

**AMERICAN UNIVERSITY**  
**General Education Program**

**General Education Course Proposal Form**

This document is available online at <http://www.american.edu/gened>. Click on “resources for faculty.”

The purpose of this form is to enable the General Education Committee to provide timely feedback with regard to courses you are considering submitting and to provide a basis for the decision to admit the course to the program. To facilitate review of your course proposal, please complete the form and obtain the signatures of your Department Chair and Dean before forwarding to the General Education Committee, Leonard Hall, First Floor, Campus. Attach a copy of the proposed course syllabus.

**A. Course Title**

Proposed # and title \_\_\_\_\_ Curricular Area \_\_\_\_\_

(Please remember that foundation courses are numbered at .100-level and second-level courses at .200-level. In addition, General education courses bear numbers in multiples of 5, beginning with the lowest available number in the unit inventory (e.g., 100, 105, 110, 115, etc.).

Foundation  Second-level

Signatures of faculty who are qualified to teach this course and indication of full-time or adjunct status:

- |          |        |
|----------|--------|
| 1. _____ | FT Adj |
| 2. _____ | FT Adj |
| 3. _____ | FT Adj |
| 4. _____ | FT Adj |

Suggested enrollment ceiling \_\_\_\_\_ Number of sections that could be offered \_\_\_\_\_

**B. Course Description**

- a. Briefly state the focus and content of the course you are proposing.

b. Explain how this course meets the requirements of the Curricular Area for which it is proposed. Be specific about which of the course goals this proposal will accomplish and about the ways those goals will be achieved. (For Curricular Area requirements, refer to *American University Catalog*, description of individual Curricular Areas in General Education).

2. Please explain how the course will incorporate or address the following General Education program goals.

a. written and oral communication.

b. critical thinking and information literacy.

c. ethics.

d. aesthetics.

e. perspectives of race, class, culture, and gender.

f. a global point of view.

3. a. If this course is a foundation-level course, explain which academic disciplines you are drawing on for the content of the course and how the course content will introduce students to the base of knowledge, major concepts, and active issues in these disciplines.

3. b. If the proposed course is a second-level course, please comment on how the course will link with and build upon foundation-level courses in its curricular area. (Please indicate the foundation-level courses it might most closely follow.)

*C. Course Materials*

Please list representative required readings, experiments, labs, support materials, facilities, etc. Indicate to which extent these are presently available.

*D. Previous Offerings*

Has this course or a similar course been offered before? \_\_\_\_ Yes \_\_\_\_ No

Former or current course number/title \_\_\_\_\_

If the course has been previously offered outside of the framework of the General Education Program, what adaptations have been made which respond to the General Education guidelines?

*E. Attachments*

Please attach the proposed course syllabus and any other useful documentation.

*G. Forwarded to the University General Education Committee through:*

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Dean

Dean's comments: