

2011-2012 Curriculum Guide

August 2011

The UNCG *Curriculum Guide* is published by
The Office of Undergraduate Studies and The Graduate School
This publication is also available at
<http://undergraduate.uncg.edu/colleagues/com/curriculum.php>
For more information, call 334-5393.

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UNCG'S VISION FOR TEACHING AND LEARNING

UNCG embraces student learning as its highest priority and provides exemplary learning environments. The University establishes a diverse community of learning in which individual differences are valued and interactions are encouraged in an atmosphere of mutual respect.

The faculty are committed to introducing students to the most important knowledge and research in their disciplines, fostering intellectual depth and breadth, and opening students to new possibilities for understanding themselves and the world. The faculty employ the growing body of knowledge about learning and work continually to evaluate and improve their teaching methods and materials. UNCG views learning as a shared responsibility, and accordingly,

- maintains clear, high and consistent learning goals,
- provides a variety of opportunities which foster intellectual growth,
- empowers individuals to take responsibility for their own learning,
- recognizes and supports diverse learning styles and levels of development,
- incorporates appropriate informational and instructional technologies,
- encourages the integration of knowledge across disciplines, and
- utilizes assessment, evaluation and feedback to improve teaching and learning.

UNCG expects all students to communicate clearly and to make effective use of technology appropriate to their studies. Students are encouraged to be actively engaged in their education. UNCG graduates should be ready to continue as lifelong learners and to face the challenges that will confront them as responsible citizens of the state, the nation and the world.

- approved by the UNCG Faculty Senate
December 2, 1998

Also see “Seven Principles for Good Practice in Undergraduate Education” and “Guidelines for Good Practice in Graduate Education.” Both may be found in Section III of this Guide.

I. GENERAL PROCEDURES AND DIRECTIONS

Overview

All curricular actions originate in the academic department. After approval by the department, approval by the unit (College or School) curricular committee is required. The next step is approval by a University-wide committee or council that has been charged by the Faculty Senate with the governance and coordination of curriculum. At UNCG, three committees fulfill this charge: the Undergraduate Curriculum Committee (UCC); the Graduate Studies Committee (GSC); and the General Education Council (and its subcommittees on Writing and Speaking).

Actions requiring approval by UCC and GSC:

- New/amended courses;
- New or revised programs (majors, concentrations, minors);
- Routine course changes;
- Discontinuation/moratorium of a course, program, or degree.

100-400 level course proposals for the actions above must be submitted to the UCC; 600 level and above must be submitted to the GSC; 500 level proposals for the actions above must be approved by both GSC and UCC.

IMPORTANT PLEASE NOTE:

- **It is the department/program's responsibility to review its curriculum and to submit to the appropriate curriculum committee all requests or revisions and new/amended course proposals.**
- **Revisions and courses submitted only on raw catalog copy to the editors of the *Undergraduate/Graduate School Bulletins* do not constitute official curriculum revision requests and will not be included in the Bulletins until approved by UCC and/or GSC.**
- **Substantive changes to academic programs will need the approval of external authorities (UNC-GA and SACSCOC) before Bulletin submission, which can take up to a year or longer depending on the program. For more information, please see the Substantive change Policy (<http://opa.uncg.edu/>) and Academic Program Planning Questionnaire (<http://opa.uncg.edu/academicprograms/questionnaire.aspx>).**

New or substantially revised degree programs, concentration, minors, and certificates may not be offered until published in the Bulletins as required by SACSCOC, the regional accrediting body for UNCG.

CONTACT AND SUBMISSION INFORMATION

Proposals and revisions will not be reviewed without the original signature page with all appropriate signatures.

Graduate Studies Committee

http://www.uncg.edu/grs/faculty/gsc_committee.html

Tel: 334 - 4034

Send documents to:

GSC, 241 Mossman, Campus.

Submit: Twelve (12) double-sided copies of proposals, including original signature pages. Check the GSC website for meeting dates and submission deadlines. Proposals received after the stated deadline will be considered at the next scheduled meeting.

Notification of committee actions: Actions and minutes of GSC meetings will be posted within one week following each meeting on the GSC web page:

http://www.uncg.edu/grs/faculty/gsc_committee.html

When necessary, actions will be communicated to departments by memorandum.

Undergraduate Curriculum Committee

http://provost.uncg.edu/Underedu/Curriculum_Committee

Tel: 334 - 5393

Email Word or PDF documents as an attachment to: underged@uncg.edu. An original signature sheet must be sent by campus mail or scanned and submitted with documents. Check the UCC website for meeting dates and submission deadlines. Proposals received after the stated deadline will be considered at the next scheduled meeting.

Notification of committee actions: Actions and minutes of UCC meetings will be posted within ten working days following each meeting on the UCC web page:

http://provost.uncg.edu/Underedu/Curriculum_Committee/.

When necessary, actions will be communicated to departments by memorandum.

General Education Council

http://provost.uncg.edu/Underedu/General_Education/

Tel: 256-8533

Email Word or PDF documents as an attachment to: underged@uncg.edu. All signature sheets must be sent by campus mail or scanned and submitted with documents. Check the General Education Council website for meeting dates and submission deadlines. Proposals received after the stated deadline will be considered at the next scheduled meeting.

Notification of committee actions: Actions and minutes of GEC meetings will be posted within ten working days following each meeting on the GEC web page

http://provost.uncg.edu/Underedu/General_Education/.

When necessary, actions will be communicated to departments by memorandum.

IMPORTANT SUBMISSION DEADLINES

BULLETIN DEADLINE:

Deadline for **submission of all curriculum changes** [course prefix revisions or new course prefixes; new/amended courses; new or revised programs (majors, concentrations, minors); and routine course changes] *to be included in the Bulletin* for the following academic year:

GSC –February 2, 2012

UCC – March 30, 2012

GEN ED COUNCIL – Contact General Education Council (256-8533)

PLEASE NOTE:

Substantive changes to academic programs will need the approval of external authorities (UNC-GA and SACSCOC) before Bulletin submission which can take up to a year or longer for some programs. Please see Substantive change Policy (<http://opa.uncg.edu/>) and Academic Program Planning Questionnaire (<http://opa.uncg.edu/academicprograms/questionnaire.aspx>) for more information.

ADVISING SCHEDULE AND ELECTRONIC SCHEDULE DEADLINES:

The published deadlines for new course approvals are in place to facilitate advising/registration schedules. In order to best utilize the advising process, students and advisors must know the availability and schedule of courses in advance, especially in the cases of General Education Courses and markers for those courses. With the exception of new or substantially revised degree programs, which must appear in the *Bulletins* before being offered or required, curricular changes approved after the deadlines stated above can still be posted on the electronic schedule. For example, courses approved in April can appear electronically for the fall semester. Departments should understand, however, that several weeks may be required for the Registrar to post the late-approved courses online, and that the late changes will not be available prior to general advising/registration schedules.

DEADLINES FOR SUBMISSION OF FORMS TO UCC, GSC, OR GEN ED COUNCIL:

Submission of materials well ahead of the meeting date is essential to allow time for compilation of the agenda and review of the materials by committee members. Please see the website for each committee (on the previous page) where meeting dates and submission deadlines can be found.

UNIT-LEVEL CURRICULUM COMMITTEE CONTACT INFORMATION

Approval of the unit-level committee is required before submission to UCC, GSC, or GEN ED COUNCIL.

College of Arts and Sciences
Curriculum and Teaching Committee
Contact Info: 105 Foust Building, Phone: 334-5241

Bryan School of Business and Economics
Undergraduate Program Committee Curriculum Subcommittee
Contact Info: 434 Bryan Building, Phone: 334-4987

School of Education
Curriculum Committee
Contact Info: 321 School of Education Building, Phone: 334-3445

Questions concerning new or amended courses, programs, or policies that have anything to do with teacher licensure should be directed to the Associate Dean for Academic and Student Affairs in the School of Education
Contact info: 324 School of Education Building, Phone 334-4418

Health and Human Sciences
Curriculum Committee
Contact Info: 227 Stone Building, Phone: 256-0218

School of Music, Theatre and Dance
Curriculum Committee
Contact Info: 220 Music Building, Phone 334-3638

School of Nursing
Curriculum Committee
Contact Info: Rm. 421 Moore Nursing Building, Phone: 334-5170

PROCEDURES FOR SUBMISSION OF PROPOSALS

Timetable: It is recommended that course planning be started at least one year before the proposed first offering of a course, in order to afford enough time for administrative actions.

Course Types: Please specify course type/instructional delivery mode on new or amended course proposal forms.

ACT ¹	Activity (physical activity, exercise courses)	WEB ¹	Web-based <i>100% of course instruction is taught online</i>
CLN	Clinical	WLB ¹	Web and lab~50% of course <i>instruction is taught online and ~50% is a lab component</i>
COL	Colloquium	WLC ²	Web and lecture <i>Course is taught via face-to-face lecture and online</i>
CON	Conversational Language Course	WLL ²	Web, lecture, and lab <i>Course requirements include face-to-face lectures, lab sessions, and an Internet component</i>
DIS ¹	Dissertation	WLS ²	Web, lecture, and studio <i>Used primarily for Dance courses</i>
DSC	Discussion	WTX ³	Web with on-campus tests and examinations <i>Used primarily for Math courses</i>
ENS ¹	Ensemble	WVC ²	Web with on-campus video conference
IND ¹	Independent Study		
INT ²	Internship		
LAB ¹	Laboratory		
LEC	Lecture		
LEL ²	Lecture & Lab		
LPF ²	Lecture with Practicum/Field Experience		
PRC	Practicum		
PRF ¹	Performance		
RES ¹	Research		
SAB ¹	Study Abroad Course		
SEM	Seminar		
STL ²	Studio and Lecture		
STO ¹	Studio/Other (used primarily for Dance courses)		
STT	Student Teaching		
STU ¹	Studio		
THS ¹	Thesis		
TUT	Tutorial		
VCF ¹	Video Conference		

¹ Will not be assigned to a general purpose classroom.

