

**MOTLOW STATE COMMUNITY COLLEGE  
TOPICS COURSE PROPOSAL**

Topics courses are designed for students interested in pursuing specific study projects in fulfillment of graduation requirements and under the supervision of the discipline instructor. These courses must be approved by the advisor and the department chair. Only six semester hours earned in topics courses may be used toward meeting degree requirements. This course proposal should be submitted to the department chair at least one week prior to the beginning of the semester in which the course is to be taught. If the need for a topics course arises on or after the official registration day, the course proposal must be submitted at least two days before the last day to add a class.

**INDEPENDENT STUDY:**

**TOPICS COURSE:** (If the student is using a Topics (2990) course, a Course Substitution form must be submitted if the course isn't for elective credit).

**COURSE TITLE:** \_\_\_\_\_ **CREDIT HOURS:** \_\_\_\_\_

**COURSE#:** \_\_\_\_\_

**TO BE COMPLETED BY ACADEMIC AFFAIRS: SECTION#:** \_\_\_\_\_ **CRN#:** \_\_\_\_\_

**INSTRUCTOR:** \_\_\_\_\_ **TERM:** \_\_\_\_\_

**ACADEMIC DEPT ACCOUNT TO BE PAID FROM: #** \_\_\_\_\_ **COMPENSATION: \$** \_\_\_\_\_

$$\frac{\text{Equivalent Hrs.}}{\text{X}} \times \frac{\text{\# Students}}{\text{X}} \times \frac{\text{Credit Hrs.}}{\text{X}} = \frac{\text{Equated Hrs.}}{\text{X}} \times \frac{\text{\$ Adjunct Rate}}{\text{X}} = \frac{\text{\$ Compensation}}{\text{X}}$$

**1. STATEMENT OF COURSE GOALS (educational performance to be achieved):**

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**2. LIST OF SHORT TERM INSTRUCTIONAL OBJECTIVES AND ACCOMPANYING ACTIVITIES:**

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**3. BRIEF COURSE OUTLINE:**

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**4. DESCRIPTION OF COURSE EVALUATION PROCEDURES:**

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**5. JUSTIFICATION FOR TEACHING THE COURSE:**

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**STUDENT:** \_\_\_\_\_ **CLASSIFICATION** \_\_\_\_\_

**MyMotlow ID (A#):** \_\_\_\_\_ **GPA:** \_\_\_\_\_

**DEGREE:** \_\_\_\_\_ **MAJOR:** \_\_\_\_\_ **EMPHASIS:** \_\_\_\_\_

**APPLICANT :** \_\_\_\_\_ **Date** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Instructor**

\_\_\_\_\_  
**Department Chair** **Date** \_\_\_\_\_

\_\_\_\_\_  
**Assistant Vice President for Academic Affairs** **Date** \_\_\_\_\_

STUDENT: \_\_\_\_\_ CLASSIFICATION \_\_\_\_\_

MyMotlow ID (A#): \_\_\_\_\_ GPA: \_\_\_\_\_

DEGREE: \_\_\_\_\_ MAJOR: \_\_\_\_\_ EMPHASIS: \_\_\_\_\_

APPLICANT: \_\_\_\_\_  
Date \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Instructor Date

\_\_\_\_\_  
Department Chair Date

\_\_\_\_\_  
Assistant Vice President for Academic Affairs Date