

Faculty of Arts and Science  
**REPORT FOR NEW OFFERING OF AN EXISTING COURSE**

REPORTS FOR **SUMMER TERM** COURSE OFFERINGS **DUE ON OR BEFORE OCTOBER 20**  
REPORTS FOR **FALL/WINTER TERM** COURSE OFFERINGS **DUE ON OR BEFORE FEBRUARY 1**

**Department:**

**Subject/Catalog Number(s):**

**Course Title:**

**Report submitted by:** Name:

E-mail:

Please provide all the following information:

1. **Is this the first report of intended learning outcomes for this course?**

YES                      NO

If Yes, please complete **Table 1** of the Intended Learning Outcomes Form.

If No, please provide the Department approved Intended Learning Outcomes by completing **Table 1** of the Intended Learning Outcomes Form.

2. **Original Course Offering:**

1) **Format/Location:** Provide the delivery format and, if applicable, the location for the **original** offering of the course as approved by Faculty Board.

|                              |       |                |       |
|------------------------------|-------|----------------|-------|
| On main campus, face-to-face | _____ | On BISC campus | _____ |
| On main campus, blended      | _____ | Online         | _____ |
| Other (please specify)       | _____ |                |       |

2) **Learning Hours:** Provide Learning Hours for the **original** offering of the course, by completing **Table 3** of the ILO/LH Form, "Existing" instructional method hours and weeks. This information can be found in the Arts and Science Calendar or by contacting the Curriculum Team at [asc.curriculum@queensu.ca](mailto:asc.curriculum@queensu.ca).

3. **Proposed Course Offering:**

1) **Format/Location:** Provide the delivery format and, if applicable, the location for the **proposed** offering of the course.

|                              |       |                |       |
|------------------------------|-------|----------------|-------|
| On main campus, face-to-face | _____ | On BISC campus | _____ |
| On main campus, blended      | _____ | Online         | _____ |
| Other (please specify)       | _____ |                |       |

2) **Learning Hours:** Provide the Learning Hours for the proposed offering of the course by completing **Table 3** of the ILO/LH Form, "New" instructional method hours and weeks.

4. **First offering of course variant will be?**

The proposed offering of the course has been approved by the Unit Curriculum Committee (or relevant Undergraduate Studies Committee), which has determined that the intended offering will have the same intended learning outcomes as the original offering of the course.

Department Head \_\_\_\_\_ Date \_\_\_\_\_

Chair of Undergraduate Studies \_\_\_\_\_ Date \_\_\_\_\_