Common Curriculum Proficiency & Experience Course Proposal
Writing

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

*A **complete syllabus in pdf format** (including detailed descriptions of assigned readings, assignments, and a weekly schedule) should be included in the submission, along with an **assessment assignment** used to assess student learning. Assignment details should include a prompt for essays or essay questions, or a block of questions for objective exams.*

Courses requesting a Proficiency & Experience component must be at any level up through the 3000 level. Courses may carry one Breadth requirement as well as up to four Proficiency & Experience requirements.

Course Prefix and Number: _____   **Course Title:** _____

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

Department Chair Authorization: *By signing this form, the Chair of the Department offering the course certifies that the course has been approved by the department and the college or school, and that the course is offered regularly.*

Name of Dept. Chair: _____

Signature of Dept. Chair: _____

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 course 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 course meets the Student Learning Outcome.

Supporting Skill #1: Students will present ideas in clear, well-organized writing that meets the assignment's genre and the needs of its audience.

Please describe how the proposed course showcases the supporting skill above.

Supporting Skill #2: Students will use critical reasoning skills relevant to the assignment's purpose.

Please describe how the proposed course showcases the supporting skill above.

Supporting Skill #3: Students will demonstrate knowledge of the stylistic conventions, and where applicable, citation style and formatting appropriate to the course or assignment.

Please describe how the proposed course showcases the supporting skill above.

Course Content Criteria #1: Courses in this category are offered at the 3000 level or below and are open to all students.

Please provide an explanation of how the proposed course satisfies the course content criteria above.

Course Content Criteria #2: Courses in this category provide multiple opportunities across the term for students to write and to receive careful feedback on writing assignments totaling 3600-4500 words. (This count is equivalent to approximately 12-15 full pages of text, double-spaced, in Times New Roman 12, not including tables, figures, illustrations, bibliographies, and other extra-textual components). In courses that focus on writing and editing and require multiple drafts, this total may include submissions that have been extensively revised and resubmitted.

Please provide an explanation of how the proposed course satisfies the course content criteria above.

<u>Course Content Criteria #3:</u> Courses in this category address the writing process and provide opportunities to reflect on this process.

Please provide an explanation of how the proposed course satisfies the course content criteria above.

<u>Course Content Criteria #4:</u> Courses in this category focus substantially on writing. In courses for which students submit collaborative projects, each student must also be evaluated and receive substantial feedback on writing produced independently.

Please provide an explanation of how the proposed course satisfies the course content criteria above.

Course Content Criteria #5: Courses in this category use feedback and commenting language common to all SMU writing courses.

Please provide an explanation of how the proposed course satisfies the course content criteria above.

Course Content Criteria #6: Courses in this category include an assessment that requires students to demonstrate each of the skills in the Writing Assessment Rubric. This assessment assignment should be one of the following: an essay, a research paper, or an essay question on an exam.

Please describe the assessment you will use to demonstrate student learning of the course's supporting skills, including specific explanations of how it addresses each of those skills. Be sure to submit an example of the assessment along with this proposal.

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 course was vetted and approved by all relevant departmental and college/school committees. If my course is approved, I hereby agree to abide by all requirements for the Common Curriculum, including using Canvas to assess the course, and providing an updated syllabus each semester to the SMU syllabus library. I further agree to notify the Office of General Education if any substantive changes are made to the course. I agree to participate in the course portfolio process for this course every three years.

Name: _____ **Date:** _____

Proposer Signature: _____