

Common Curriculum Proficiency & Experience Approved Program or Organization Proposal Writing

To propose an activity/experience for a Common Curriculum Proficiency & Experience component, complete this form, attach relevant documents, and submit to the [online proposal system](#).

The Writing requirement may be fulfilled through a co-curricular activity. These criteria apply to experiences that meet the Writing curricular requirement and describe the characteristics of the experience, the steps a student must follow to petition the experience for approval, and the number and types of assignments students must submit to satisfy the requirement.

Program or Organization Title: _____

Proposal Date: _____ **Proposed by:** _____

Department Authorization: *By signing this form, the department agrees to offer the approved program or organization regularly.*

Name of Department/Unit Head: _____

Signature of Dept./Unit Head: _____

Name of Sponsor: _____

Signature of Sponsor: _____

Mission of General Education:

The essence of Southern Methodist University’s educational philosophy is that intellectual and professional excellence rises from the solid foundation of a liberal arts education. Most importantly, general education should provide an intellectual foundation consisting of the broad outlines of human knowledge, providing a context for discipline specific study, and a framework for a future of lifelong learning. In light of these considerations, an ideal general education course is one which builds a broad, context-rich framework in its content area. To the extent possible, it should transcend departmental boundaries, connecting to ideas in related fields, and relevant social and ethical questions.

Common Curriculum Goals:

- The Common Curriculum will prepare students to be informed, ethical, and engaged citizens.
- The Common Curriculum will prepare students to think critically across domains.
- The Common Curriculum will prepare students to communicate clearly in writing and speaking.
- The Common Curriculum will provide students with the scientific, mathematical, and technological competence to navigate a changing world.
- The Common Curriculum will prepare students to understand, work, and live with people from different races, nationalities, religions, backgrounds, and experiences.

Please provide an explanation of how the proposed program or organization supports this mission and these goals.

Student Learning Outcome: Students will demonstrate university-level writing proficiencies appropriate to their coursework.

Please describe how the proposed program or organization meets the Student Learning Outcome.

Experience Criteria #1: Students must obtain pre-approval for any activity used to satisfy this component. Approval must be obtained prior to the start of the activity.

Please describe how students will be selected and/or join the proposed program or organization.

Experience Criteria #2: Students must submit independent, third-party, verification of participation in the approved activity, by a supervisor or other authoritative individual, who is not a blood relation.

Please describe how the proposed program or organization will maintain/collect records and provide third-party supervision.

Experience Criteria #3: Student experiences must involve 15 hours of engaged interaction such as an internship, an engaged learning project, independent research, or work assisting a faculty member. A faculty mentor must provide detailed feedback on the student's written work.

Please describe how the proposed program or organization plans to satisfy the experience criteria above.

Experience Criteria #4: Written work must involve a minimum of three opportunities across the duration of the experience for students to write and must total 4500–6000 words (approximately 1520 full pages, double-spaced, in Times New Roman 12). It may include reflective genres such as blogs, journals, and first-person essays that record, describe, analyze, and evaluate the experience, but may also include other genres relevant to the experience. Such writing must be evaluated in accordance with the characteristics of well-organized writing, whether or not that evaluation includes a grade.

Please describe how the proposed program or organization plans to satisfy the experience criteria above.

Experience Criteria #5: Students fulfilling Writing through an activity must submit a written reflection with the petition outlining what the activity is, how they anticipate the activity will fulfill the requirement, and what they expect to gain and learn from the experience.

Please describe how the proposed program or organization plans to satisfy the experience criteria above.

Experience Criteria #6: Students fulfilling Writing through an activity must submit either copies of all written work completed during the course of the activity or a written reflection of approximately 1000 words that responds to the given prompt.

How does the proposed program or organization plan to incorporate and collect student responses to the reflection prompt stated in the [Writing Rubric](#)?

Writing Addendum

Will you be providing students with commented feedback on all writing assignments? _____

If you will not be providing commented feedback on all writing assignments, please describe your method for providing students with feedback on their writing.

Will students have the opportunity to rewrite at least some writing assignments? _____

Please explain below your system for offering students opportunities for rewriting.

I certify that all information provided is accurate and that the proposed experience was vetted and approved by all relevant departmental and college/school committees. If my experience is approved, I hereby agree to abide by all requirements for the Common Curriculum, including abiding by all conditions set forth in a future memorandum of understanding developed with the Office of General Education. I further agree to notify the Office of General Education if any substantive changes are made to the experience. I agree to participate in the experience portfolio process for this activity every three years.

Name: _____ Date: _____

Proposer Signature: _____