

Spring 2026 Course Resource Request Form (formerly "Mini COW")



Instructors, thank you for completing this form by **Monday, October 27, 2025**. This information is designed to ensure the College is prepared to support your instruction next semester with learning assistants and classroom technology, and that students have access to what course materials will be and how much they cost when they are registering for classes--information that we are legally required to provide when registration begins on October 31. We appreciate your timely request for these resources. Please direct any general questions to Katie Byrnes, Director of the BCLT.

* This form will record your name, please fill your name.

Course and Instructor Information

1. I am the: *

- ☐ Instructor
- ☐ Proxy for the Instructor
- ☐ Lab Instructor

2. Originating Department *

3. Originating Course Number (e.g. 1101) *

Number must be between 1000 ~ 5000

4. Section *

- ☐ 0 (There's only 1 section)
- ☐ A
- ☐ B
- ☐ C
- ☐ D
- ☐ E
- ☐ F
- ☐ G
- ☐ H
- ☐ L1
- ☐ L2
- ☐ L3
- ☐ L4
- ☐ LA1
- ☐ LA2
- ☐ LA3
- ☐ LA4
- ☐ LB1
- ☐ LB2
- ☐ LB3
- ☐ LC1
- ☐ A lab section not on this list.

5. I am teaching an additional section of this course:

☐ No.

☐ A

☐ B

☐ C

☐ D

☐ E

☐ F

☐ G

☐ H

☐ L1

☐ L2

☐ L3

☐ L4

☐ LA1

☐ LA2

☐ LA3

☐ LA4

☐ LB1

☐ LB2

☐ LB3

☐ LC1

☐ A lab section not on this list.

6. Course Title *

SAMPLE---USE LINK TO FILL OUT FORM

Learning Assistants

Information about Bowdoin's Learning Assistant Program is available on the Baldwin Center for Learning and Teaching's website. Questions should be directed to Katie Byrnes at kbyrnes@bowdoin.edu. Due to budget constraints, not all learning assistants may be approved for courses. Preference will be given for 1000- and 2000-level courses with 25 or more seats. Courses with a teaching fellow are not eligible for learning assistants.

7. Would you like a student learning assistant (LA) for this course? Learning assistants partner with the course instructor to enhance the learning environment for students. Learning Assistants are students (sophomores, juniors, and seniors) who work directly with peers in courses. Learning assistants have often taken the course previously and are frequently majors/minors in the department/program. Learning Assistants meet regularly with the course instructor and collaborate on the design of and reflection on student learning. They may not currently be enrolled in the course. *

- ☐ Yes
- ☐ No
- ☐ I would like to talk with someone about this.

8. Which of the following tasks will the learning assistant(s) be engaging in for this course? Check all that apply.

LA's may not be graders, research assistants, transcribers, office assistants, technical assistants, lab assistants, theater technicians, or equipment managers. *

- ☐ Facilitate class discussions
- ☐ Monitor class participation
- ☐ Lead in-class small group activities
- ☐ Lead weekly study groups/discussion sections
- ☐ Lead exam review sections
- ☐ Offer 1-1 consultations/tutoring in "LA hours"
- ☐ Offer feedback to students on coursework; small assignments, drafts, etc
- ☐ Lead a mid-course student feedback survey
- ☐ Review and offer feedback to the instructor on assignments, rubrics, Canvas design, and other course materials
- ☐ Other

9. How many learning assistants are requested for this course?

Note: courses with fewer than 25 seats may request up to 2. *

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ Other

10. How many hours per week will a learning assistant be needed? The typical LA works 2-4 hours per week and may not work more than 5 hours in a week. (Meetings with the course instructor, class time and all expected tasks should be included in this estimate.) *

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

11. Any other information about the learning assistant request that you would like to share with us?

Technology Needs

12. Describe the technological needs of this course. For example, use of active learning technologies, the need for a classroom camera for class recording/virtual meetings or guests, DVD/Blu-Ray needs, etc. *

13. As part of Bowdoin's Digital Excellence Commitment, all students have a Macbook Pro laptop. Please list all of the app(s) or software expected to be used, so that IT can work to ensure availability or work with you on alternatives. *

SAMPLE---USE LINK TO FILL OUT FORM

Course Materials

In accordance with the Higher Education Opportunity Act, **Bowdoin is required to publicly post the ISBN and cost of materials for each course at the time of registration.** To fulfill this obligation, Bowdoin contracts with eCampus, which is an online retailer of new, used, and electronic textbooks for sale or rent. eCampus integrates with Bowdoin's class schedule and course registration system to provide a virtual storefront for course materials sales. Students have the opportunity to order their course materials from eCampus or another vendor. Bowdoin does not purchase books nor stock materials on campus, except for lab and art supplies.