² No more than fifty percent (50%) of instruction will be assigned to general purpose classroom.

³ General purpose classrooms assigned based on department request for specific dates.

*Web interaction involves more than the placement of the course syllabus on the instructor's Web site or the use of Blackboard. The course is defined as asynchronous instruction where the instructor and student are separated by time and space. Interaction in these courses is primarily through discussion forums, blogs, e-mail, and chat room discussions.

Teacher Education Courses

The Associate Dean for Academic and Student Affairs in the School of Education (or designee) is responsible for coordinating and ensuring the quality of all academic programs leading to licensure of public school personnel. While program faculty are responsible for ensuring and documenting that changes in their programs do not violate the licensure guidelines and competencies for which the program is approved, the Associate Dean will review new/revised courses, new/revised programs, new/revised policies and procedures initiated by any unit as part of the regular curriculum review process prior to consideration by UCC or GSC. Questions concerning new or amended courses, programs, or policies that have anything to do with teacher licensure should be directed to the Associate Dean for Academic and Student Affairs in the School of Education.

Distance Learning Courses

Courses designed for distance learning (distance on-line or off campus) must be approved and modified according to the same procedures required for on-campus courses. See the UNCG Distance Education Policy.

II. FLOW CHARTS FOR PROCEDURES TO FOLLOW FOR DEVELOPMENT AND IMPLEMENTATION OF PROGRAMS

UNCG Steps for Implementing New Baccalaureate Degrees or Majors

PRELIMINARY PHASE

Department proposes new program to College/School Dean

AT LEAST 2 YEARS PRIOR TO FIRST OFFERING PROGRAM, DEPARTMENT MUST:

PLANNING PHASE

Complete *Academic Program Planning Questionnaire* (<http://opa.uncg.edu/academicprograms/questionnaire.aspx>) and send to Associate Provost for Planning and Assessment. Prepare **Appendix A “Notification of Intent to Plan” a New Baccalaureate, Master’s, or Specialist Program:**
<http://opa.uncg.edu/academicprograms/forms.aspx>

Submit “Notification of Intent to Plan...” with original signatures on Signature Sheet for campus approval in the following order:

Department Curriculum Committee (if applicable)
 ↓
 College/School Curriculum Committee
 ↓
 Associate Dean for Academic and Student Affairs in the School of Education (if applicable)
 ↓
 College/School Dean
 ↓
 Undergraduate Curriculum Committee

UCC submits “Notification of Intent to Plan...” to Associate Provost for Planning and Assessment, who will submit it to UNC-GA and SACSCOC

AFTER NOTIFICATION OF INTENT TO PLAN HAS BEEN SUBMITTED TO UNC-GA, DEPARTMENT MUST:

ESTABLISHMENT PHASE

Prepare **Appendix C Request for “Authorization to Establish” a New Degree Program:**
<http://opa.uncg.edu/academicprograms/forms.aspx>

Submit “Authorization to Establish” to Director of Academic Resources (4-5494) in Provost’s Office for review of financial information

Submit draft of “Authorization to Establish” to Associate Provost for Planning and Assessment for SACSCOC review

Submit “Authorization to Establish” with original signatures on Signature Sheet for campus approval in the following order:

Department Curriculum Committee (if applicable)
 ↓
 College/School Curriculum Committee
 ↓
 Associate Dean for Academic and Student Affairs in the School of Education (if applicable)
 ↓
 College/School Dean
 ↓
 Undergraduate Curriculum Committee

External Authorization Process
 UNC General Administration / SACS Commission on Colleges

UCC submits signed proposal to the Associate Provost for Planning and Assessment. No program is authorized to admit students or to be included in the *Bulletins* until the program has been approved by all external authorities (Please see Substantive Change Policy: (<http://opa.uncg.edu/>)). For programs requiring SACSCOC approval; any announcements regarding the future possibility of the program being offered must indicate that the program is pending SACS Commission on Colleges approval.

UNCG Steps for Implementing New Master's or Specialist Degrees

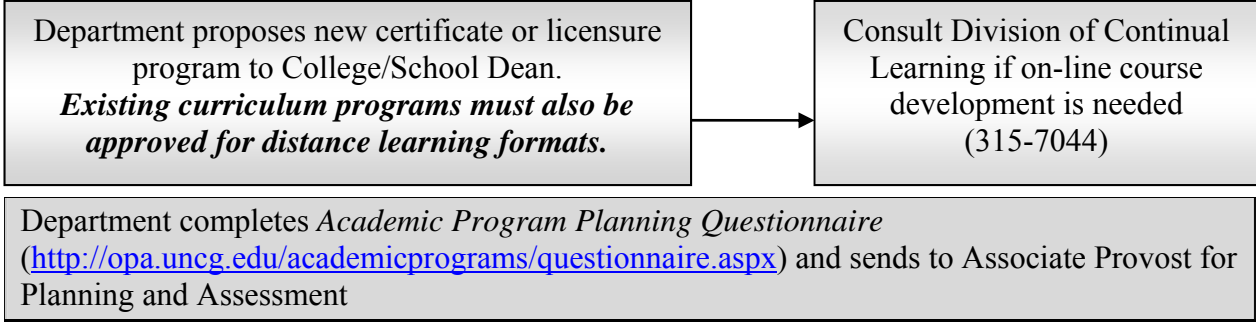
PRELIMINARY PHASE	Department proposes new program to College/School Dean
	College/School Dean submits 1-page abstract to Dean of The Graduate School (4-5596)
PLANNING PHASE	AT LEAST 2 YEARS PRIOR TO FIRST OFFERING PROGRAM, DEPARTMENT MUST:
	Complete <i>Academic Program Planning Questionnaire</i> (http://opa.uncg.edu/academicprograms/questionnaire.aspx) and send to Associate Provost for Planning and Assessment. Prepare Appendix A “Notification of Intent to Plan” a New Baccalaureate, Master’s, or Specialist Program: http://provost.uncg.edu/Underedu/Curriculum_Planning/
	Submit draft of “Notification of Intent to Plan...” to Graduate School Dean (4-5596)
	Submit “Notification of Intent to Plan...” with original signatures on flow sheet for campus approval in the following order: <div style="text-align: center; margin: 5px 0;"> Department Curriculum Committee (if applicable) ↓ College/School Curriculum Committee ↓ Associate Dean for Academic and Student Affairs in the School of Education (if applicable) ↓ College/School Dean ↓ Graduate Studies Committee </div>
	GSC submits “Notification of Intent to Plan...” to Associate Provost of Planning and Assessment, who will submit it to UNC-GA and SACSCOC
ESTABLISHMENT PHASE	AFTER NOTIFICATION OF INTENT TO PLAN HAS BEEN SUBMITTED TO UNC-GA, DEPARTMENT MUST:
	Prepare Appendix C Request for “Authorization to Establish” a New Degree Program: http://opa.uncg.edu/academicprograms/forms.aspx
	Submit draft of “Authorization to Establish” to Graduate School Dean (4-5596) and Associate Provost for Planning and Assessment for SACS review
	Submit “Authorization to Establish” to Director of Academic Resources (4-5494) in Provost’s Office for review of financial information
	Submit “Authorization to Establish” with original signatures on flow sheet for campus approval in the following order: <div style="text-align: center; margin: 5px 0;"> Department Curriculum Committee (if applicable) ↓ College/School Curriculum Committee ↓ Associate Dean for Academic and Student Affairs in the School of Education (if applicable) ↓ College/School Dean ↓ Graduate Studies Committee </div>
	<p style="text-align: center;">External Authorization Process UNC General Administration / SACS Commission on Colleges</p> <p>GSC submits signed proposal to the Associate Provost for Planning and Assessment. No program is authorized to admit students or to be included in the <i>Bulletins</i> until the program has been approved by all external authorities (Please see Substantive Change Policy: (http://opa.uncg.edu/)). For programs requiring SACSCOC approval; any announcements regarding the future possibility of the program being offered must indicate that the program is pending SACS Commission on Colleges approval.</p>

