



LAST NAME:	FIRST NAME:	M <input type="checkbox"/> F <input type="checkbox"/>
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TEACHING SCHOLARS PROGRAM	COLUMBIA (UNI) EMAIL ADDRESS:	SEMESTER AND YEAR OF FIRST REGISTRATION IN GSAS:
Academic Year:	DEPARTMENT:	
<input type="checkbox"/> Fall 20 _____		
<input type="checkbox"/> Spring 20 _____	SUBFIELD:	

### Proposed Course Summary

COURSE TITLE:

ONE-PARAGRAPH COURSE DESCRIPTION SUITABLE FOR THE COURSE BULLETIN. INCLUDE ANY PREREQUISITES.

RATIONALE FOR PROPOSED COURSE AND ITS ROLE IN THE DEPARTMENTAL CURRICULUM, WITH EMPHASIS ON INNOVATIVE ASPECTS OF THE COURSE

### Proposed Course Details

Please attach a syllabus that contains the following nine items. Check the boxes to confirm that each item is present in your syllabus.

- COURSE NAME
- COURSE DESCRIPTION  
Provide a concise, informative overview of the course's subject and approach. In this overview, identify main themes and sections of the course.
- COURSE OBJECTIVES  
Include specific skills and expertise that students will gain in this course.
- INSTRUCTOR CONTACT INFORMATION  
Include office hours availability and contact policies.

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# Teaching Scholars Application

LAST  
NAME:

FIRST  
NAME:

## Proposed Course Details (continued)

### MATERIALS FOR THE COURSE

List required and recommended materials, with publication information for readings. Also identify unique resources (at Columbia or elsewhere) engaged by the course.

### WEEKLY SCHEDULE OF ASSIGNMENTS AND ACTIVITIES

Indicate the structure and flow of the course, and inform students what they will be reading and doing on a weekly basis. Fall and spring terms are 14 weeks long. Please take these timeframes into account when developing your syllabus. You should confirm with your department about the appropriate weekly workload.

### GRADING CRITERIA

- Indicate the make-up of the final course grade, with percentages. For major assignments, indicate different components that will be assessed and their respective weights. For any assignments involving group work, be specific about how such work will be graded. If participation is an element of the course grade, specify what counts as participation. If extra credit work is possible, specify.

The course grade should be based on a variety of assignments; no single portion should be worth more than 40% of the total grade. The course schedule should include graded feedback as soon as possible into the term, but no later than by the midterm.

### CLASS AND UNIVERSITY POLICIES

- Indicate your policies for class attendance (including punctuality), use of digital devices during class / section / lab, late submissions, rewrites or re-submissions, rescheduling or missing exams, and procedures for special accommodations.

Include the following University policies:

- Faculty Statement on Disability Accommodation: [www.college.columbia.edu/rightsandresponsibilities](http://www.college.columbia.edu/rightsandresponsibilities)
- Faculty Statement on Academic Integrity: [www.college.columbia.edu/faculty/resourcesforinstructors/academicintegrity/prevention/syllabi](http://www.college.columbia.edu/faculty/resourcesforinstructors/academicintegrity/prevention/syllabi)

### ACADEMIC SUPPORT SERVICES

Identify campus resources offering support pertinent to this course, such as the Writing Center, the Libraries, tutoring services, etc.

### NOTES:

- Films should be viewed outside of regular class time.
- The Center for Teaching and Learning ([CTLgrads@columbia.edu](mailto:CTLgrads@columbia.edu)) provides individual consultation on course design and syllabus construction.
- Additional resources geared toward instructors of undergraduate students can be found at [www.college.columbia.edu/facultyadmin/faculty](http://www.college.columbia.edu/facultyadmin/faculty)

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# Applicant Teaching Profile

1. LIST OF TEACHING EXPERIENCE TO DATE

2. DESCRIPTION OF TEACHING DEVELOPMENT ACTIVITIES AT COLUMBIA AND ELSEWHERE

3. DESCRIPTION OF YOUR TEACHING STRENGTHS, STRATEGIES, STYLE

4. BRIEF INDICATION OF THE RELATION OF PROPOSED COURSE TO RESEARCH

5. PLEASE ATTACH A REPRESENTATIVE SAMPLE OF RECENT TEACHING EVALUATIONS.

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SIGNATURE OF APPLICANT

PRINTED NAME

DATE

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SIGNATURE OF APPLICANT'S ADVISOR

PRINTED NAME

DATE

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SIGNATURE OF  
DIRECTOR OF GRADUATE STUDIES

PRINTED NAME

DATE

This application should be submitted to the relevant department's office.