

## FALL 2023 COW QUESTIONS

### BASIC COURSE DETAILS

- Has this course been taught before at Bowdoin?
  - If no, has a course proposal been submitted to the CIC for this new course?
- Select originating course subject:
  - Note that **official cross-listing information** will be added by the Office of the Registrar during the schedule building process and **does not need to be included**.
- Enter course number and title:
  - Course number, e.g., 1234
  - Course title, short or long title
  - If you aren't sure of the exact number or title, please [reference the Courses section of the Bowdoin College Catalogue and Academic Handbook](#). Every course taught in the last four years is available in the online Catalogue.
- Is there more than one section of this course?
  - If yes, which one are you submitting now?
  - A separate course offering worksheet should be submitted for each section, e.g. A and B
  - The details for additional meetings, e.g., labs, can be submitted as a group within the same COW for the course. Those questions are in the next section of the COW.

### NUMBER OF SEATS AVAILABLE

- Select enrollment limit:
  - 16 (FYWS: 1000-1049 level)
  - 18 (language courses)
  - 35 (2000-2969 level)
  - 50 (1050-1999 level)
  - Other approved limit; please describe
- Number of seats to reserve for new students registering in August, if any.

## Bowdoin College Fall 2023 Course Offering Worksheet Questions

### COURSE INSTRUCTORS

- Course instructor(s) names and emails:
  - Entering the instructor email address **will send a confirmation email** that the course offering worksheet has been successfully submitted. Look in your email junk/spam/other folders if you do not receive the confirmation email.
- Instructor proxy information:
  - If the course instructor will not be available during registration, please list the name and email address for the faculty who will serve as their proxy for the purpose of giving students permissions and overrides.

### COURSE TIMEBLOCK

- How many days a week will the course be taught? (1, 2, 3, 4, or 5)
- Which specific days will the course be taught, e.g., MWF or TR?
- Select the timeblock from the list of options available for the patterns selected above.

### ADDITIONAL MEETINGS

- Will there be any additional meetings (labs, film viewings, discussion sections, etc.)?
  - If yes, provide the type, e.g., lab or film viewing, instructor, meeting day, start time, end time, enrollment limit, seats reserved for new students registering in August, if any.
  - The COW allows entry of up to 12 additional meetings.
- How should the additional meeting(s) display in the Classfinder?
  - As a separate CRN for which students must register for alongside the course or just a comment within the course details?
  - If a comment, please enter your preferred language.

## LEARNING ASSISTANTS

- Would you like a student learning assistant for this course?
  - If so, how many learning assistants are needed for how many hours a week?
  - More [information about the learning assistant program](#) is available on the Baldwin Center for Learning and Teaching's website.

## PRELIMINARY TECHNICAL SUPPORT NEEDS (for IT)

- Describe the technological needs of the course.
  - For example, use of active learning technologies or DVD/Blu-ray needs.
  - The classroom request forms (available Tuesday, April 25) will ask detailed questions about the technical requirements for the teaching space but providing a brief description now of the type of support you'll need from IT is greatly appreciated.
- Non-standard software for student laptops:
  - As part of Bowdoin's Digital Excellence Commitment, all students have a Macbook Pro laptop. Please indicate any non-standard software requirements for this course.

## COURSE MATERIAL PLANS (for the Library)

- What are the intended textbook/course materials plans for this class? Course materials are defined as books, access to a web platform, subscriptions, software, art supplies, lab supplies, etc. There are yes, no, and undecided options.
  - If yes, adopt the same books, access to platforms, software, and lab supplies that were used the last time the course was taught/you taught the course; or students will only need an art supply kit from the Bowdoin Store; or students will need to purchase both books and an art supply kit; or you are considering new books and materials for this course.
  - If yes, plan to submit required Course Textbook Adoption Form to Library by **Monday, March 27**, and plan to request desk copies by **Thursday, June 1**. Link and contact information provided.

## Bowdoin College Fall 2023 Course Offering Worksheet Questions

### SUBMITTING YOUR COW:

- Optional: opportunity to provide any additional information before submitting.
- When ready, click “**Submit**” to complete the COW.
  - Instructor(s) receive a confirmation email of submission.
  - ADC connected to course subject receives confirmation email of submission.
  - Please review the details the confirmation email carefully.
- **Need to correct your submission?**
  - Respond to the confirmation email/email [courses@bowdoin.edu](mailto:courses@bowdoin.edu) and we will send you a custom link to get back into your form and adjust your responses.
  - Please do **not** submit a duplicate form.

Please email [courses@bowdoin.edu](mailto:courses@bowdoin.edu) with any questions!