UNCG Steps for Implementing New Doctoral or First Professional Degree Programs

PRELIMINARY PHASE	Department proposes new doctoral program to College/School Dean
	College/School Dean submits 1-page abstract to Dean of The Graduate School (4-5596)
AT LEAST 2 YEARS PRIOR TO FIRST OFFERING PROGRAM, DEPARTMENT MUST:	
PLANNING PHASE	Complete <i>Academic Program Planning Questionnaire</i> (http://opa.uncg.edu/academicprograms/questionnaire.aspx) and send to Associate Provost for Planning and Assessment. Prepare Appendix B Request for “Authorization to Plan” a New Doctoral or First Professional Degree Program
	Submit draft of “Authorization to Plan...” to Graduate School Dean (4-5596)
	Submit “Authorization to Plan...” with original signatures on flow sheet for campus approval in the following order: <div style="text-align: center;"> Department Curriculum Committee (if applicable) ↓ College/School Curriculum Committee ↓ Associate Dean for Academic and Student Affairs in the School of Education (if applicable) ↓ College/School Dean ↓ Graduate Studies Committee </div>
	GSC submits “Authorization to Plan...” to Associate Provost for Planning and Assessment, who will submit it to GA and SACSCOC
WITHIN 2 YEARS AFTER REQUEST TO PLAN HAS BEEN APPROVED BY GA, DEPARTMENT MUST:	
ESTABLISHMENT PHASE	Prepare Appendix C Request for “Authorization to Establish” a New Degree Program: http://opa.uncg.edu/academicprograms/forms.aspx
	Submit draft of “Authorization to Establish...” to Graduate School Dean (4-5596) and Associate Provost for Planning and Assessment for SACS review
	Submit “Authorization to Establish...” to Director of Academic Resources (4-5494) in Provost’s Office for review of financial information
	Submit “Authorization to Establish...” with original signatures on flow sheet for campus approval in the following order: <div style="text-align: center;"> Department Curriculum Committee (if applicable) ↓ College/School Curriculum Committee ↓ Associate Dean for Academic and Student Affairs in the School of Education (if applicable) ↓ College/School Dean ↓ Graduate Studies Committee </div>
	<div style="text-align: center;"> External Authorization Process UNC General Administration / SACS Commission on Colleges GSC submits signed proposal to the Associate Provost for Planning and Assessment. No program is authorized to admit students or to be included in the <i>Bulletins</i> until the program has been approved by all external authorities. Please see Substantive Change Policy: (http://opa.uncg.edu/). For programs requiring SACSCOC approval; any announcements regarding the future possibility of the program being offered must indicate that the program is pending SACS Commission on Colleges approval. </div>

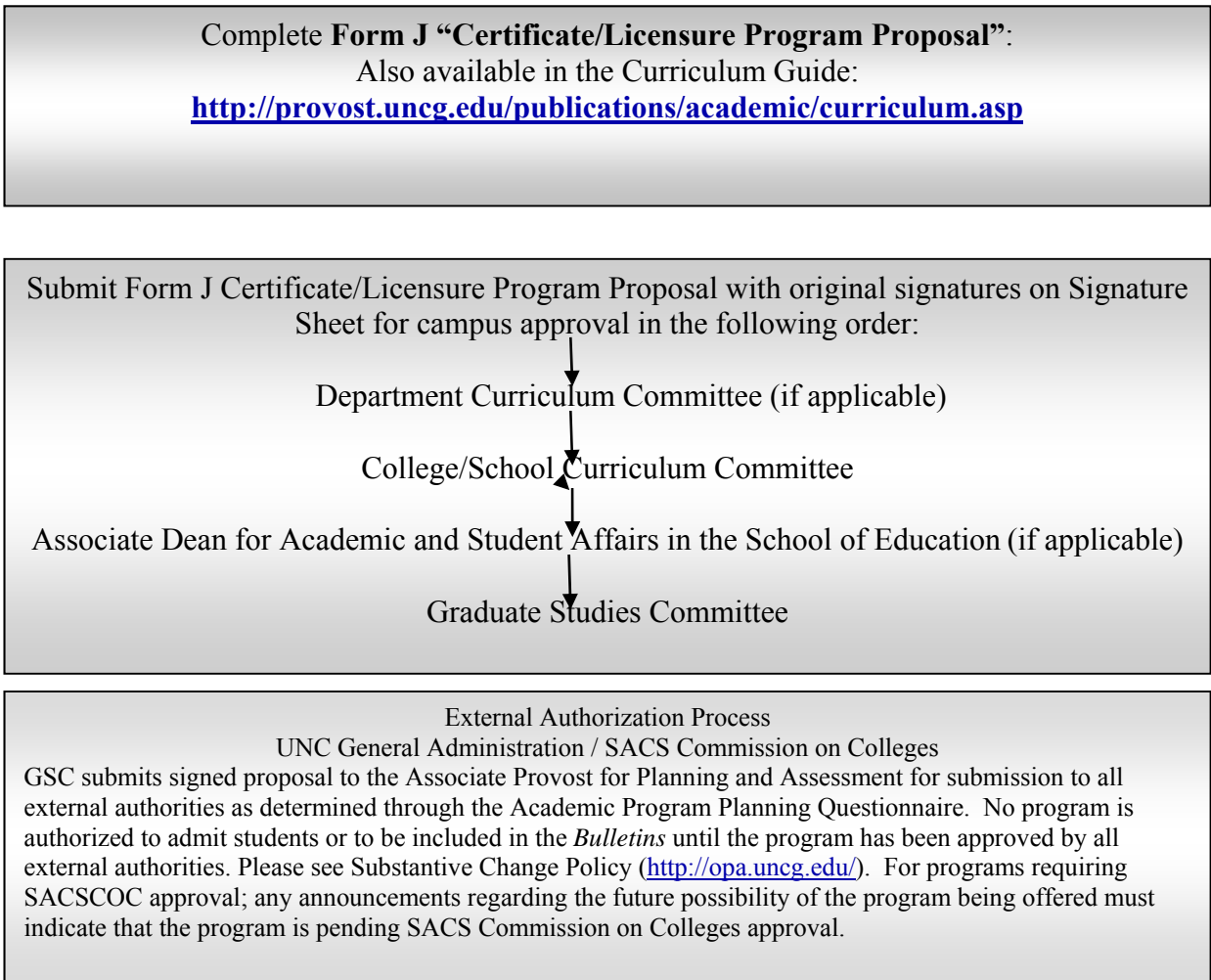
UNCG Steps for Implementing All On-Campus and Distance Learning (on-line/off-campus) Certificates and Licensure Programs

PRELIMINARY PHASE

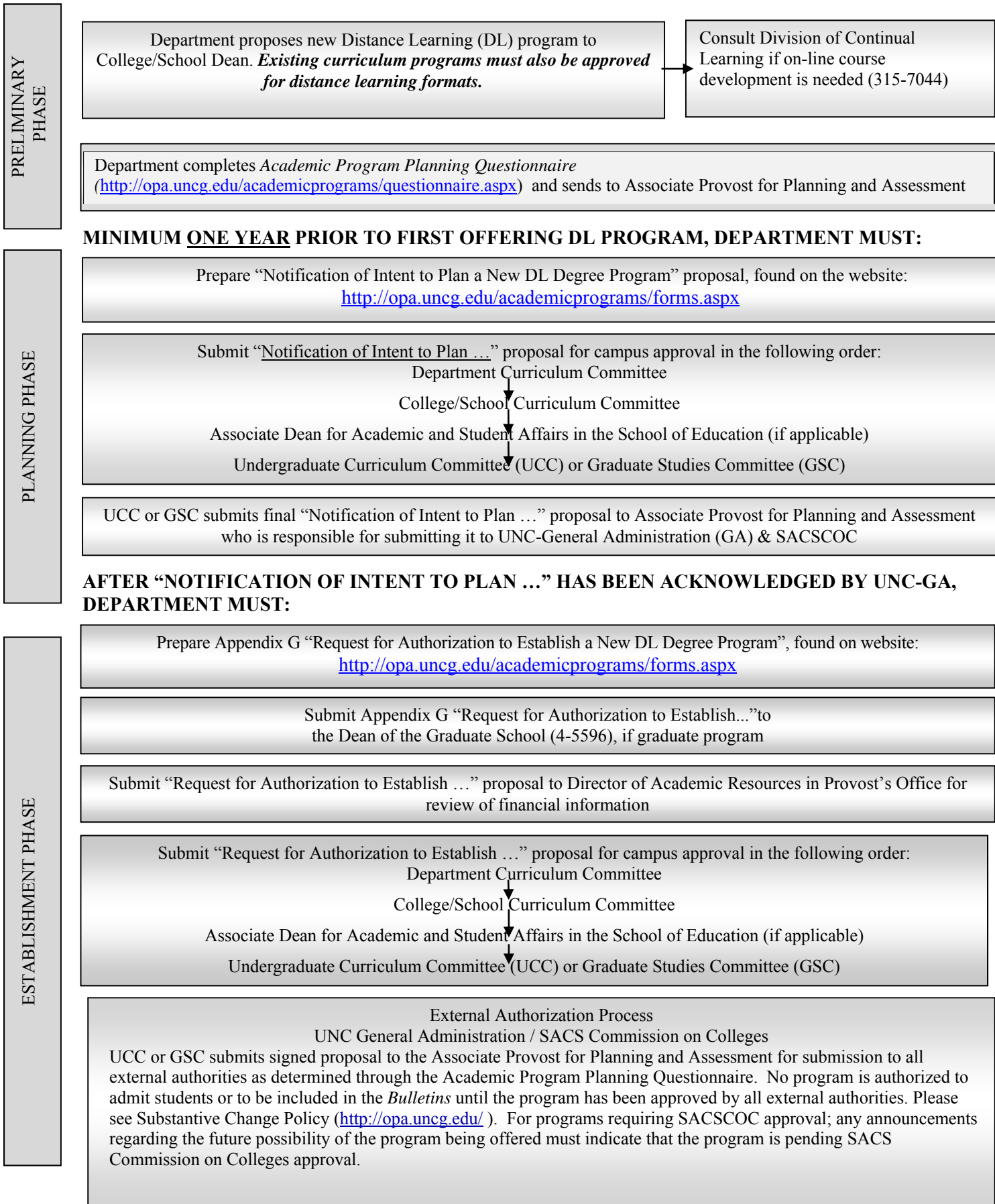


PLANNING AND ESTABLISHMENT PHASE

MINIMUM 9 MONTHS PRIOR TO FIRST OFFERING PROGRAM, DEPARTMENT MUST:

