

NEW COURSE PROPOSALS

Legal professionals who are interested in offering a class as an adjunct professor at Lewis & Clark Law School are asked to submit their course proposal to the school's Curriculum Committee for review and approval. Listed below are the materials required and the time line for submission. Please contact Janet Neuman, Associate Dean of Faculty at 503-768-6633 or her assistant, Doreen Corwin at 503-768-6852 for further information on the process for developing new course proposals.

SUBMISSION TIME LINE:

Fall and spring classes for the next academic year need to be to the Registrar by mid-March; so Curriculum Committee needs completed proposals by mid January.

In rare cases, new spring classes for the current year may be approved. They need to be to the Registrar by late October; so Curriculum Committee needs completed proposals by early September.

REQUIRED ITEMS:

1. Proposed course title
2. Proposed course description (refer to on-line course descriptions & What's What for examples – www.lclark.edu/dept/lawreg)
3. Draft course syllabus or outline to cover a 14-week term
4. Method of evaluation (exam(s), paper, other)
5. List of class materials to be used
6. Any constraints to class size? Survey or Seminar?
(note attached requirements for course to qualify as "seminar")
7. Curriculum Vita or other means of establishing subject expertise and teaching experience
8. Instructor availability – day vs. eve? once per week vs. twice? The normal rule is that a 3 credit class meets twice a week and 2 credit class meets once a week. Preference for Fall or Spring term offering.

Prepared 11/4/04