School of Graduate Studies
University of Toronto

Governance Form C: New Course
2008-2009, Version #1

Reference: SGS website - Governance
See Guidelines for Governance Form C: New Course

Other Forms:
Governance Form A (General): Major Program Changes
Governance Form B: Minor Course Changes
Governance Form D (Specialized): Adding degree program into or deleting degree program from an existing Collaborative Program
Governance Form E (Simplified): New program proposal

Form A is used for new course proposals:
- Proposing a new graduate course

Procedures:
1. Chair completes this form and the Add/Modify ROSI form and sends them to the Faculty Graduate Affairs Office in designated Faculty.
2. Faculty Graduate Affairs Office accepts or refers back form; proposal is posted on the GWS for 14 days. Faculty receives feedback; proposal is updated, if required.
3. The proposal goes to Faculty Council or designated body for approval. Final approval is posted on the GWS.

FACULTY GOVERNANCE BODY HAS FINAL APPROVAL AUTHORITY

Complete both sections and the Add/Modify ROSI form, when proposing a new graduate course.

SECTION A: Required information

<table>
<thead>
<tr>
<th>Course designator/code (three letters):</th>
<th>Course Number (four digits):</th>
<th>Format (lecture/ seminar/ readings, distance delivery, etc.):</th>
<th>Number of contact hours per week:</th>
</tr>
</thead>
<tbody>
<tr>
<td>INF</td>
<td>1003</td>
<td>Lecture/lab</td>
<td>3</td>
</tr>
</tbody>
</table>

Course Title:
INFORMATION SYSTEMS, SERVICES, AND DESIGN

Department:
Faculty of Information

Instructor/course coordinator (including any other lecturers/instructors, if applicable; indicate responsibility of each instructor):
Stephen Hockema

Course Description (approximately 100-150 words; may include further description of format of course presentation, e.g., lectures, seminars, readings, etc.):
Fundamental perspectives and skills necessary for sound technical judgment about the place of information and communication technologies in contemporary society. Critical analysis of the design fabrication, deployment, use, and maintenance of information systems and services. Analysis of modeling, architecture, implementation, inclusive access, modularity, life-cycle, and interoperability. Use of and familiarity with programming languages, databases, interfaces, interactive technologies. Critical methods and analytic techniques from Science and Technology Studies and related disciplines.

**Academic Relevance – state the reason for creating the course, and its place in your program (required, elective, etc.):**

The proposed course is part of the revision of the curriculum and will serve as one of four new core courses in the degree program.

**Enrolment projection (estimate):**

100-200

<table>
<thead>
<tr>
<th>Prerequisite: None</th>
<th>Co-requisites/ exclusions/ enrolment restrictions (if any): None</th>
<th>Course weight (indicate one below): X H Y</th>
<th>Regular/continuous (indicate one below)*:</th>
<th>Start Session/Date: September 2009</th>
</tr>
</thead>
</table>

**Abbreviated Course Title (maximum 30 characters and/or space or punctuation):**

INFO SYSTEMS SERVICES & DESIGN

**Grading Scheme (indicate letter grade or credit/no credit (CR/NCR) designation):**

X Letter grades

CR/ NCR

**List components of course and percentage value for each component (no single component should have a value of more than 80% of the final grade; class participation is normally limited to no more than 10% and may not exceed 20%):**

- Take-home midterm (including, inter alia, critique of a particular case) 25%
- Individual project (modeling) 25%
- Group project (e.g., web service design)
  - design 25%
  - poster, demo, and presentation 25%

**Schedule of evaluation of course components (at least one piece of graded work must be returned to the student prior to the deadline to drop a course without academic penalty):**

- Deleted: Case study review – 25%
- Mid term exam – 25%
- Case study proposal, reports & presentation – 50%

---

Deleted: Case study review – 25%
Mid term exam – 25%
Case study proposal, reports & presentation – 50%
Take-home midterm (including, inter alia, critique of a particular case)  Week 9
Individual project (modeling)  Week 4
Group project (e.g., web service design)
  design  Week 13
  poster, demo, and presentation  Week 13

