CourseLeaf Training Guide:

How to Request a Context & Perspectives Theme for a Permanent Course

NOTE: Please do not open multiple course or program forms at one time. Your work may not be able to be saved or submitted.

Before You Begin

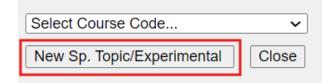
- REMINDERS:
 - Context & Perspectives themes are only applied to Arts & Sciences courses.
 - When requesting a C&P designation for a new permanent course, you must first submit the <u>New, Permanent Course Form</u>. Once submitted, you can the complete a New Context and Perspectives Form.
 - If you are seeking C&P designation for a section of a special topic or experimental course, you can indicate that on the <u>Special Topic/Experimental Course Form</u>. There is no need to fill out a separate C&P request.
- Have the course syllabus ready to attach as supporting documentation.
- Note that Context & Perspectives requests are reviewed and approved by the C&P Committee and the Associate Dean of Arts & Sciences. Reach out to the Associate Dean of Arts & Sciences if you have any questions about submitting a C&P request.

Filling out the Form

- Open a C&P Request Form.
 - To begin the process of requesting a Context & Perspectives theme, go to CourseLeaf Context & Perspectives Request Management (<u>https://nextcatalog.bentley.edu/candpadmin/</u>) and click the green "New Context & Perspective" button. The C&P Form will open in a pop-up window.

BENTLEY UNIVERSITY								
Context & Perspectives Request Management								
Search, edit, a	earch, edit, and add Context and Perspective requests.							
	Search 🗌 History	- OF - New Context and Perspective Quick Searches	~					
Request Code	Title	Course Type Workflow Status						
COM 325	Introduction to Linguistics	Associate Dean of Art added	-					
EMS 200	Introduction to Film, Literature and Media	PERM edited						
EMS 202	Introduction to Cinema Studies	PERM						
EMS 220	Introduction to Cultural Studies	PERM						
EMS 222	Introduction to Communication Studies	PERM						
EMS 224	Lies, Promises, and Insults	PERM						
EN4C 340	Indexe of contact was to the office of contacts on	DEDM	-					

• Select the desired course code and click "New Sp. Topic/Experimental".



- Complete the required fields.
 - Fill out each required field (outlined in red). Contact the Associate Dean of Arts & Sciences for any questions about how to complete the C&P Form.
 - Note that the Course Type, Subject Code and Course Number, and Originating Department are all completed automatically.

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Context and Perspective Request Management Context and Perspective Request Editing: EMS 105: Multimodal Communication for ESOL							
Attach a complete syllabus for the	Attach Syllabus	Uploaded Files:					
proposed course.		Files To Be Uploaded:					
Information							
Submitter's Name	Bruce Wayne						
Proposed Implementation Semester Fall 2025							
Course Type	Permanent						
Subject Code	EMS - English & Media Studies	Course number	105				
Originating Department	English & Media Studies						
Is this a new Course? 🖸 Yes 🖸 No							
Section Title	Multimodal Communication for ESOL						
Credits	3						
Proposed Theme	Values, Ethics, and Society	~					

- Select the proposed Context & Perspectives theme and explain your rationale.
 - Once you have selected a C&P theme, the form will automatically supply the learning outcomes attached to that theme.
 - Explain the rationale and assessment method explaining this course to at least 2 of these learning outcomes.

Please try to keep it below 750 words. It could be considered 2 learning outcomes are required for FA2 approval Learning Outcome	ably less.	
Global challenges	Rationale This is the rationale for the first learning outcome. 741 words remaining	Assessment Method (e.g. test, paper, etc.) 10-page paper 748 words remaining
Learning Outcome Global interdependency & interconnectivity V	Rationale This is the rationale for the second learning outcome. 741 words remaining	Assessment Method (e.g. test, paper,etc.) 1-hour exam 748 words remaining

- When you have finished filling out the C&P Form, save and start the workflow process.
 - Click the green **"Save and Start Workflow"** at the bottom of the form. This will move your proposal along to the first step in the governance process.
 - If you need to leave and finish your proposal later, you can click the white "Save Changes" button instead. However, do not forget to later come back and start the workflow, as your proposal will not enter the governance process until you have clicked the Start Workflow button.

