

How to Propose a Field Course

International field course proposals should be submitted 18 months prior to the date of the trip and a domestic field course proposal should be submitted 6 months prior to the date of the trip.

- Click **Propose New Topic Course** on landing page.

Topic Request Management ONLY

Help 

Search, edit and add one-time offerings/topic courses - such as X98 courses for the CAS. Please do not submit course proposals for regularly offered departmental courses. (To submit regular course proposals, please use our standard Course Inventory Management site.)

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

History - OR -

Request Code	Title	Workflow	Status
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- Complete the required fields under **Field Course Proposal** only.

Field Course Proposal

Field Course Type	<input type="text" value="Select..."/>		
Field Course Department	<input type="text" value="Select..."/>		
Field Course Faculty	<input type="text" value="Select..."/>		
Effective Term	<input type="text" value="Select..."/>		
Subject	<input type="text" value="Select..."/>	Field Course Number	<input type="text"/>
Field Course Title	<input type="text"/>		
Field Course Credit Hours	<input type="text"/>		
Calendar Course and Descriptions	<input type="text"/>		
Instructor(s)	<input type="text"/>		
Date(s) of Trip	<input type="text"/>		
Location(s)	<input type="text"/>		
Instructor Cost Model	<input type="text" value="Select..."/>		
Estimated per-student course fee	<input type="text"/>		
Budget Overview	<input type="text"/>		
Budget Worksheet & Template	<input type="button" value="Attach File"/>	Uploaded Files:	<input type="text"/>
		Files To Be Uploaded:	<input type="text"/>
Rationale and objectives	<input type="text"/>		
Connections to Curriculum	<input type="text"/>		
Field activities to be undertaken	<input type="text"/>		
Anticipated number of students	<input type="text"/>		
Recruitment and student selection criteria	<input type="text"/>		
Course details and practical considerations	<input type="text"/>		
<small>Note: Include transportation, accommodation, meals, supports, partnerships, any non-SMU, non-student individuals accompanying the field course.</small>			
Risks and hazards	<input type="text"/>		

- Scroll down to the bottom of the form and either click **Save Changes** (if still working on proposal) or **Start Workflow**.
- Once a proposal has been submitted, an email will be sent to the first step in the process.

Workflow Steps/Roles

1. Field Course Monitor – Checks on Workflow steps and updates if necessary
2. Department Review - Chair/Program Coordinator
3. Faculty Review – Arts/Science/Sobey School of Business/FGSR
4. Risk and Insurance Services Section - HR Office/International Mobility
5. Service Centre
6. Enrollment Services
7. Registrar/Service Centre
8. Proposer Name – Added manually to complete Post Trip section
9. Registrar Post Trip – Include Associate Dean if Arts/Science/Sobey School of Business/FGSR

FYI emails are sent to Risk & Insurance Services and Science Safety Advisor (if Science Proposal).

How to Review and Approve Field Course Proposals

Accessing CIM

Home / CourseLeaf Access

CourseLeaf Access



Course Management

Log in here to submit course changes or new course proposals. For “how to” tips on using the Course Management module click here.

Program Management

Log in here to submit program changes or new program proposals. For “how to” tips on using the Program Management module click here.

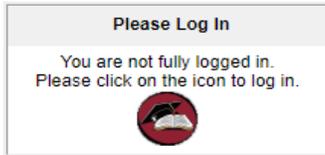
Courseleaf Approvals

Log in here if you have an approval role in the curriculum process to approve courses and programs. For “how to” tips on reviewing and approving proposals click here.

To access CIM proposals, you can go to the CourseLeaf landing page on the SMU website, <https://www.smu.ca/courseleaf-access/index.html> or click on the link in the email that was sent out through CIM. On the landing page log into **CourseLeaf Approvals**. Here you will be able to access the CourseLeaf Approval page to review the proposals and complete your section.

Logging into Approval Site

When you click on **approve courses** you will be prompted to sign in using your **s#** (use lower case 's') and password (the same ID and password you use to log onto network). However, you are not fully logged in until you click the icon on the screen.



You can also log into CIM directly, using the appropriate internet browser (Firefox, Chrome and Safari), click link:

<https://smu-ca-next.courseleaf.com/courseleaf/approve/>

Reviewing a Proposal

On the **Pages Pending Approval** screen, look for **Your Role** in the drop-down menu and select the role to see all the proposals at this stage of the workflow awaiting review and approval. If you use the link from the automated email, your role will be pre-selected for you. **Note:** If your role is not showing in the dropdown this is because there are no pages assigned to that role. Only roles that have pages pending approval show in the dropdown.

- Click on the proposal to review in the list.
- Click **Edit** to open the form and scroll down to complete the fields in your assigned section.
- Once completed click **Approve** to send it to the next step in the workflow.

A screenshot of the CourseLeaf web application interface. The top navigation bar includes the CourseLeaf logo, a "Help" link, and a user profile dropdown. The main content area is titled "Pages Pending Approval" and features a table of proposals. A dropdown menu is open for "Your Role", listing various roles such as "ACCT Chair", "ACST Coordinator", "ANTH Chair", "Arts Curriculum Committee Chair", "Banner", "CADV Chair", "FGSR Graduate Studies Committee Chair", "Field Course Monitor" (which is highlighted), "HIST Chair", "Science Curriculum Committee Chair", "Senate Approval", "SJCS Chair", "Sobey Faculty Council Chair", "University Curriculum Committee Chair", and "Administrator". Below the table, there is a "PAGE REVIEW" section with a "View Changes By" dropdown set to "All Changes". A "Topic Change Request ONLY" section is visible, containing buttons for "Export to PDF", "Export to Word", and "Shred Proposal". The "Date Submitted" is shown as "12/10/24 2:09 pm". On the right side of the interface, there are buttons for "Edit", "Back", and "Approve", with the "Approve" button highlighted in green.