

Block 1

Academic Affairs Committee (AAC) Course Modification Form

Please complete this form if you are proposing to modify a course currently offered within the Simmons School of Education and Human Development. These modifications can include changing the course name, updating the course description, changing the course number, or adding the ability to teach the course online.

Default Question Block

Proposer's Name

Proposer's Email Address

Which Department is Proposing the Course Modification?

- ☐ Applied Physiology & Sport Management
- ☐ Education Policy & Leadership
- ☐ Counseling
- ☐ Teaching & Learning
- ☐ Human-Centered Interdisciplinary Studies
- ☐ Ph.D.

What should be the start term of this course modification?

- ☐ January
- ☐ Spring
- ☐ May
- ☐ Summer
- ☐ August
- ☐ Fall

What should be the start year of this course modification?

- ☐ 2025
- ☐ 2026
- ☐ 2027
- ☐ 2028

What is the subject prefix, catalog number, and name of this course (i.e., APSM 2310 Introduction to Sport Management, EPL 6374 Interpreting Educational Research)?

What is the 6-digit course ID for this class.

What modification are you proposing for this course? Please provide as much detail as possible (e.g., changes to name, description, structure, or delivery).

A large, empty rectangular box with a thin gray border, intended for a detailed response. In the bottom right corner, there is a small icon consisting of two parallel diagonal lines.

How will this modification preserve the core content and learning objectives of the course?

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What is the rationale for the proposed course change?

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Are you proposing to teach this course fully online?

☐ Yes

☐ No

Have you received assistance through SMU Online of the Simmons Instructional Designer to convert this course to distance? Please explain.

How will you ensure that online instruction is equivalent in quality to in-person instruction

How will you ensure that program faculty are appropriately prepared to deliver course content online?



Block 2

Has this course been discussed and approved at your department/program level? Please include date of department/program meeting.



Syllabus – Please Attach a Syllabus for the online class.

Include information on total learning time expectations for class contact hours and homework assignment time outside of class in your Syllabus. For example, SMU requires that a three-credit hour course includes a minimum of 42 contact hours (50 minutes per hour), and at least TWICE as much time allocated for “out of class” time on homework. This should be clearly communicated in your Syllabus. Your

Syllabus should also include Rubrics/ Assessments for the course.

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