For all new undergraduate course proposals or proposed undergraduate course modifications within Dedman College, please complete and submit the following documents to Karen Jung ([kkjung@smu.edu](mailto:kkjung@smu.edu)):

1. This Cover Sheet
2. University Curriculum (UC) Course Proposal Form (signed by department chair)
   * If this course will satisfy UC criteria, once approved by the Undergraduate Council, it will be forwarded to the UC Committee for review.
   * If this course will not satisfy UC criteria, you may skip the following items on the UC Form: Section II (*Overview of the Course*) - Questions 5, 7.
   * Regardless of whether this course will satisfy UC criteria, please include Student Learning Outcomes (SLOs) on the syllabus and on the UC Form (Question 1 of Section II).
3. Proposed Course Syllabus
4. ***Description of the Course***
5. Date:
6. Department:
7. Catalog Course Number *(be sure that the number is one which has not been used in the department for another course for at least one regular semester*):
8. Full Course Title:
9. Expected Enrollment:
10. The university specifies that courses meet a certain standard regarding credit hours:

*Based upon the federal definition of a credit hour, each credit hour requires one hour of direct faculty instruction and a minimum of two hours per week of preparation on the part of students, for approximately 15 weeks a semester. For three-credit-hour courses deployed via different course types, modes of delivery or calendars, total number of direct contact hours should be equal to or greater than 45 hours, with the total out-of-class work equal to or greater than 90 hours. Courses that deviate from this standard must provide documentation illustrating how the number of contact hours and/or work outside the course equate to this standard within the term in which the course is offered.*

Please indicate how the proposed course aligns with this standard.

1. Is this course being proposed as a requirement or as an elective? For which major/minor? Please explain this choice for each relevant major/minor and indicate the effective semester.
2. Is there a graduate version of this course? If so, what is the graduate course number? Please describe how the amount and complexity of work (e.g. analysis, synthesis, and application) are different and appropriate for the two groups.
3. Instructor Information: SACS-COC requires documentation of faculty credentials as relevant to courses taught. For each instructor, please provide the following information: Name, full-time or part-time position, degree information (degree, institution, year and subject matter of the degree). If the degree area does not encompass the course subject matter, please describe the instructor’s expertise in the subject, e.g. related research, employment, graduate course work, or other pertinent experience.
4. Please include a course syllabus with the proposal.
5. ***Statement by Department Chair***
6. Describe why this course is needed. How would this course support the strategic plan, goals and/or program outcomes for the department/program?
7. Does this course overlap with those in other departments and schools, and how was this determined? If there is overlap, describe the unique role of each course.
8. Describe the resources (financial, faculty-related, etc.) that will need to be reallocated or added to support this course. For example, if a new course is added that will be taught by an existing faculty member, how will that affect the scheduling of existing courses?

***University Curriculum 2016 Course Proposal[[1]](#endnote-1)***

|  |  |
| --- | --- |
| **FUNDAMENTALS** | **CO-CURRICULAR REQUIREMENTS** |
| Discernment and Discourse  Quantitative Foundations  Second Language  Ways of Knowing | Human Diversity  Quantitative Reasoning  Writing  Information Literacy  Oral Communication  Global Engagement  Community Engagement |
| **BREADTH Requirement: Three Divisions & Seven Areas**  **Humanities & Fine Arts (HFA) History, Social, & Behavioral Sciences (HSBS)**  Creativity and Aesthetics  Historical Contexts  Philosophical/Religious Ethical Inquiry  Individuals, Institutions & Cultures  Language and Literature  **Science, Technology, Engineering, and Mathematics (STEM)**  Pure and Applied Sciences  Technology and Mathematics  A course may satisfy two different BREADTH requirements, as long the two requirements are in different divisions (e.g., a single course can meet both CA1 and HC1 but not CA1 and PRIE1) | |
| **DEPTH Requirement: Three Divisions & Five Areas**  **Humanities & Fine Arts (HFA) History, Social, & Behavioral Sciences (HSBS)**  Creativity and Aesthetics  Historical Contexts  Philosophical/Religious Ethical Inquiry  Individuals, Institutions & Cultures  **Science, Technology, Engineering, and Mathematics (STEM)**  Pure and Applied Sciences  A course may satisfy two different DEPTH requirements, as long the two requirements are in different divisions (e.g., a single course can meet both CA2 and HC2 but not CA2 and PRIE2 | |

***Please read the entire form before preparing your proposal. Cover each of the following points. Please indicate in detail how the course you are proposing for UC2016 conforms to the definition of the course category or categories for which it is to be considered. If a tentative course plan or an existing syllabus is already available, please include it with this proposal.***

**I. DESCRIPTION OF THE COURSE**

Catalog Number of the Course:

Full title for course:

Abbreviated title for course (30 characters or less including spaces and punctuation):

Name(s) of Instructor(s):

Proposed Course catalog descriptions (30 words or fewer):

Current UC2012 approvals associated with this course

Prerequisites:

Is this course open to all students who have completed the prerequisites, or are there other enrollment restrictions?

Date the course intended to be first offered as part of UC2016:

How frequently will it be offered?

**II. OVERVIEW OF THE COURSE**

1. Student Learning Outcomes (SLOs) specific to the UC course category (or categories) must be included here for the proposal to be forwarded to the University Curriculum Council. These UC-specific SLOs must also appear on the final (ultimate) course syllabus. Other, additional outcomes may also be added at the discretion of the faculty proposing/teaching the course. You can find the UC2016 SLOs here:

<https://www.smu.edu/academics/officeofgeneraleducation/UC2016>

Please explain specifically and concretely why you think this course gives students ample opportunity to develop and demonstrate each one of the SLOs associated with the requested UC components.

1. Provide a topical outline of the course or attach a syllabus that shows this. Please link topics with reading assignments.
2. Provide titles and descriptions of principal readings or other materials or attach a syllabus that shows these. **(Note: with respect to the KNW component, please explain how these readings reflect the course’s multi/interdisciplinary content.)**
3. Methods of evaluations (tests, papers, etc.): Please be specific regarding the length of papers, and whether students will be allowed to re-write their papers. Or attach a syllabus that indicates these methods.
4. Methods of assessment: For each of the requested UC component SLOs, please attach, quote or describe one assignment or prompt that shows how the requested SLOs will be assessed. Please indicate if the same assignment is being used to assess more than one SLO or UC component. Please describe the direct evidence you plan to provide that demonstrates that the UC component SLOs are being met. Such evidence could take the form of writing samples, embedded essay questions in exams, pre- and/or post-exams, critiqued performances, original creative works or ePortfolio samples. If possible, provide sample rubrics to assess the evidence described above.
5. Will there be a lab or off campus experience with this course? Describe the nature of the laboratory or field experience.
6. What changes, if any, do you anticipate to develop this course for the University Curriculum?
7. What, if any, additional resources are required?
8. Do you anticipate offering this course in May-, August, or J-Term?

**III. STATEMENT BY CHAIR**

I recommend this course and certify that it has been approved by our department or division.

APPROVED: DATE:

Department or Division Chair

**NOTE:**

*If the content of the course changes, this course must be resubmitted to the appropriate council.*

1. **NOTE: Any requirements proposed and approved using this form will also apply to the nearest equivalent in UC2012. Breadth requirements will be approved as level one Pillars, and Depth requirements will be approved as level two Pillars.** [↑](#endnote-ref-1)