**Helpful Tips for Proposing Courses**

* Make sure the learning outcomes on the course recommendation form and syllabus match
* Most courses in the college are lecture type courses. If your course is one of these, under the Course Components section on page 3, list Lecture under the First Component and 100% under Workload. If the course has multiple components, for example a lab separate from the lecture, list those and split the component percentage accordingly.