UNM-TAOS COURSE PROPOSAL

Please use one form per course AND attach a syllabus. You may use a past or current syllabus if you have been approved by UNM Main Campus as an instructor for this course. Provide an electronic copy to your Academy Head. If you do not have a resume on file with UNM-Taos, please attach a resume to this course proposal. NOTE: Every effort will be made to accommodate teaching times, classroom and equipment requests, however due to the limited availability of classroom space, and other support resources, not all preferred proposed requests can be accommodated as requested.

Instructor Information:

Faculty Name: __________________________________ Proposed for Semester_____________
Mailing Address ________________________________________________________________
City: __________________ State: __________________ Zip: __________
Home Phone: __________ Work/Cell Phone: __________________
Email: __________________ (required)

Classroom/Time Information: (submit both preferred and alternate request)

Course Proposed Title: __________________________________ Course Number Proposed: __________
1. Preferred Classroom Proposed: ________________ Preferred Proposed Class Day/Time: ________________
2. Alternate Classroom Proposed: ________________ Alternate Proposed Class Day/Time: ________________

Classroom Requirements: ____________________________________________________________
Proposed Enrollment Cap: _____ Proposed Prerequisite(s): _______ Course must be taken concurrently with:_______

Text Book Order Information: Number of books to order: __________

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<tr>
<th>Title of Text</th>
<th>Authors</th>
<th>ISBN #</th>
<th>Publisher</th>
<th>Year/Edition</th>
<th>New?</th>
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Instruction Department Approvals:

I understand that acceptance of this proposal is subject to curricular needs, approval by UNM Main campus and the discretion of UNM-Taos. I am responsible for providing an syllabus for this course and for completing information for course textbooks at the time course proposal submission. In addition I am responsible for course and instructor evaluations which are to be administered at the end of the semester. I am aware of the salary pay scale for this course and the minimum student enrollment required for the class to make.

__________________________________________            _________________
Faculty Signature                      Date                      Academy Head Approval        Date

MAIN CAMPUS DEPARTMENTAL APPROVAL RECEIVED YES    NO
APPROVAL FOR INCLUSION IN UNM-TAOS COURSE BULLETIN YES    NO

__________________________________________
DEAN OF INSTRUCTION                      DATE