme:** A programme which consists of a planned mix of course delivery modalities, including face-to-face, blended and/or online courses as defined above. Any programme in which less than 100% of courses are online is categorised as a blended programme.

**Synchronous delivery**: With synchronous delivery information exchange takes place in real time. An example of synchronous delivery is the use of video-conferencing or web-conferencing with the support of tools such as Blackboard Collaborate to deliver “live” lectures to students in a remote location.

**Asynchronous delivery:** With asynchronous delivery, a virtual learning environment, such as Moodle, is used to facilitate information exchange without the constraints of time and place. This approach combines self-study with time-independent interactions to promote learning.

**Pre-requisites**: Course(s) the student must pass in order to take this course

**Co-requisites:**  Course(s) which the student must take with this course

**Anti-requisites**: Course(s) that overlap sufficiently in course content that both cannot be taken for credit.

1. **Course Calendar**

| **Week** | **Topic** | **Required Readings**  **Learning Resources** | **Learning Activities** | **Assignments** | |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Due Date** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |
| 8. |  |  |  |  |  |
| 9. |  |  |  |  |  |
| 10. |  |  |  |  |  |
| 11. |  |  |  |  |  |
| 12. |  |  |  |  |  |
| 13. | Course Review  *(No introduction of new subject matter)* |  |  |  |  |