List graduate units where significant similarity or overlap may occur (confirm endorsement by those units of this new course; attach documentation as appropriate; indicate "None" if no overlap):

None

Indicate resources required for delivery of course (instructor/teaching assistant/lab equipment, computing resources, distance delivery elements, etc.) and indicate whether requirements will be met through existing resources or whether additional resources will be required:

X All elements of the course will be met with existing resources.
□ Additional resources will be required. Indicate type, source, and approval received:

Confirm that course proposal has been approved by a graduate unit committee (provide committee name and meeting date):

• The Faculty developed a Curriculum Framework document in the Spring 2008.
• The Curriculum Framework was approved in principle by Faculty Council on June 17, 2008
• Current document was approved by Faculty Programs Ctte on Nov. 10, 2008
• Approval by Faculty Council on Feb. 6, 2009

SECTION B:
OISE has additional requirements for a new graduate course proposal. OISE departments should contact OISE’s Graduate Affairs Office for further information.

Date:  November 11, 2008

Submitted by:
(Name of Chair/Director of Graduate Unit, or designate; include title)

Jens-Erik Mai
Acting Dean
Faculty of Information
Contact information:
(Provide e-mail address, telephone number, etc.)

Jens-Erik Mai
Acting Dean
Faculty of Information
416 978 3202
je.mai@utoronto.ca

Name/Signature:
(If required by Faculty Graduate Affairs Office)

NOTE to Departments: Please complete the Add/Modify ROSI Form and submit it with this completed form to the appropriate Faculty Graduate Affairs Office.
Academic Activity Form (ROSI)

This form must accompany new course proposals submitted to the Faculty. It should also be used for minor course changes (except course re-naming or inactivation).

This form is to be completed by the Graduate Administrator and should accompany Governance Form C: New Course.

If the proposed course is part of a new graduate program, it may or may not be offered prior to the start date of the new program. Indicate below your intention for the proposed course [Mark with an X as applicable]:

- X YES, the course should be available as soon as possible
- NO, the course should not available until the program is in operation.

New Academic Activity Codes (ADD)

If a new course number is required check to make sure that it hasn’t previously been used. If a new abbreviation is required, please check that it is not already being used by another program. (Contact SGS Curriculum Review Officer).

Reusing Academic Activity Codes (MODIFY)

If a course number has been used previously it may only be re-used after the previous course has been dormant for five or more years.

<table>
<thead>
<tr>
<th>Field</th>
<th>Activity 1</th>
<th>Activity 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Information screen (1ABA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain Academic Activity Code</td>
<td>INF1003H</td>
<td>INF1003H</td>
</tr>
<tr>
<td>Subject Code</td>
<td>FIS</td>
<td>FIS</td>
</tr>
<tr>
<td>Start Session Code</td>
<td>20091</td>
<td>20091</td>
</tr>
<tr>
<td>End Session Code</td>
<td>99999</td>
<td>99999</td>
</tr>
<tr>
<td>Primary Organization Code</td>
<td>SGS</td>
<td>SGS</td>
</tr>
<tr>
<td>Co Secondary Organization Code (Faculty – ROSI code)</td>
<td>SGS</td>
<td>SGS</td>
</tr>
<tr>
<td>Minimum Credit (minimum &amp; maximum credit should be the same)</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td>Maximum Credit (minimum &amp; maximum credit should be the same)</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td>Full Course Equivalent Weight (Full or half) F/H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Credit (Y/N)</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Section Average (Y/N)</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Total Hours</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Auditor Allowed (Y/N)</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Continuous course (multi-year) (Y/N)</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Computer Requirement Code</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Min. Mark</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>SWS – available to students on the SWS? Y/N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Degree Navigator</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

SGS division codes: Division I HUMGS; Division II SSCGS; Division III PHSGS; Division IV LFSGS