

# 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 [New, Permanent Course Form](#). Once submitted, you can 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 [Special Topic/Experimental Course Form](#). 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 (<https://nextcatalog.bentley.edu/candpadmin/>) and click the green “New Context & Perspective” button. The C&P Form will open in a pop-up window.

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## Context & Perspectives Request Management Help

Search, edit, and add Context and Perspective requests.

History - Of

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		

- **Select the desired course code and click “New Sp. Topic/Experimental”.**

Select Course Code...

- **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**

**Supporting Documentation**

Attach a complete syllabus for the proposed course.   Uploaded Files:

Files To Be Uploaded:

*Information*

Submitter's Name

Proposed Implementation Semester

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

- **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 considerably less.  
2 learning outcomes are required for FA2 approval

Learning Outcome

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 ▼ 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.

Cancel Save Changes Admin Save **Start Workflow**