|  |  |
| --- | --- |
| **METU**  **FACULTY OF ENGINEERING** | **METUemblem** |
| **…………………………… PROPOSAL FORM** |  |

1. **Course Code and Title:**

**…………………….. / …………………………………………………………………………………………………….**

1. **Credit hours**:

|  |  |  |  |
| --- | --- | --- | --- |
| Theoretical: | ……. | ECTS: | ……. |
| Applied/Laboratory: | ……. |  | |
| Total: | ……. |

1. **Catalogue description**:

|  |
| --- |
| State, in sequential order and without resorting to structured sentences, the main topics, issues, concerns. Separate individual items with a semi-colon. Please refer to the "General Catalogue" for several examples.  Catalogue description should be in agreement with the Syllabus in Part 10 below.  Wording should not exceed 350 characters. |

|  |  |
| --- | --- |
| Prerequisites: | **……………………………………………………………………………..** |
| Co-requisites : | **……………………………………………………………………………..** |
| Departmental Approval: |  |
|  |  |

1. **Course objectives/goals:**

|  |
| --- |
| Itemize, with brief, explicit and precise statements, the specific skills, capabilities, views, insight, knowledge, etc. the students are expected to acquire by attending this course; state only those most pertinent.  Please, discuss how these course objectives relate and contribute to each program educational objectives (PEO). For the description of departmental objectives, refer to the METU General Catalogue. If this is course that will be offered exclusively to other departments, this section may be skipped.  For several examples on how to phrase course objectives/goals, please refer to "Faculty of Engineering" webpage (www.eng.metu.edu.tr)  Wording should not exceed 1100 characters. |

1. **Justification of the proposal:**

|  |
| --- |
| State in specific and explicit terms,  i) the particular program slot into which the course is intended to fit,  ii) the gap in the programs (disciplinary and/or interdisciplinary) to fill,  the basic purpose to serve ,etc.  Please refer to Program Educational Objectives (PEO), Program Outcomes and/or ABET Criteria.  Wording should not exceed 1100 characters. |

1. **Faculty member submitting the proposal: …………………………………………………….**
2. **Relationships (including overlaps) with other undergraduate and graduate courses** in the Department, Faculty, and University:

|  |
| --- |
| Refer to course descriptions in the current METU General Catalogue and:  Indicate complementing courses by specifying their codes and titles; how the courses complement one another should also be specified.  Indicate overlapping courses, if any, by specifying their codes and titles; the extent of overlap should also be specified.  Wording should not exceed 1100 characters. |

1. **Textbook(s) and reference material(s)** as two separate lists:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | TEXT BOOK TITLE | AUTHOR | YEAR | ISBN |
| 1 | Make sure that text books are recent and accessible |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
|  | REFERENCE MATERIAL TITLE | AUTHOR | YEAR | ISBN |
| 1 | Make sure the references are recent and accessible. |  |  |  |
| 2 | If reference is not a book, please mention this. |  |  |  |
| 3 |  |  |  |  |

1. **Laboratory work required?**:  Yes - No

Itemize **weekly** laboratory experiments in terms of topics and/or phases to be covered; level of detail should not be more than what is sufficient to define test procedure/progress (should follow style of catalog description).

|  |  |  |
| --- | --- | --- |
| WEEK | EXPERIMENT NAME | DESCRIPTION |
| 1 | There must be at least six (6) | experiments to justify 2 credit hours in Part 2 above. |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |

1. **Syllabus**:

|  |  |  |
| --- | --- | --- |
| WEEKS | SUBJECT | DETAILS |
| 1 | Assign the main subjects to all 14 weeks. | You may include sub-topics and any other explanation here. |
| 2 | Do not include exams in the syllabus. |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |

1. **Grading system**:

|  |  |
| --- | --- |
| Homework: | ………. % |
| Midterm: | ………. % |
| Term Project: | ………. % ……………………………………......... |
| Final: | ………. % |
| Classroom Participation: | ………. % |
| Laboratory Work: | ………. % |
| Other:  ………………………………………: | ………. % |
| Total: | ………. % |

1. **Maximum class size and student quota for students of other departments**:

|  |  |
| --- | --- |
| Maximum Class Size:  ………. | Quota for Students of Other Departments: ………. |

1. **Proposed semester for the course:** Fall:  Spring:
2. **Other faculty members who may be interested in teaching this course:**

|  |
| --- |
| There must be at least one full-time faculty member other than the one proposing the course here. Avoid titles other than Dr. |

1. **Other relevant information**:
   1. **Date of proposal:** …../…../…..
   2. **Software usage:**  Yes ……………………………………………………………
   3. **Category content** **as credit** (not less than 0.5 credit) in terms of:

|  |  |
| --- | --- |
| Mathematics & Basic Sciences: | ……….. |
| Engineering Sciences: | **…………** |
| Humanities & Social Sciences: | ………… |
| Departmental: | ………… |
| **Total:** | ………… |
| Engineering Design: | ………… |

………………………………………………………………………………………………………………………………