PROPOSAL BRIEF – ADDITION OF NEW PROGRAM STREAM OR OPTION

Template for the Preparation of the Proposal Brief for a new stream or option within an existing and approved program (e.g., addition of a course-based stream to an existing master’s program).

A unit wishing to add a new stream or option to an approved graduate program, whether in the context of a periodic appraisal or at some other time, must provide sufficient information to permit a decision on the proposed change. These changes do not require separate MTCU funding approval unless additional BIUs are claimed.

A. Program Name and Administration

1. Name of existing and approved program:

2. Program Coordinator responsible for program management and academic counseling:

B. Program Outcomes and University of Guelph Learning Outcomes

1. Outcomes of the new stream/option: (clearly state outcomes and note any differences to existing program stream(s)).

2. Fields of the existing program that apply to new stream/option, if any.

3. Distinctive curriculum aspects, program innovations or creative components that would be unique to the new stream/option, if any:

4. Intended career and/or higher education, if different to current program outcomes

C. Admission Requirements

List admission requirements if different from existing program:
D. Program Requirements

1. Outline of stream/option requirements, noting differences between existing stream/option(s) to that proposed and include:

   a) courses currently offered, with frequency of offering:

   b) list of any new courses proposed as part of the submission (provide completed course proposal form(s)).

   c) required courses mounted by other units, if any, and confirm commitment by said unit:

   d) required research and/or experiential learning activities:

   e) required thesis, major paper or other capstone requirement:

2. Mode of delivery, if different from existing program:

3. Appropriateness of the stream/option’s structure an curriculum in meeting expressed learning outcomes of existing program:

4. Appropriateness of the proposed method of assessment in evaluation student progress and achievement of the learning outcomes:

Note: the proposed Calendar copy for the program describing the new stream/option (including Preamble, Schedule of Studies) and templates (course forms and course outlines) for any new courses to support the new stream/option will be required with the submission.
E. Human and Physical Resource Requirements

1. Identify and describe any human and physical resource requirements for the new stream/option additional to those already available. Provide CVs of (only) those faculty members to be associated with the new stream/option that are not already identified with the existing program.

2. Expected level and source(s) of student stipend, if different to that already provided.

Note: provide a letter of support from the relevant Dean(s) if additional human and physical resources are required.