The **Course Resources** portal contains a **Before You Teach** section that offers an overview of key tasks for creating a new course or changing an existing course as well as other course related resources:

- **Key Dates & Deadlines** for new course development and course changes
- **A Course Request Worksheet** that faculty can use to propose a new course and communicate with Academic Coordinators
- **Definitions of key terms** (Blended Format, Institute Format, Teaching and Learning Formats, etc.)
- **Helpful Links** to course guidelines, syllabus development, frequently used resources and a list of departmental Academic Coordinators along with their contact information

### About

This site is designed to serve as a starting point for creating new courses and updating existing courses. Resources include key dates and deadlines, suggested workflows, and links to guidelines and policies. Please feel free to contact us with requests for additional content or suggestions for improving the site.

### Contact Info

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### Key Dates & Deadlines  

### Academic Coordinators

### Before You Teach

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
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<tbody>
<tr>
<td>Begin your department’s New Course Proposal or Course Change process</td>
<td>Consult with your department’s Academic Coordinator (AC) about the process for developing new courses and making changes to existing courses, including curriculum committees, departmental deadlines and school deadlines.</td>
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<tr>
<td>Complete the New Course Request Worksheet</td>
<td>Find help documents and guidelines on the Course Resources Portal. Follow your department’s curriculum review process.</td>
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<tr>
<td>Submit your proposed course or course change for Departmental Review and Approval</td>
<td>Required for online, blended, and flipped courses. Note: Support for developing online courses is available upon request. Contact Sukon Kanchanaraksa PhD, Director of CTL, for course development support approval.</td>
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<tr>
<td>Solicit support from the Center for Teaching and Learning (CTL)</td>
<td>Required for online, blended, and flipped courses. Note: Support for developing online courses is available upon request. Contact Sukon Kanchanaraksa PhD, Director of CTL, for course development support approval.</td>
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<tr>
<td>Submit New Course or Course Changes to the Committee of Academic Standards (CAS) for approval</td>
<td>Course proposal (entered into the Course System by AC or faculty member) is reviewed by CAS. Faculty should meet with their department’s CAS representative so that the representative is prepared to answer questions about the course during the CAS meeting. Note: CAS meets every month (except for August). Meeting dates can be found on the CAS Portal.</td>
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<tr>
<td>Request teaching assistant</td>
<td>Contact your AC for policies and procedures regarding TAs.</td>
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| Login and activate your CoursePlus site                             | Develop your course syllabus in the site. Note: The following syllabus fields are automatically populated by the Course System:  
  - Course Description  
  - Why Take This Course  
  - Course Learning Objectives  
  - Methods of Assessment  
  - Intended Audience  
  - Prerequisites  
  - Finish your course site set up prior to the start of registration (see Academic Calendar)  
  - Need help with CoursePlus? See Guide and Workshop Schedule  
| Room scheduling                                                      | You will receive an email from JHSPH Schedule prior to the start of the term about room scheduling, multimedia, etc. | You will receive an email from JHSPH Schedule prior to the start of the term about room scheduling, multimedia, etc. |
| Identify and arrange access for learning materials (books, software, videos, etc.) | School bookstore  
  - Outside vendor  
  - Watch EReserves six weeks before course start  
  - Watch EReserves  

### Helpful Links

- CAS Course Review Policies  
- Composing Course Descriptions  
- Course Catalog  
- Course Schedule Report  
- Course System  
- CoursePlus  
- Course-related Deadlines  
- Credit Hours Policy  
- CTL - Blog  
- CTL - Teaching Toolkit  
- Institute Credit Hour Distribution  
- Institute Credit Hour Worksheet  
- New Course Request Worksheet  
- PPM - Academic General Policies  
- Standard Course Times  
- Writing Learning Objectives
Note: Faculty may also find a link to the Course Resources portal listed under Teaching Resources on the My JHSPH landing page.