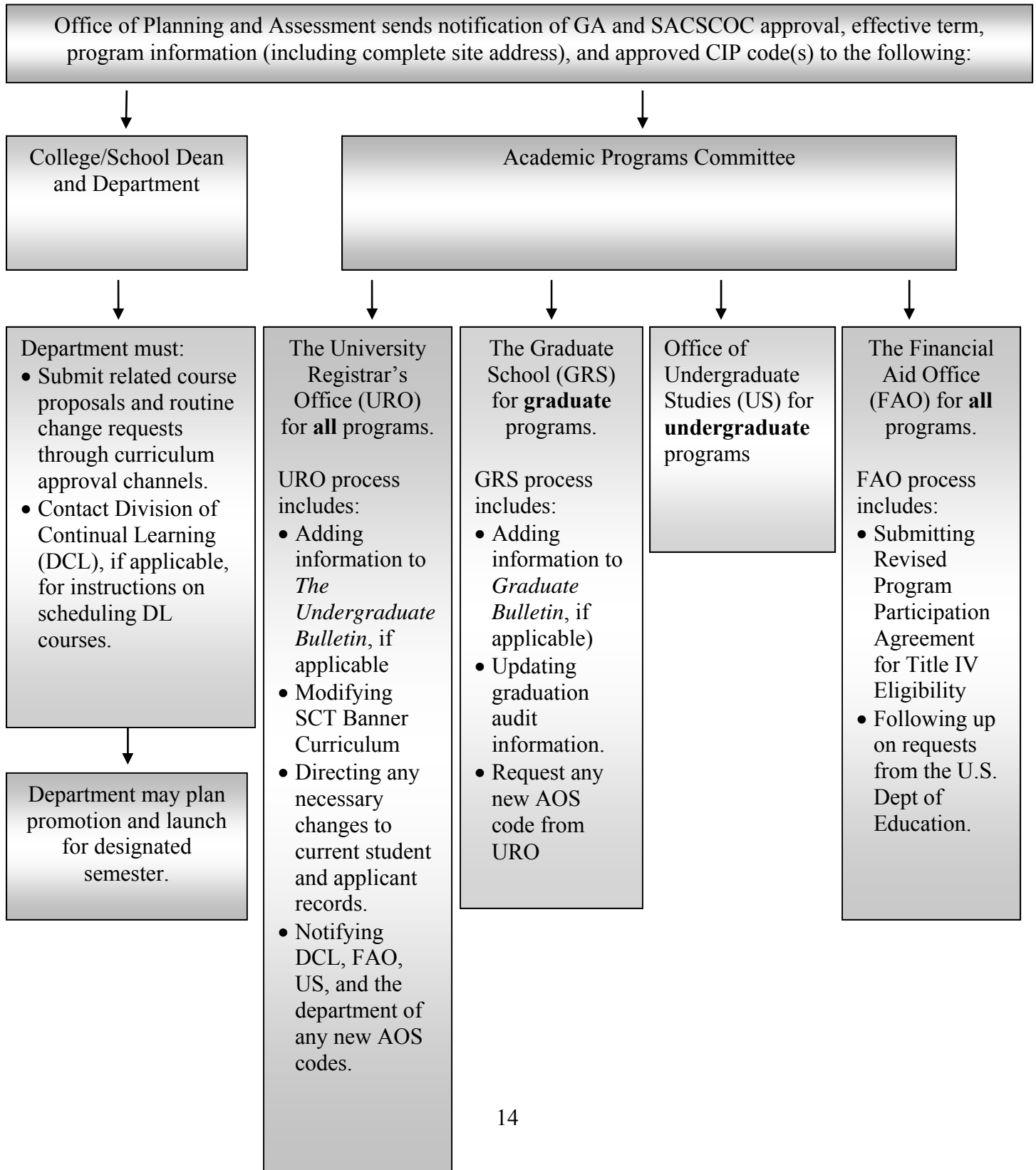


UNCG STEPS FOR IMPLEMENTING ALL DISTANCE LEARNING DEGREE PROGRAMS (ON-LINE/OFF-CAMPUS)



UNCG STEPS FOR NEW PROGRAM IMPLEMENTATION AND CHANGES

AFTER PROGRAM HAS BEEN APPROVED BY UNC-GA & SACSCOC:



III. FORMS AND INSTRUCTIONS

Which form should you use?

New or Amended Course Proposal **(Form A)**

Also see “Guidelines for Completing Form A” and “Standard Course Syllabus Format.”

Course/Program Consultation **(Form B)**

Request for General Education Core Designation **(General Education Form)**

Request for Writing Intensive (WI) Marker **(Communication Across the Curriculum Form)**

Request for Speaking Intensive (SI) Marker **(Communication Across the Curriculum Form)**

Request for Global or Global Non-Western Marker **(General Education Form)**

Routine Course Change Request **(Form D)**

Experimental Course Proposal **(Form E)**

Addition, Discontinuation, or Moratorium of Concentrations, Second Academic Concentrations, Second Major Option, and/or Minors **(Form F)**

Program Revision **(Form G)**

Request for Service-Learning Course Designation **(Form H)**

Special Curriculum Option (Plan II) **(Form I)**

Certificate/Licensure Program Proposal **(Form J)**

Request for Discontinuation/Moratorium of a Program **(Form K)**

Request for Change of Degree Name, Title, or Classification of Instructional Program (CIP) Code of an Existing Degree Program **(Form L)**

Course Prefix and Number _____
Department _____

FORM A
NEW OR AMENDED COURSE PROPOSAL

Consult the *Curriculum Guide* for Instructions.

- () 1. Course identification:
 - a. Course prefix, number, title _____
 - b. New course (**Consult Registrar's Office for available number**) Amended course
 - c. All Possible Course Types: See page 6 _____
- () 2. Rationale for the course or course amendment (include relationship to curriculum of the program): _____
- () 3. Specify grading method: letter grade _____ or satisfactory/unsatisfactory
- () 4. Can course be repeated for credit? Yes No if yes, indicate specifics, including number of hours for which a course can be repeated: _____
- () 5. Specify Credit (must use Course Credit Structure Guide found on page 83): _____
- () 6. Prerequisites (use specific course numbers): _____
- () 7. Corequisites (use specific course numbers): _____
- () 8. Registration Restrictions (e.g., major/concentration/minor; classification; level; campus; college): _____
- () 9. Course description:
(not to exceed 30 words)
- () 10. Mode of Delivery: face-to-face on campus, face-to-face off campus site, online Internet (synchronous or asynchronous), videoconferencing
- () 11. Is this course intended to be part of an online program? If so, what is the name of the program? _____
- () 12. Will this course be taught at an off-campus location? If so, what is the complete address of the location (number, street, city, county, state)? _____
- () 13. Requested date for first offering of the course: _____
- () 14. Frequency of offering (see <http://web.uncg.edu/reg/Bulletin/Current/UnivReq/Guide.aspx> for list of options)
//////////
- () 15. Consultation with other departments (Attach Course Consultation Form B): _____
- () 16. Will this course satisfy requirements for any teacher education program?
Yes No **If yes, refer to the Associate Dean in the School of Education.**
- () 17. Course Syllabus. **Please use the appropriate course syllabus format in the *Curriculum Guide***
- () 18. Differentiation of requirements for undergraduate and graduate students-**500-level courses only.**
*****"aa"
- () 19. General Education-**NEW UNDERGRADUATE COURSE ONLY**: Are you requesting a General Education Core or Marker designation? Yes No **if so, attach the General Education Form or the *****Communication Across the Curriculum Form. IF YOU WISH TO APPLY FOR A GEC CORE OR MARKER DESIGNATION FOR AN ALREADY-EXISTING COURSE, DO NOT USE THIS FORM – See General Education Form.**

Attach completed Signature Sheet for Curricular Requests found on page 18 of the *Curriculum Guide*.

**Signature Sheet for UNCG Curricular Requests (Forms A, F, G, J) AND
UNC-GA Notification of Intent to Plan/Request to Plan/Request to Establish
New Degree Programs (Appendices A, B, C, F, G) Circle One
See separate signature sheets for General Education requests and Forms B, D, E, H, I, K, L
Curricular requests will not be considered without the appropriate signed signature sheet**

Program Name: _____

OR

Course Prefix, Number, Title: _____

1. _____
 Contact Person

 Telephone

2. _____
Date

Chair, Department Curriculum Committee (if applicable) or Department Head

3. _____
Date

Chair, Academic Unit (College/School Curriculum Committee)

4. _____
Date

Associate Dean for Academic and Student Affairs in the School of Education (if applicable for teacher licensure)

APPROVAL BY GSC OR UCC

DATE APPROVED

Chair, Graduate Studies Committee

DATE APPROVED

Chair, Undergraduate Curriculum Committee

DATE APPROVED

**Associate Provost for Planning and Assessment
(Required for Appendices A, B, C, F, G, Form J)**

UNCG: UCC/GSC: - Revised 2011

GUIDELINES FOR COMPLETING FORM A (New or Amended Course Proposal)

To submit a *new or amended course proposal*, complete Form A and **Submit:** Twelve (12) double-sided copies of proposals, including original signature pages to GSC (500-700 level). Submit electronically as a word document or PDF file to UCC (underged@uncg.edu) (100-500 level). If you plan to request General Education markers or a GEC category designation you should attach the General Education Form or communication Across the Curriculum Form when you submit the proposal to the Office of Undergraduate Studies. *Note that all new or amended courses must be approved by UCC before they can be reviewed for General Education markers or GEC category designations.* Provide the following information for each item below in the space provided. Proposals with incomplete information or missing signatures will be returned.

