

Appendix 2

School of Graduate Studies NEW GRADUATE COURSE FOR ENGINEERING AND APPLIED SCIENCE GRADUATE COUNCIL APPROVAL

GRADUATE PROGRAM:

For EACH new course, please complete the entire form.

Insert the proposed *Calendar* description of the new course in the box below, and delete the example provided.

EXAMPLE:

(1a)	(2)	(1b)
MGMT 914*/3.0		Field Research in Accounting
This seminar focuses on field-based research in accounting. Methodological issues arising from field work will be addressed, and students will gain exposure to a broad cross-section of field research in accounting.		

1. Course number (1a) and title (1b): The number chosen for this course should not have been used in the past 5 years. The asterisk * is used to denote a term-length graduate course.
NB. Course titles on Queen's transcripts will be truncated if longer than 30 characters.
2. Weight (e.g. 3.0 credit units[term-length course], 6.0 credit units [full course]): The course weight must be consistent with the course content.
3. *Calendar* description: This is the description that will appear in the School of Graduate Studies *Calendar*. The maximum length for a *Calendar* description is 350 characters (3a). Remember to include any ancillary fees that will be borne by the student (3b). If none, omit.
4. Prerequisites: Please list prerequisites; if none, omit.
5. Exclusions: List courses with sufficient content overlap, not only in your program, but also in other programs. It is the responsibility of the program creating a new course to contact other programs that may offer courses with similar content in order to make this assessment. If none, omit.

Provide the following detailed information for each new course:

6. Expanded Course Description: Attach a detailed course description, expanding on course content. Include potential readings, texts, instructional methods (i.e. lectures, seminars, etc.) and marking scheme. Explain how this course will fit into the Program's overall program requirements. Is this course intended as a requirement, an option or an elective?
7. Impact (if any) on other programs: If the new course will have any impact on programs offered by other Programs, please indicate which programs may be affected by this new course, i.e., the course could be included in another concentration or the course content might

overlap with courses offered by another program. Please indicate which Graduate Program(s) have been contacted.

8. Schedule: Will this course be offered regularly? Annually? In alternate years? When will it first be offered?
9. Staffing: Provide faculty/staff information for the coming year and foreseeable future.
10. Resources: Provide details of specific resource requirements in terms of rooms, equipment, computers, etc.
11. Enrolment: Indicate the anticipated enrolment in this course.
12. Grading basis: Indicate if this course is graded (ie assigned a grade) or Pass/Fail.
13. Course component(s): What component(s) make up this course (enter Y for any that apply):

Lecture	
Seminar	
Laboratories	
Tutorials	

14. Departmental Approval: Provide the date that this course was approved at the Departmental level, if applicable: _____

13. Submission Contact: Name: _____

Internal Phone # _____

E-mail: _____

EMAIL the completed form and any attachments to the Engineering and Applied Science Graduate Council administrative assistant.

FOR OFFICE USE ONLY:

Date of approval by Engineering and Applied Science Graduate Council: _____

Date of approval at GSEC: _____