



AD HOC SEMINAR PROPOSAL FORM

This form must be submitted to the Assistant Dean of Academic Affairs
(located in the Office of Student Affairs • Room 2007)

Deadlines: **June 1** for fall semester; **December 1** for spring semester

Please refer to Law School [Rule 3-12\(2\)](#) on Ad Hoc Seminars and review the [Ad Hoc Seminar guidelines](#) prior to submitting this form.

Title of proposed course: _____

Please attach to this form a proposal containing the following information:

- Course description
- Syllabus
- Reading List
- Student learning outcomes for the course
- Method of assessment of student learning

Research librarian: Students are advised to consult with a research librarian in the development of an *ad hoc* seminar. Name of research librarian: _____

Credits: This seminar will be offered for
 One credit (700 teaching minutes)
 Two credits (1,400 teaching minutes)

Grading basis: This seminar will be
 Credit/no credit
 Graded

Faculty supervisor: The group must seek a faculty member to assess the academic merit and the feasibility of the proposed seminar, and to observe and supervise the course and to evaluate student performance. The faculty member must sign here, indicating his or her agreement to supervise the *ad hoc* seminar, grade the required written assignments, and otherwise ensure that the seminar is of the appropriate academic rigor for the number of credits awarded.

Faculty supervisor (print name): _____

Signature: _____

Date: _____

Student representative: Please identify a representative from the group to communicate with Academic Affairs and the Registrar's Office about the administration of the course, and affirming that the seminar will conform to the approved proposal and will otherwise satisfy Rule 3-12(2).

Student representative (print name): _____

Signature: _____

Date: _____