Note that all new or amended courses must be approved by UCC before they can be reviewed for General Education markers or GEC category designation.

Course Amendments Requiring Form A -The following changes are considered amendments to existing courses and need to be submitted to the UCC/GSC for approval using Form A.

- Raising or lowering semester credit
- Changing a course number two or more levels
- Substantive change in course description
- Revision of student learning outcomes, except for General Education recertification review for existing courses.

Required Course--If a new or existing course is to be required for any program, a statement indicating how the credits received for this course affect the total hours for a) graduation, b) the major concentration, where appropriate, and c) free electives should be attached to the proposal.

These General Guidelines explain the various categories of the New or Amended Course Proposal (Form A). Additional guidelines for proposals for internship/practicum courses are found in this Guide.

1. Course Identification:

a) **Course Prefix and Number:** Course levels reviewed by the UCC are 100, 200, 300, 400, and 500. Courses at the 500-level are reviewed first by the GSC, then by the UCC. Courses at the 600-level and above are reviewed only by the GSC. Courses at the 500 level can be taken by both undergraduates and graduates and may not be restricted to either. When a course has been deleted (inactivated) the University Registrar places a moratorium on the use of the number for five years before it may be used again. When renumbering or requesting new course numbers, the Registrar's Office must be consulted prior to submission to UCC or GSC.

Course Title: The title should be limited to six words or fewer and should clearly reflect the content of the course. Care should be taken not to use technical terms that may not be clear to students or other non-specialists. The UCC or GSC may recommend changes in course titles. Note that Banner allows only 30 characters (including spaces) so be mindful of how your title may be abbreviated for the academic transcript and the schedule of courses.

b) Self-explanatory

c) **Course Type:** Please refer to the list on page 6 or contact the Registrar's Office.

2. Rationale: The rationale for the course or amendment should indicate the relationship to the curriculum of the Department/College/School submitting the course. Failure to include this item may result in a delay in consideration of the proposal by the UCC/GSC.

3. Grading Method: Specify letter grade or satisfactory/unsatisfactory or pass/not pass.

4. Repeat for Credit: **Specify a limit to the number of hours for which a course can be repeated.**

Indicate restrictions, for example, When topic varies; May be repeated once; May be repeated for a total of x-number of hours; etc. The description should make it clear that the content will be

radically different from one offering to the next.

5. Specify Credit: See “Course Credit Structure Guide” in this Guide.
List semester hours credit, lecture or seminar contact hours and/or lab or studio hours.
- 6./7. Prerequisites/Corequisites: State clearly, with appropriate sequence indicated (i.e., give specific course numbers; indicate “permission of instructor” if this is the only way a student can enroll in the course). If you are requesting separate prerequisites and corequisites for this course, please clearly differentiate. If a course can serve as either, list “prerequisite or corequisite,” but note that Banner can check for only one (prerequisite is preferable).
8. Registration Restriction: Use this item to indicate when certain populations are to be included or excluded from enrollment. Banner-enforced categories for restrictions include: major, concentration, minor, student classification, student level, degree, program, campus, college, student attribute, and student cohort.
9. Course Description: The catalog description must be limited to 30 words or fewer and should communicate clearly to students the basic content of the course. The UCC/GSC may request that this be rewritten or incorporate minor revisions. Prerequisites and other qualifiers are not included in the limitation of 30 words or fewer.
10. Options for Mode of Delivery: (a) face-to-face on campus, (b) face-to-face off campus site, (c) online Internet (synchronous or asynchronous), (d) videoconferencing
12. Consultations: See Form B, UNCG Course Consultation in this Guide. Consultations serve the purposes of providing information as courtesy and avoiding course duplication. Please note whether reservations/suggestions from consultations were addressed. Please attach all course consultation forms; if the consulting department did not return the form, this should be noted on the form. You may also attach email correspondence as evidence of consultations.
13. Teacher Education Program: See “Teacher Education Courses.”
15. Course Syllabus: Use the standard format as a foundation for the course syllabus unless this is a course for an NCATE accredited program, including all teacher education courses reviewed by the Associate Dean in the School of Education. For these courses, use the NCATE syllabus format. Plain and consistent language should be used throughout. Avoid jargon specific to the discipline. The scope of intended objectives and content selection should be consistent with the credit hours to be given, the length of the term of instruction, the evaluation methods, and student learning outcomes. For General Education Courses, be sure that the syllabus, clearly and in sufficient detail to evaluate its content, shows how the course learning goals, methods of evaluation, and -- most importantly -- student assignments advance achievement of the broad General Education Learning Goals and the GEC Student Learning Outcomes identified for your category or marker as described in the Curriculum Guide. Be sure that graded student work engages all the GEC/Marker Student Learning Outcomes, that the bulk of student work is devoted to General Education, and that the course as a whole matches the general description and expectations given for your category or marker.
16. Differentiation of Requirements for Undergraduate and Graduate Students: **500-level Courses Only**: Syllabi for 500-level courses must distinguish clearly between learning outcomes and assignments intended for undergraduate students and those intended for graduate students. Graduate students should undertake deeper and more complex work than undergraduate students even when shared course content justifies teaching both populations together. (See “SACS Principles of Accreditation” in this Guide)

PLEASE NOTE: Student Contract/Agency Agreement: See “Additional Guidelines for Preparing Proposals for Internships/Practicum Courses” in this *Guide*.

COMMENT: The following documents are included in this Guide, and may be helpful in preparation of the course syllabus:

“UNCG Vision for Teaching and Learning”

“Seven Principles for Good Practice in Undergraduate Education”

“Guidelines for Good Practice in Graduate Education”

See Section I of this Guide for detailed information on where and how to submit proposals for curricular changes.

ADDITIONAL GUIDELINES FOR PREPARING PROPOSALS FOR INTERNSHIP/PRACTICUM COURSES

INTERNSHIP: PLEASE NOTE: Student Contract/ Agency Agreement--Internships and practica are covered by specific University policies. Please see the information at:
<http://provost.uncg.edu/publications/academic/agreements.asp>

Any career-related, supervised learning experience of limited duration in which an individual takes on a responsible role in a setting outside the traditional university environment. The setting may be a non-profit organization, a government office, or a private/public, for-profit business. An internship may last for a month, several months, or a year; be paid or voluntary; be taken for academic credit or not; be full-time or part-time. There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program. The following criteria must be applied when making this determination:

- The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
- The internship experience is for the benefit of the intern;
- The intern does not displace regular employees, but works under close supervision of existing staff;
- The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
- The intern is not necessarily entitled to a job at the conclusion of the internship; and
- The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

INTERNSHIP/PRACTICUM COURSE: A structured, supervised internship activity related to a student's academic program that provides academic credit. An internship course has specific learning objectives, requires specific projects or assignments, includes supervision by both the employer and a faculty supervisor, and includes periodic and/or a final evaluation of the student and a grade determined by the faculty supervisor with input from the on-site supervisor.

References below are to items on Form A. Where specific instructions are not noted here, the general guidelines for any course proposal apply.

2. Rationale for the course: Describe how the internship or practicum will extend the student's education through practical experience in a field of study and/or enhance her/his career after graduation. Provide a list of possible internship sites. (Please consider the full range of potential sites, including businesses, government agencies, cultural/recreational organizations, religious organizations, civic organizations.)

3. Specific grading method: In addition to indicating whether the course is letter grade or pass/fail, indicate here how the grade will be determined by the supervising faculty member. What components will it be based on: a paper, a portfolio, a report from the workplace supervisor, performance in a seminar component?
5. Specify credit: Credit for an internship/practicum should be indicated by three digits which show: Credit hours for the course: hours lecture per week (or 0 if none): hours in the field per week
For example:
1-3:0:3-9 The course can be taken for 1-3 hours credit: there are no lecture hours:
hours in the field per week depends on the number of credit hours designated.
6:1:15 The course carries 6 hours credit: there is one on-campus class or meeting per week:
there are 15 hours in the field per week.
9. Course description: For the student's information, include information about the campus component (seminar, meetings with faculty coordinator).
15. Course syllabus: Follow the topics of the standard syllabus format, although a few topics (e.g., teaching strategies, required texts, topical outline) may not be applicable. Be sure to include the following:
 - Student expectations and assignments: role in arranging the internship, work hours, reading or bibliography assignments, oral or written reports, portfolios, and/or work assessments.
 - Topics for internship/practicum *seminars* or meetings with faculty

FORM B
COURSE/PROGRAM CONSULTATION
May be used for consultation regarding a new course, degree, major, minor,
concentration or certificate

To: _____ Date: _____

From: _____

Course Prefix/Number/Title: _____ Credit: _____

OR

Program Title: _____

This form serves the purposes of providing information as courtesy and avoiding duplication. Please take this opportunity to review the enclosed description or syllabus and to comment upon it in view of your department's offerings. ***Failure to respond within 14 calendar days of the above date will be interpreted as your unit's support of the proposal.***

Have **no reservations**.

Have **the following reservations/suggestions**:

Name, Title, Department of person completing this form (please print or type):

Signed: _____ Date: _____

The originating department is required to provide the UCC and/or GSC evidence that it has consulted with other interested units concerning the aims and content of the proposed new course or program. Please attach this cover sheet to a copy of the descriptive material prepared for the UCC/GSC when it is forwarded to the selected units. A copy of the completed cover sheet will be attached to the material to be forwarded to the UCC/GSC; use the original cover sheet if no response is received.

