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>
<th>Deleted: 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>INF</td>
<td>1004</td>
<td>Seminar/lab</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Course Title:

INFORMATION WORKSHOP

Department:

Faculty of Information

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

Matt Ratto

Course Description (approximately 100-150 words; may include further description of format of course presentation, e.g., lectures, seminars, readings, etc.):
Experiential, participatory seminar to integrate the skills, perspectives, knowledge, and perspectives on information issues introduced in the other core courses. The course provides a coherent, integrated, expansive appreciation for the modes and arenas of work in the information field.

**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):**

| 20-40 |

<table>
<thead>
<tr>
<th>Prerequisite:</th>
<th>Co-requisites/ exclusions/ enrolment restrictions (if any):</th>
<th>Course weight (indicate one below):</th>
<th>Regular/continuing/ extended (indicate one below)*:</th>
<th>Start Session/Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
<td><em>X</em> H</td>
<td><em>X</em> Regular</td>
<td>September 2009</td>
</tr>
<tr>
<td></td>
<td></td>
<td>___ Y</td>
<td>___ Continuous</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Extended</td>
<td></td>
</tr>
</tbody>
</table>

*See SGS Calendar, Section 6 Course Codes

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

| INFORMATION WORKSHOP |

**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%):**

- Lab Log 1 – 10%
- Presentation 1 – 15%
- Paper 1 – 25%
- Lab Log 2 – 10%
- Presentation 2 – 15%
- Paper 2 – 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):**

- Lab Log 1 – week 3
- Presentation 1 – week 5
- Paper 1 – week 7

---

Deleted: 3

Deleted: 6
Lab Log 2 – week 9
Presentation 2 – week 11
Paper 2 – 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 Cttee 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.

Is this a new course?     **X** Yes     **_** No
Is this a modification to an existing course?     **_** Yes     **X** No

<table>
<thead>
<tr>
<th>Maintain Academic Activity Basic Information screen (1ABA)</th>
<th>FIELD</th>
<th>ACTIVITY 1</th>
<th>ACTIVITY 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain Academic Activity Offering Information screen (1ABD)</td>
<td>FIELD</td>
<td>ACTIVITY 1</td>
<td>ACTIVITY 2</td>
</tr>
</tbody>
</table>

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