

**New Trial Course or Special Topic Course – USC Form**

Trial and Special Topic courses must receive USC approval prior to implementation. Application procedures and resources are available on the [USC webpage](http://www.trentu.ca/usc). Complete proposals must be submitted by the Department Chair to usc@trentu.ca.

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| **Academic Unit** |
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| **Chair** |
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| **Date Submitted** |
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| **Proposal has been evaluated and approved by departmental curriculum committee** |
| [ ]  *check here* |
| **Trial Course** (to be offered twice; department may then apply to regularize the course) or **Special Topic** (to only be offered once or twice and not to be regularized) |
| [ ]  *Trial Course* [ ]  *Special Topic Course* |
| **Course code and title (Special Topics must use 3950-9/4950-9 series)**  |
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| **Cross-listed programs (if any)** |
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| **Academic Calendar description (maximum 50 words; present tense)** |
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| **Prerequisite (if any)** |
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| **Exclusions (courses with equivalent content, if any)** |
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| **Science credit designation** |
|  [ ]  Yes [ ]  No |
| **Academic term of first offering (e.g., 2022FA, 2023SU)** |
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| **Instructor and whether TUFA, LTA or CUPE** |
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| **Anticipated enrolment** |
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| **Rationale for introducing the course** (how it fits into the department’s curriculum map; why it will not be regularized upon introduction) |
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| **EDII**In developing curriculum, comment on how consideration has been given to incorporating EDII (equity, diversity, inclusion, and Indigenization) into course content. Consider incorporating different perspectives, practices, influences, experiences, ways of learning, approaches, and sensitivities. |
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| **Resource implications, if any** |
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| **Library resources and services** |
| *For information on the Library’s instructional support services, please visit* [*trentu.ca/library*](https://www.trentu.ca/library) |
| Does this course require specialized services?  [ ]  Yes [ ]  No |  Does this course require new resources?  [ ]  Yes [ ]  No |
| *If yes to either of the above questions, select which type(s) of services or resources may be required to support this course:* |
| [ ]  Acquisitions-one time (i.e., books, media)[ ]  Acquisitions-ongoing (i.e., journal or database subscriptions, streaming media)[ ]  Course readings support (e.g., Leganto)[ ]  Library Instruction Program[ ]  In-class workshops[ ]  Critical Making Studio[ ]  Archives | [ ]  MaDGIC workshops[ ]  GIS services[ ]  ESRI organization accounts[ ]  Geospatial data[ ]  Statistical data/Microdata[ ]  Data Visualization Lab[ ]  Other: |
| **Library Comments**If you checked any of the above boxes, please share the proposal with your department Learning & Liaison Librarian and request a response for inclusion here: |
|  |
| **Experiential learning component** |
|  [ ]  Yes [ ]  No*If yes, select which type(s) of experiential learning are incorporated into this course:* |
|  [ ]  Applied Research [ ]  Community-Based Research [ ]  Creative Performance [ ]  Community Service Learning [ ]  Co-op Education [ ]  Case Study |  [ ]  Event [ ]  Field Experience [ ]  Field Placement [ ]  Internship [ ]  Job Shadowing [ ]  Lab |  [ ]  Publication [ ]  Professional Practicum [ ]  Simulated Workshop [ ]  Workplace Project  |
| **Consultation With All Affected Academic Units**If content overlaps with courses offered by other departments and/or departments are invited to cross-list the course, share the proposal with these units and request a response for inclusion here. Add rows as needed. If a response has not been obtained at the time of submission, indicate date sent in the *responding comments* row. |
| **Department (1)** |
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| **Department (1) Chair’s responding comments** |
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| **Department (2)** |
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| **Department (2) Chair’s responding comments** |
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**Syllabus**

Append course syllabus to this application as a separate document. Please see [Information on New Course Syllabuses](https://www.trentu.ca/vpacademic/committees-policies/undergraduate-studies-committee/information-new-course-syllabuses) for guidelines.

The syllabus **must** include the following information to be reviewed by USC:

1. Instructional format and frequency/length of offering (e.g., weekly 2h lecture and 1h tutorial)
	* A classroom or online course normally consists of three contact hours each week; courses with a laboratory component will normally exceed three contact hours per week
2. A list of the assignments with weighting (in %) and week due for each
	* 25% of the final grade must be made available to students by the deadline to withdraw. The due dates should allow time for this work to be returned to the student. Provide details on assessment methods as appropriate. Examples include but are not limited to: How are marks for participation or presentations earned? What are the expectations? If a group project is assigned, how will grades be determined for each student?
3. A list of the learning outcomes/goals that successful students should achieve
4. Textbooks and/or required readings
5. Weekly schedule of topics