Response from originating department:

Form not returned by consulting department within 14 days

Approved by UCC 4/91
Amended 2009

FORM D
ROUTINE COURSE CHANGE REQUEST
Use this form only for minor revisions to existing courses

For course levels 500-700, submit one copy with original signature to GSC, The Graduate School, 241 Mossman. For course levels 100-400, email a Word attachment of this proposal to underged@uncg.edu. Routine change requests for 500-level courses will be forwarded to the UCC after review by the GSC.

NOTE: Revisions to courses/curricula submitted to The Graduate School or the Registrar on returned catalog proofs do NOT constitute an official request for routine course changes.

All routine course change requests should be copied to the appropriate College or School curriculum committee.

The following course revisions require submission of routine change requests.

- Changing the prefix of a course (e.g. changing a MGT course to an MBA course)
 - Changing a current or creating a new course prefix used by a program or department. Consult Office of the Registrar for appropriate prefix.
 - Adding, revising, or deleting a repeat-for-credit notation (indicate specific number of hours for which a course can be repeated)
 - Changing a course number by no more than one level (if change is from 500 level to 400 level, GSC must approve first). **If change is to a 500-level course, then address differences for undergraduate and graduate level requirements.**
 - Revising a course title
 - Revising course lecture/lab hour distribution without changing the credit (credit changes require submission of an Amended Course Proposal)
- Revising or deleting or adding a course prerequisite or corequisite
- Revising a course description (not to exceed 30 words)
 - Deleting a course from the UNCG curriculum: to remove a course from a major program requirement, use Form G Program Revision Form
 - Restoring a course within three years of its prior deletion; if requesting General Education core categories or markers (including WI/SI), the course must be approved by the current General Education Council
 - Changing the grading method of a course (e.g. from P/NP to letter grade)
 - Cross-listing courses (signatures from all departments are required). Cross-listed courses are identical in every detail except for course prefix and possible course number.
 - Declaring course equivalencies. (Courses that are similar - students should not receive credit for both - but are not cross-listed.)
 - Separating course lecture and lab into two separate courses.

The following changes are NOT considered routine and require submission of an Amended Course Proposal:

- Raising or lowering course semester credit hours
- Changing a course number two or more levels
- Substantial changes in course description
- Revising Student Learning Outcomes in ways that change the purpose or substance of the course.
General Education courses undergoing recertification do not require submission of Form D to UCC.

Describe in detail below the routine changes you are requesting. Put “NA” if not applicable.

1. Course number and title of all courses that are to be revised
2. Type(s) of change(s) requested (change of course number; change of prerequisite; etc.)
3. Current course information
4. Requested change(s) to course information
5. Exact catalog text for course (text that will appear in catalog)
6. Rationale
7. Effective date (**Changes are NOT retroactive to preceding semester or Bulletin**)

Course Prefix, Number and Title: _____

Submitted by: _____ Phone: _____

Approved by _____ Date _____
(Department Head/Director of Graduate Study)

PLEASE NOTE: Curriculum revisions to degree programs require submission of a Form (G) Program Revision found in this Guide. New concentrations for existing majors or new minors and requests for second academic concentrations require submission of a Form (F) Addition, Discontinuation, or Moratorium of Concentrations, Second Academic Concentrations, Second Major Option and/or Minors

FORM E
UNCG EXPERIMENTAL COURSE PROPOSAL

Experimental courses are regular academic credit courses offered through established academic programs to UNCG students. Please use a separate form for each experimental course proposal. Once signatures of the Department Head and College/School Dean have been obtained, send undergraduate proposals electronically as a Word document to underged@uncg.edu or send one (1) copy of graduate proposals with original signatures to The Graduate School, 241 Mossman Building.

- Undergraduate level courses may use any number from 100 to 499 not currently in use (please contact Registrar's Office for available course numbers). **(An Experimental Course can neither carry General Education Category Core nor Marker Credit nor be listed as a major or minor requirement.)** Department/School may offer no more than three undergraduate experimental courses per semester. Experimental courses are published in the *Undergraduate Bulletin* in the year in which they are offered for historical purposes.
- Graduate level courses must use 589 for courses open to both undergraduates and graduates and 711 for courses open to graduate students only. Departments/School may offer no more than two graduate experimental courses per semester. When using the same number, courses should be numbered 589A and 589B or 711A and 711B.

Proposals must be approved by the Department Head, College/School Dean, and either the Chair of the Curriculum Subcommittee of the Graduate Studies Committee (711) or the Chair of the Undergraduate Curriculum Committee (for courses 100-499) or both chairs (589).

Department: _____ Contact Person: _____
Phone: _____ Date: _____
Semester/Year of Course Offering: Fall _____ Spring _____ Summer _____

Approvals: Please sign and date below and forward this form to the next appropriate reviewing authority.

Department Head: _____ Date: _____
College/School Dean: _____ Date: _____
GSC Curriculum Subcommittee Chair: _____ Date: _____
Undergraduate Curriculum Committee Chair: _____ Date: _____

.....

Dept. Abbreviation: _____ Course Number: _____ Credit Hours: _____
Course Title: _____
Grading Format: S/U Letter Grades
Course Prerequisites: _____
Course Description: (Limit to 30 words or fewer)

Method of Instruction: Lecture Seminar Laboratory Activity
 Other _____ (See complete list of course types on p. 7)

Please answer the following questions and attach a course outline.

Has this course been offered in a previous semester (i.e., with the same course number, title, credit hours, prerequisites and/or description)?

Yes No If "Yes", during which semester and year was it offered? _____

Do you plan to submit a proposal making this a permanent course to be included in the UNCG Bulletin?

Yes No If "Yes", when will the proposal be submitted? _____

Will this course fulfill requirements for any graduate degree or certificate program?

Yes No If "Yes", which degree or certification program? _____

Will this course require special resources (i.e., computers)? _____

Yes No If "Yes", what special resources will be required? _____

If course number 589, please attach information on differentiation of requirements for undergraduate and graduate students.

FORM F
ADDITION, DISCONTINUATION, OR MORATORIUM OF
CONCENTRATIONS, SECOND ACADEMIC CONCENTRATIONS (SAC),
SECOND MAJOR OPTION, AND/OR MINORS

A concentration is a formalized curricular sequence approved by the UCC or GSC to achieve a specific goal *within* a major. These goals may be externally controlled in order to achieve certification or accreditation or be internally controlled in order to define more closely a curricular package or make an area of study more visible and salable.

Second academic concentrations proposed by departments must be approved by UCC before they can be printed in the *Bulletins* or be offered to students. Interdisciplinary second academic concentrations should be developed with participation of faculty from the departments involved and show approval by the Associate Dean for Academic and Student Affairs in the School of Education(if applicable).

A minor is a formalized curricular sequence taken by a student *outside* his/her major area of study and consisting of a minimum of 15 hours of study. Minors must be approved by UCC or GSC before they can be printed in the *Bulletins* or be offered to students. NOTE: At the graduate level, only doctoral minors are offered with official codes.

A. Concentration/SAC Title: _____

Or

Minor Title: _____

B. Applicable Major: _____

C. Department: _____

D. *CIP Code: _____

The following information must be included in all proposals. Please examine the proposal and check each item here to indicate that it is included. Each item should be numbered and in correct order. **Twelve double-sided copies of the proposal, including original signature page, must be submitted to the GSC. Email Word documents to UCC as an attachment to: underged@uncg.edu**

() 1. Requested action (new, discontinuation, moratorium); changes to specific courses must be submitted on separate Routine Change Form: _____

If the requested action is new, submit the following information:

() 2. Rationale: _____

() 3. Educational objectives: _____

() 4. For whom planned: _____

() 5. Program description: _____

() 6. Requirements: _____

() 7. Catalog text (include complete concentration/minor requirements as they are to be published in (catalog):

() 8. Implementation date: _____

() 9. Consultation with other departments (attach Form B Course/Program Consultation)

If the requested action is discontinuation or moratorium, submit the following information:

() 2. Does the discontinuation of the concentration/second major/minor/SAC involve the discontinuation of an off-site location or online delivery ?

Provide complete address (number, street, city, county, state) if off-site location:

() 3. Explain why the concentration/second major/minor/SAC is being discontinued.

() 4. Describe steps to be taken to allow students enrolled in the program to complete their course of study. _____

() 5. Date of proposed discontinuation/moratorium: _____

() 6. Date of end of moratorium (should not exceed two years): _____

*CIP Codes can be found at the following website: <http://nces.ed.gov/pubs2002/cip2000/changes.asp?q>
CIP Codes approved by GA for UNCG can be found at: <http://www.northcarolina.edu/ira/reports/api.htm>

Attach completed Signature Sheet for Curricular Requests found on page 18 of the *Curriculum Guide*.

**FORM G
PROGRAM REVISION**

This form should be used to request the following types of undergraduate or graduate degree or certificate curriculum revisions:

- Revising the name of a concentration or minor
- Revising the admission criteria for a major/minor/concentration
- Revising the program learning goals for a major/minor/concentration
- Revising the criteria for progression in a major/minor/concentration
- Revising the graduation requirements for a major/concentration
- Revising the GPA requirements for a major/minor/concentration
- Revising the number of hours required for a major or one of its concentrations/minors/certificates
- Adding or deleting required courses for a major and/or related areas without exceeding credit limits or guidelines
- Revising course requirements for existing minors and concentrations
- Specifying courses required by a program for GEC/Marker credit

For undergraduate requests, email Word documents as an attachment (underged@uncg.edu).

For graduate requests, submit twelve (12) double-sided copies, including original signature page to: GSC, The Graduate School, 241 Mossman Building.

