

**Schulich School of Business**

***BBA/iBBA NEW COURSE PROPOSAL FORM***

1. **Course Number and Credit Value:**
2. **Long Course Title:**

<*Full name of course>*

1. **Short Course Title:**

*<Short name of course. This is the name that will appear on University documents where space is limited, such as transcripts and lecture schedules. The short course title must be a maximum of* ***40 characters,*** *including punctuation and spaces. Please use abbreviations (e.g. Acctg, Fin Mgmt, Intl, &, Adv Econ) when necessary.>*

1. **Effective Session:**

*<Academic term in which the proposal will take effect. E.g., Winter 2014>*

1. **Course Description for the Undergraduate Course Registry and Calendar:**

*<Maximum 60 words. Longer descriptions will be truncated in the University Course Registry. For editorial consistency please put verbs in the present tense.>*

1. **Pre-requisites and/or Co-requisites:**

*<Please state and justify pre-requisites and/or co-requisites. If specific courses are required state their course numbers.>*

1. **Rationale:**

<*Indicate how the proposed course will contribute to the academic objectives of the program. As well, please indicate the relationship of the proposed course to other existing options, particularly with respect to focus/content/approach. If overlap with other existing courses exists, please indicate the nature and extent of consultation that has taken place*.>

1. **Instructors and Faculty Coordinator:**

**Initial Instructor**

<*Indicate who will be the first instructor of this course.*>

2016-10-6 5:08 PM

**Alternative Instructors**

<*Indicate other persons, especially full-time faculty members, who have the ability and interest to teach this course.*>

**Course Coordinator**

<*Indicate the full-time faculty member who will coordinate this course, in the event that it is taught by a part-time instructor or is offered in multiple sections*.>

1. **Specializations:**

**Primary Area or Specialization**

<*Indicate the primary area or specialization where the proposed course will be listed in the Schulich undergraduate academic handbook*.>

**Secondary Areas or Specializations**

<*List all other areas or specializations where the proposed course will be listed as an elective*.>

1. **What will be the structure of the contact hours of this course each week?**

*<The contact hours per week is 3 hours. However, the course can be held twice each week for 1.5 hours or once per week for 3 hours. Provide a rationale for the selected format.>*

1. **Maximum enrolment**

*<For core courses, 55. For electives 45. Any other maximum requires approval from the Associate Dean Academic and explicit endorsement from the Program Committee.>*

1. **Expected Student Enrolment:**

<*State the expected “steady-state” enrolment. It is understood that new courses may take one or more offerings to reach this level*.>

1. **Evidence for enrolment expectations**:

<*Provide evidence or a rational argument for your enrolment expectations*.>

1. **Human Participants Research**

*<If any assignment for this course involves Human Participants Research, the course outline should make reference to the Human Research Participants procedures and approvals. Otherwise indicate “N/A”*.>

1. **If any special computer facilities, teaching materials, or physical facilities are required, please list them.**

*<If special computing software or hardware is required, please attach a statement from Manager of Computing Services that attests to the ability of Schulich’s Computing Services to support this course.>*

1. **Course Outline:**

*<Please attach a course outline. The outline must be built in the Schulich Course Outline Template and must specify class-by-class topics, readings and assignments. The basis for student evaluation must be shown. BBA/iBBA courses should be based on a 12-week teaching term.>*

1. **Library Statement:**

*<Please attach a statement from the University librarian responsible for the subject area (Business Library) certifying that adequate library resources are available for the new course must be provided. Informing the Business Librarians about the new course keeps them aware of what is going on.>*

**Course Originator:**

Emily Rush 2016-10-6 5:18

*<Signature> <Date>*

Signature Date

*<Name> <Area or Specialization>*

Name Area or Specialization

**Supporting Faculty Members:**

*(The course originator should consult with other interested parties and obtain their approval signatures.)*

The undersigned have examined this course proposal and feel it is a worthwhile addition to the curriculum and does not, to our knowledge, significantly duplicate the content of existing course offerings.

*<Name of faculty member> <Area or Specialization>*

*<Name of faculty member> <Area or Specialization>*

*<Name of faculty member> <Area or Specialization>*

*<Name of faculty member> <Area or Specialization>*

*<Name of faculty member> <Area or Specialization>*

*<Name of faculty member> <Area or Specialization>*

**Approvals:**

**Area or Specialization:**

This Area/Specialization has reviewed this course proposal and supports the addition of this course to the BBA and/or iBBA curriculum.

*<Signature> <Date>*

Signature Date

*<Name> <Area or Specialization>*

Name of Coordinator or Director Area or Specialization

**Program:**

The BBA/iBBA Program Committee recommends that this new course be added to the list of the courses specified for the program. Documentation attesting to the faculty member support for the change has been received and archived by the committee chair.

*<Signature> <Date>*

Signature Date

*<Name>*

Name of Program Director

**Required Attachments:**

* Motion document addressed to Faculty Council that provides the rationale for the course
* Schulich course outline (must conform to program norms; template available on the Associate Dean Academic website)
* Librarian’s statement indicating that adequate library resources are available for the course
* If applicable, a completed Human Participants Research Protocol form (available from the Schulich Associate Dean Research)

**Send To:**

Send an electronic copy of all forms and attachments, and forward emails of support from other faculty members to:

BBA/iBBA Secretary: Nicola Jagdeosingh ([njagdeosingh@schulich.yorku.ca](mailto:njagdeosingh@schulich.yorku.ca))