

Guidelines for Submitting a Proposal for a Course in General Education

For new courses: Complete a New Course Proposal form and a General Education Course Proposal or a Schedule of Classes Course Proposal form for General Studies 250 or 350*. Attach **three copies** of the following:

1. Qualifications relevant to goals, capacities and areas of general education:

Briefly state how your course fits into the level of Foundations or Explorations.

- Identify the area of study of general education to which your course applies (e.g. Natural Science and Quantitative Reasoning, Social and Behavioral Sciences, Humanities and the Fine Arts) and describe how the goals for that section are addressed by your course. Provide *specific* examples of the coursework that best apply to each goal.
- Identify three of the capacities for general education that are developed extensively in your course, providing *specific* examples of the coursework that best applies to each capacity and how you will assess student learning.
- What forms of communication and information literacy will students learn in the course? State the approximate amount and kind of written work required, and how students will be required to access and evaluate sources of information.
- Does the design of this course for General Education differ from how the course would be designed for majors? If so, how? If not, why does it serve both audiences?
- If the course is being proposed to satisfy cultural diversity indicate how its content emphasizes non-dominant perspectives, cultures, views, and traditions.

2. Course syllabus to include the general education program description, student learning outcomes, required readings and work, grading standards, and evaluation procedures.

You may call the Office of the Dean, Division of Undergraduate Studies or the Assistant Vice President, Academic Services for assistance.

Required Language Explaining Place of the Course in General Education

Program

All courses in the General Education Program are required to include the relevant following paragraphs on their syllabi. These paragraphs serve to communicate the student learning outcomes of the General Education Program to both students and professors. Courses in Communication and Critical Thinking will put the first paragraph on their syllabi; courses in Foundations will use the first paragraph under that heading and a second paragraph relating to the area of Foundations that the course is in; Explorations classes will use the first paragraph here under that heading and the second paragraph that pertains to the area of Explorations that the class is in.

*General Studies 250 and 350 may be used to offer courses for G.E. credit for a limited time period. Such courses appear in the Class Schedule but do not appear in the General Catalog. Once approved these courses may be offered four times within a six-year period under the General Studies number as long as there is no change in course number, title, prerequisite, or description.