Please note: Use Form D Routine Course Change Request for revisions to existing courses (course number, credit, titles, descriptions, prerequisites, deletions, etc.); use Form F Concentrations, Second Academic Concentrations, Second Major Option, and/or Minors Guidelines for new concentrations or minors within existing majors.

REQUEST FOR UNDERGRADUATE/GRADUATE PROGRAM REVISION

Department/Program _____

Submitted by _____ Date _____

Complete the following and indicate "NA" if not applicable.

- () 1. Current name of major/program/concentration/minor: _____
- () 2. Effective date of revision: _____
- () 3. Rationale for revision (Additionally, please include rationale for certificate length if changing number of credit hours, including references to external professional standards, accreditation requirements, etc.)

- () 4. New name of concentration/minor: _____
- () 5. Number of hours required for major or program (Specify current as well as new requirements if hour requirements are being revised.):

- () 6. New or revised admission, progression, or GPA requirements:

- () 7. Courses to be added to and/or deleted from major or related area requirements, or from concentrations/minors (List all required courses)

- () 8. Include copy of memo notifying all departments that may be affected by this change; and Bulletin copy indicating editing changes should also be included (for example, because this is a required or elective course in a program offered by the department) OR submit Form B Course/Program Consultation.
- () 9. Changes in or additions to specified course requirements for GEC category or marker credit (undergraduate courses only).
- () 10. Catalog text (include all program requirements as they are to be published in Bulletins)
- () 11. Retroactive revisions to programs for students using previous Bulletins (*list year, revision, and rationale; for example, “these program revisions are retroactive for students entering UNCG Fall 2008 and later, because...”*). Retroactive revisions that may not be approved include increasing the overall required hours for a degree and adding new courses to major and/or related area requirements. In this case, departments may choose to substitute new courses for courses that are no longer offered, providing the student has sufficient time to complete them without extending length of time toward degree completion.

Attach completed Signature Sheet for Curricular Requests found on page 18 of the *Curriculum Guide*.

FORM H
REQUEST FOR SERVICE-LEARNING COURSE

Request For Service-Learning Course Designation

This form is to be completed by an instructor planning to teach a course or a section of a course using service-learning. New courses requesting SVL designation must first be approved by the UCC or GSC. Applications for existing courses may be sent directly by e-mail to the Service-Learning Review Committee at sjhilemo@uncg.edu. Courses requesting SVL designation must be approved by the Service-Learning Committee (overseen by the Office of Leadership and Service-Learning).

PART I

Department _____ Phone: _____

Name of person completing request: _____

Course Number and title: _____

SVL credit is sought for:

the course as approved when taught by instructor _____
(Last Name, First Name)

all times the course is offered as proposed

If SVL credit is sought all times course is offered as proposed, explain what will be done to ensure appropriate faculty preparation to maintain the integrity of the course.

*****On average, students will be engaged in their service _____ hours per semester (5 hours per academic credit minimum).

*******PART II**

Attach to the form:

- 1) a brief description of the kinds of assignments to be used
- 2) examples of community sites
- 3) proposed service activities
- 4) strategies for integrating service and classroom work
- 5) opportunities for student leadership development

PART III

Acknowledge by checking that this proposed course will meet each of the service-learning criteria:

- Students in the class provide a needed service to individuals, organizations, schools, or other entities in the community.
- The service experience relates to the subject matter of the course.
- Critical considerations of the ethical dimensions of community engagement are demonstrated.
- The course requires reflective strategies and other appropriate assignments for the student to integrate the service with the classroom instruction.
- Academic credit is given for the completion of required class assignments as detailed on the class syllabus and not for the service alone.
- The service opportunities aim at the development of responsible community citizenship.
- The class offers a way to learn from other class members (e.g. through reflection sessions) as well as from the instructor.
- Course options ensure that no student is required to participate in a placement that creates a religious, political, and/or moral conflict for the student.
- Faculty member will assess how community needs were met as a result of student participation.

PART IV

Attach a syllabus that follows the UNCG “Standard Course Syllabus Format” (See Table of Contents). This may also be found at the following link: <http://provost.uncg.edu/publications/academic/curriculum.asp>

Definition of Academic Service-Learning

Service-Learning links community action and academic study so that each strengthens the other. Students, faculty, and community partners collaborate to enable students to address community needs, initiate social change, build effective relationships, enhance academic skills and develop civic literacy. Service-Learning encourages critical consideration of the ethical dimensions of community engagement.

SERVICE-LEARNING APPROVAL FORM
(print and mail)

I. Department

Course number and title _____

Department/Program _____

Submitted By: _____ Date: _____

Approvals: Please sign and date below and forward this form to the next appropriate reviewing authority.

Department Head: _____ Date: _____
signature *name - printed*

College/School Dean: _____ Date: _____
signature *name - printed*

Send to the Office of Leadership and Service-Learning, 214 EUC (attention Selena Hilemon)

II. Service-Learning Designation Committee

Comments:

Chair _____ Date approved _____
Service-Learning Committee

Cc: The Graduate School
Karen Haywood, University Registrar's Office

SERVICE-LEARNING COURSE GUIDELINES

Service-Learning Course Proposal Review Process

A student's work outside the classroom in a designated site should strive to meet a minimum of a **five hours per credit hour** commitment per semester for a course to receive a service-learning course designation (for example, a 3-credit course should require no less than 15 hours of service, a 1-credit course should require no less than 5 hours of service per semester).

Steps to receive approval for Service-Learning (SVL) Course Designation: (Form H.)

1. Develop syllabus and complete Form H. Please visit the OLSL website (<http://olsl.uncg.edu/>) or make an appointment to talk with Selena Hilemon, Assistant Director for Service-Learning (sjhilemo@uncg.edu) if you would like assistance or additional resources to prepare your service-learning course.
2. Submit a proposal to the proposing faculty member's Department Chair/Head.
3. With the prior approval of said Department Chair/Head, submit all parts of the course proposal form; **Request for Service-Learning Course Designation by e-mail** to sjhilemo@uncg.edu and **The Service-Learning Approval Form**. Because the Service-Learning Approval Form requires the signature of the Department Head/Chair, you must send it **by campus mail** to the Office of Leadership and Service-Learning, 214 EUC (attention Selena Hilemon). The Office of Leadership and Service-Learning (OLSL) will verify that the submission is complete when all materials have been received by both e-mail and campus mail. If not, the submission will be sent back to the faculty member requesting corrections or additional materials.

Make sure you:

- a) complete **in full** the Request for Service-Learning Course Designation form and Approval form.
 - b) attach all needed materials (there are four requests under category II).
 - c) complete checklist for service-learning criteria (category III).
 - d) attach a copy of the syllabus.
4. From the OLSL, a complete submission will be sent by e-mail to the SVL Course Approval Committee Chair, who will forward the proposal to members of the SVL Committee.
 - a) The course will be approved or the instructor will be asked to incorporate changes necessary to meet the standards for UNCG service-learning curricula. If the syllabus requires changes or additions, detailed feedback will be provided by the committee to the faculty member to ensure future course approval.
 5. Faculty will be notified of approval or request for revisions. Any syllabus that does not meet the SVL Course criteria will not receive the SVL designation in the Schedule of Courses. OLSL will notify the Registrar's Office of approved courses.
 6. New courses requesting SVL designation must also be approved by the UCC or GSC. Existing courses may be sent directly to the Service-Learning Committee for review.

Other modifications require the full procedure indicated above.

FORM I
SPECIAL CURRICULUM OPTION (PLAN II)
Proposal Procedures and Format

Timetable

Developing a program is a time-consuming process, often taking one year from initial intent to final approval. Students must file a Statement of Intent to pursue Plan II with the Coordinator of Students First in the Office of Undergraduate Student Excellence prior to registering for their last 45 hours.

Procedures

Step one: Consult with the Coordinator of Students First, who is the facilitator of all Plan II programs and a member of all Plan II committees, regarding general requirements and procedures. His/her role is to ensure that all general university requirements and minimum admission requirements for the desired departmental programs are met. File a Statement of Intent to pursue a Plan II program, with a copy of your Unofficial Advising Record attached to the Statement, in Office of Undergraduate Student Excellence.

Step two: Select a faculty advisor with expertise in one of the areas covered in your Plan II program. If the advisor is a member of the faculty of the College of Arts and Sciences, consult the Associate Dean of the College regarding the appropriateness of a self-designed Plan II program. Otherwise, ask the faculty member to serve as your advisor and chair of your Plan II committee.

Step three: With your advisor, select another appropriate member of the faculty to serve on the committee.

Step four: With your committee (the faculty members and the Coordinator of Students First), develop an initial proposal. Use “Plan II — Format” to develop proposal. Have all committee members sign your proposal.

Step five: Your advisor sends the proposal to the Coordinator of Students First in the Office of Undergraduate Student Excellence for review of courses and requirements. Following verification of courses and requirements, the proposal is forwarded to the Dean of Undergraduate Studies, who places the proposal on the agenda of the Undergraduate Curriculum Committee (UCC) for approval. With the signature of the Chair of the UCC, the proposal has final approval. The Chair of the UCC will forward the proposal to the Office of Undergraduate Student Excellence.

Summary

Initial proposal developed and approved by: Student, faculty advisor, additional committee member, Coordinator of Students First. **Final proposal approved by: The Undergraduate Curriculum Committee.**

Appeals

If your proposal is rejected, the Coordinator of Students First will consult with your committee regarding the reasons for rejection. If recommendations of the UCC are met, UCC approval is granted formally by the signature of the Chair of the UCC. If concerns raised cannot be corrected, the advisor may consult the UCC Chair, who appoints a special three-person subcommittee of the UCC (including one person who had previously rejected the proposal) to review the proposal and present the proposal to the UCC for a final decision.

