Please complete the following form. Please attach a **course description** and a **schedule of course meetings** with a description of how **contact hour requirements** will be satisfied.

IdeaLab Course Application Form

Process for course approval:

The process begins with a three-way conversation -- between the faculty member(s) proposing the course, their chair(s) and/ or program director(s), and the IdeaLab Director.

Step 1: Faculty complete the form, above. This includes obtaining all the necessary signatures (especially from one's chair or program director). Early conversations with chair(s) and program director(s) should include an explicit discussion of whether this course might count towards regular teaching load, or might be offered as an overload.

Step 2: Preliminary approval by the IdeaLab Steering Committee or designee. The Director of

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Course Objectives. Please list the course objectives below, being sure to include/reference IdeaLab-relevant pedagogical goals within the objectives. Please attach your **schedule of course meetings,** a description of how **contact hour requirements will be met**, and a **course description** to the end of this document. If applicable, attach a syllabus.

IdeaLab Content

IdeaLab Courses must meet *at least* one of the following requirements. Please check the requirement(s) that your course meets. Then, use the space below to explain how your course meets one or more of these requirements, and how these choices contribute to the pedagogical

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Additional Justification (optional). IdeaLab courses sometimes include non-traditional students, unusual course caps, are located in unusual places, or make choices that differ from the Skidmore standard. If there are other pedagogical or logistical choices that your course makes that you would like to justify/explain, please do so below. Please note that IdeaLab