

ROCHESTER INSTITUTE OF TECHNOLOGY
Wellness Instructional Program

New Course Proposal Form

This form is to be used to submit a proposal for a new course to be added to our Wellness Curriculum. Please fill this out completely. The proposal will be reviewed by our Wellness Team for content and appropriate “fit” into our Instructional Program. The Registrar’s Office also reviews the course content and will activate the course if approved. **Important Note:** The days and times of the course are to be determined at a later date and will depend on facility availability.

General Guidelines to keep in mind:

1. Course titles can be no longer than 24 characters; this includes spaces, dashes, commas, etc.
2. Course descriptions should be fairly short (we have space limitations in the actual system for any given description) but should clearly reflect the course content and general course format.
3. The course number will be determined by the Wellness Leadership Team, it should be clear which “discipline” the course should fall under:
 - Wellness (1107)
 - Dance (1108)
 - Fitness (1109)
 - Health & Safety (1110)
 - Life Recreation (1111)
 - Interactive Adventures (1112)
 - Martial Arts (1113)

Course Proposal Information:

1. Instructor Proposing this course & Contact Information
 - Name _____
 - E-Mail _____
 - Preferred Phone Number _____
2. Course Title: _____
3. Proposed Discipline: _____
4. Proposed Course Description:
5. Preferred Location (Facility): _____
6. Equipment Required for Course: _____

7. Special qualifications/certifications for the course Instructor: _____

Please submit this form to:

Michelle Schrouder (Associate Director) **-OR-**
SLC-1220
Michelle.Schrouder@rit.edu
585-475-6995

Dugan Davies (Wellness Coordinator)
SLC-1260
Dugan.Davies@rit.edu
585-475-6232