

USEM Course Proposal

1. Instructor name & title: \_\_\_\_\_
2. Email address: \_\_\_\_\_
3. Home department: \_\_\_\_\_
4. Messenger mail address: \_\_\_\_\_
  
5. Course Title: (Not to exceed 30 characters, including spaces)
  
6. Brief Course Description: (intended for display in the Course Offering Directory)
  
  
  
  
  
7. Brief statement as to why this would be an effective USEM course (Attach additional page if needed):
  
  
  
  
  
  
  
  
  
  
8. Preferred course semester(s)/day/time: \_\_\_\_\_
  
  
9. Preferred location (Please indicate instructional technology needs, if any):  
\_\_\_\_\_

Please attach:

- a) detailed syllabus with schedule of topics, reading and writing assignments
- b) If community engagement component, (please contact us for help with this process: [megan.raymond@Virginia.EDU](mailto:megan.raymond@Virginia.EDU)) letter endorsing course proposal from community partner(s). We are looking for sustained community engagement and evidence that the community partner finds value in the proposal.
- c) Curriculum Vita (not to exceed 2 pages)

Approved by Dean or Department Chair:

\_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Date