Additional Steps for Hybrid and Online Courses:

1. Meet with AD for IDEAteam
2. Complete brief orientation to on-line teaching

Additional Steps for International Courses:

1. Develop draft budget and consult with SSW Dean re: budget implications
2. Consult with UMB Student Center for Global Education re: safety and overall campus international foci
3. Consult with the Global Initiatives Committee

Faculty Member decides to develop a new course

**New Course Flow Chart**

Present Course Syllabus to Master’s Program Committee for approval as a 699

Present Course Syllabus to Concentration or Sequence Committee for approval as a 699

Present Course Syllabus to Concentration or Sequence Committee for approval for inclusion in the course catalog

or

Course is submitted to MPC for final approval as a new course in the course catalog

After two years, if the course is enrolled well and receives good evaluations, the course can be again submitted to the Concentration or Sequence for approval for inclusion in the course catalog

After two years, if the course is enrolled well and receives good evaluations, the course can be again submitted to the MPC for approval as a “Special Topic in Social Work”

Course fits within a Concentration or Sequence

Course does not fit within a Concentration or Sequence

Discuss Course Concept with Associate Dean for Academic Affairs