The Library purchases and places on reserve one physical copy of each book adopted into a course. In addition, the Library purchases ebook licenses when available. There are a few items that the Library cannot purchase, such as textbooks for which physical copies are restricted to a rental fleet, software platforms, and most workbooks.

If you need desk copies, please request them before June 1 from Kate Wing at kwing2@bowdoin.edu. After June 1, please ask your ADC to purchase a teaching copy with department funds.

14. For this course I am the:

- ☐ Lab Instructor (lab supply info is collected through the bookstore, so this will take you to the end of the survey form)
- ☐ Instructor OR Proxy

Library Reserve Information

The library places all books that are required or optional for student purchase on reserve automatically. This question refers to where you would like all of your reserves available for student borrowing--both course reserves and those you request yourself.

15. I would like all reserves for my course to be available at:

- ☐ H-L Library
- ☐ Hatch Science Library
- ☐ Beckwith Music Library
- ☐ Pierce Art Library

SAMPLE---USE LINK TO FILL OUT FORM

16. Will students need to purchase items for this course (books, subscriptions, software platforms, art supplies, lab supplies)? *

- ☐ **No purchases at all**--no books, subscriptions, platforms, software, lab supplies, or art supplies.
- ☐ **Just art or lab supplies.** No books, software, subscriptions or platforms.
- ☐ **Books,** software, subscriptions or platforms (with or without art/lab supplies)
- ☐ **Optional books only,** with or without art/lab supplies

17. I am using an Open Educational Resource (OER) e.g. OpenStax textbook in lieu of a traditional textbook.

- ☐ Yes
- ☐ Yes, I'm remixing or aggregating several OERs for customized course content
- ☐ No

18. Will you please share the links or names of the OER(s) you plan to use? These will be listed in the virtual bookstore so students with accessibility concerns can work with the Accessibility Office before the semester begins. If you don't know yet, write "Not sure yet".

19. I confirm that students will **NOT** need to purchase books, software, subscriptions, or platforms for this course. *

- ☐ Yes

20. Please adopt...

- ☐ ...the same books, etc. I used the last time **I** taught the class.
- ☐ ...the same books, etc. that **the person who last taught the class** used.
- ☐ ...the items I will indicate on the next screen (New course, new books, different books, add books, subtract books).

SAMPLE---USE LINK TO FILL OUT FORM

Please enter the ISBN (10 or 13 digit) of each book below:

21. Book 1 ISBN *

22. Book 2 ISBN

23. Book 3 ISBN

24. Book 4 ISBN

25. Book 5 ISBN

26. Book 6 ISBN

27. Book 7 ISBN

28. Book 8 ISBN

29. If you have more than 8 books, please list the additional ISBNs here:

30. If you would like to list titles and/or authors in addition to the ISBNs, please do so here. We'll use them to resolve any issues with the ISBNs.

31. Notes or special instructions about format, subscription term length, subscription doesn't have ISBN, etc:

32. Are these books Required or Optional? *

- ☐ They are all Required. (essential for student success in the course, e.g. more than 50% is assigned reading/problem sets.)
- ☐ They are all Optional (e.g it's a good reference, students majoring in the subject might want to own it, students do not need to have this book at hand to be successful in the course, accessing the library's reserve copy is sufficient to complete assigned readings)
- ☐ A mix. List Optional books in below box.
- ☐ Other

33. Students may purchase older editions: *

- ☐ of all the books
- ☐ of none of the books
- ☐ of some of the books (list in Other box below)
- ☐ Other

34. If the library can purchase an unlimited access ebook of any of your
REQUIRED books: *

- ☐ Take it out of the bookstore, the students don't need to purchase it if they can access it for free through the library.
- ☐ Leave it in the bookstore so students have the option to buy their own copy, keep it as REQUIRED.
- ☐ Leave it in the bookstore so students have the option to buy their own copy, change status to OPTIONAL.

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

 Microsoft Forms