Modifications

Following final approval, minor modifications (such as, course substitutions, deletions of courses, etc.) in your program may be made if approved by both your faculty advisor and the Coordinator of Students First. Other modifications require the full procedure indicated above.

STATEMENT OF INTENT

Plan II Course of Study

Name of Student: _____

I intend to develop a Plan II program in an interdisciplinary field of study. The proposed title is:

Degree: _____

I have previously consulted with the appropriate departments involved, but I am unable to pursue my chosen field of study through an existing major. I have at least 45 hours remaining prior to completion of a degree.

I understand that:

- a) My program must meet
 - a minimum of 122 semester hours
 - General Education Requirements;
- b) Plan II is not merely a double major in two fields;
- c) Plan II is not considered an acceptable way to avoid department, school, or College requirements, and no proposed program that is identical to an existing program with the exception of such requirements will be accepted;
- d) it is my responsibility to locate an advisor who has expertise in the interdisciplinary field I wish to study and is willing to serve as my Mentor/Advisor; and,
- e) my proposed program must be fully approved in order to pursue degree.

Student: _____

Signature of Student

Student ID# (**not** Social Security #)

Date

Plan II Committee: _____

Chair

Date

Second Member for Committee

Date

PLAN II PROPOSAL FORMAT

- A. Title of Proposed Major
- B. Description of the Proposed Major with rationale.
- C. Analysis of why existing majors will not satisfy your educational needs.
- D. State your plans after graduation.
- E. Course listing: (It is the student's responsibility to consult with departments regarding the availability of courses during the semester desired.)
 - 1. List each course above 100 level for your Plan II major (Department, Course Number, Course Title, Hours of Credit). You must have a minimum of 24 semester hours of courses above the 100 level.
 - 2. List catalog year you intend to follow for the General Education requirements by category. Include completed courses. You must fulfill remaining requirements.
 - 3. List number of free elective credits remaining to meet total of at least 122 hours.
 - 4. List courses numbered 300 and above in your entire coursework. You must have a minimum total of 36 semester hours.
- F. Identification: Include your name and Student ID# (not your Social Security #) on a cover sheet and at the top of each page of proposal.
- G. Approval: Type name of each committee member (see below) and your name with a line above for each signature and the date signed.

Advisor/Committee Chair: _____ Date _____

Related Area Faculty: _____ Date _____

Coordinator of Students First: _____ Date _____

Student: _____ Date _____

UCC Chair: _____ Date _____

FORM J
CERTIFICATE/LICENSURE PROGRAM PROPOSAL

See Chart: *UNCG Steps for Implementing All On-Campus and Distance Learning (on-line/off-campus) Certificates and Licensure Programs*

1. **Program Title:** _____
 2. **Department:** _____
 3. **Degree program that this certificate is derived from:** _____
 4. **Required Credit Hours:** _____
 5. **Level:**
 PB Post-Baccalaureate Certificate
 LP Post-Baccalaureate Licensure
 PM Post-Master Certificate

6. ***CIP Code:** _____
 7. **Specialty Code:** _____ (If you know the specialty code, then please replace "000" with the correct value. Otherwise, please leave "000" as the default value.)

8. **Do you plan to pursue and comply with Gainful Employment regulations for student financial aid eligibility?** <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>
 Yes No

9. **Date of Initiation:** _____

10. Check All that Apply To Program:

<u>Mode of Delivery</u>	<u>Percentage of Total Hours</u>		
Online for off-campus students only	25%-49%	50%-99%	100%
Online open to all students	25%-49%	50%-99%	100%
Face-to-face on campus	25%-49%	50%-99%	100%
Face-to-face off-campus site	25%-49%	50%-99%	100%

Provide Complete Address: _____
 # Street Address City County State Zip

11. **Rationale for Offering Program (Additionally, please include rationale for program length/ number of credit hours, including references to external professional standards, accreditation requirements, etc., if applicable)**

12. Educational Objectives

13. For Whom Planned

14. Admission Requirements: (Please provide an explanation if no admissions test is required.)

15. Program Description

16. Program Requirements

17. Catalog Text

18. Consultation with other departments (Attach consultation forms)

19. If you are proposing a new distance learning (online/off campus) version of an existing program, will this version replace the existing version or will it be offered in addition to the existing version?

If replacing, how will students be allowed to complete their course of study?

***CIP Codes can be found at the following website:**

<http://nces.ed.gov/pubs2002/cip2000/changes.asp?q=>

CIP codes approved by GA for UNCG can be found at:

<http://www.northcarolina.edu/ira/reports/api.htm>

Attach completed Signature Sheet for Curricular Requests found on page 18 of the *Curriculum Guide*.

**FORM K
REQUEST FOR DISCONTINUATION/MORATORIUM OF A PROGRAM**

The discontinuation/moratorium of a program requires a similar procedure as that outlined for planning and establishing a new program. Provide the requested information below and obtain the following signatures: Department Head/Chair; Dean of the Academic Unit; and Associate Dean for Academic and Student Affairs in the School of Education, if licensure is involved. After those signatures are affixed, the proposal must be submitted to the Undergraduate Curriculum Committee or Graduate Studies Committee, as appropriate. Once approved by UCC or GSC, the Office of Planning and Assessment will forward the request to UNC General Administration for approval by the Board of Governors and to SACS. After approval by the UNC General Administration and SACS, a letter will be sent to the campus and copied to the department.

*CIP Code: _____

CIP Discipline Specialty Title: _____

CIP Discipline Specialty Number: _____ Level: B M EdS D

Title of Authorized Program _____

Teacher Licensure Included in Program (check one) No Yes Licensure Awarded:

(Department must consult with Associate Dean for Academic and Student Affairs in the School of Education prior to requesting discontinuation/moratorium of a program that includes licensure – signature required.)

Date of discontinuation/moratorium: _____

End date of moratorium (not to exceed two years): _____

Does the discontinuation of the program involve the discontinuation of an off-site or online delivery of the program? Off-site Online

If the program to be discontinued is offered at off-campus sites, please list them

(1) _____
(street address) (city) (county) (state)

(2) _____
(street address) (city) (county) (state)

(3) _____
(street address) (city) (county) (state)

Explain why the program is being discontinued. If the program addresses high priority needs, how will those needs be addressed by other programs? Describe steps to be taken to allow students enrolled in the program to complete their courses of study

Consequences of Discontinuation

How many faculty members will be reassigned? _____

How many staff will be reassigned? _____

How many EPA non-faculty will be reassigned? _____

How many faculty, staff, or EPA non-faculty will be discontinued? _____

How much funding is to be reallocated based on this discontinuation?

Name, title, telephone, and e-mail of contact person for this notification of discontinuation:

***CIP Codes can be found at the following website: <http://nces.ed.gov/pubs2002/cip2000/changes.asp?q>**

CIP Codes approved by GA for UNCG can be found at:

<http://www.northcarolina.edu/ira/reports/api.htm>

Complete and attach Required Approval Signatures on the following page.

**Required Approval Signatures
(FORM K)**

_____ Date _____
Head/Chair of Department: please sign & print name

_____ Date _____
Dean of Academic Unit: please sign & print name

_____ Date _____
The Associate Dean for Academic and Student Affairs in the School of Education (if applicable):
please sign & print name

_____ Date _____
Chair, UCC or GSC: please sign & print name

_____ Date _____
Signature of Chancellor or Designee

FORM L
REQUEST FOR CHANGE OF DEGREE NAME, TITLE, OR CLASSIFICATION OF INSTRUCTIONAL PROGRAM (CIP) CODE OF AN EXISTING DEGREE PROGRAM

- This form is accompanied by a memo prepared by the chair of the Department that requests the change be made along with the rationale for such change.
- The memo and form are sent to the Dean of the Professional School or College.
- The Dean then forwards the Chair's memo and his/her own to the Undergraduate Curriculum Committee or the Graduate Studies Committee for approval.
- Once approved by UCC or GSC, the Associate Provost for Planning and Assessment will forward the request to General Administration, for approval by the Board of Governors.
- After approval by the UNC General Administration, a letter will be sent to the campus and copied to the department.

*Current CIP Code _____

*Proposed CIP Code _____

Name of Program _____

Degree Awarded _____ Degree Requested _____

Level (check one) Undergraduate Graduate

Teacher Licensure Included in Program (check one) No Yes Licensure Awarded:

(Department must consult with the Associate Dean for Academic and Student Affairs in the School of Education prior to requesting change of degree designation of a program that includes licensure – signature required.)

Department _____

Academic Unit _____

Submitted by (please print) _____

Contact Information: Tel _____ E-mail _____

Rationale: Fully explain the reason for change of degree designation or the CIP code of the program. Include information on numbers of students currently enrolled in the program and plans for completion of the program by those students.

*CIP Codes can be found at the following website: <http://nces.ed.gov/pubs2002/cip2000/changes.asp?q>
CIP Codes approved by GA for UNCG can be found at: <http://www.northcarolina.edu/ira/reports/api.htm>

Complete and attach Required Approval Signatures

**Required Approval Signatures
(FORM L)**

_____ Date _____
Head/Chair of Department: please sign & print name

_____ Date _____
Dean of Academic Unit: please sign & print name

_____ Date _____
Associate Dean for Academic and Student Affairs in the School of Education (if applicable):
please sign & print name

_____ Date _____
Chair, UCC or GSC: please sign & print name

_____ Date _____
Associate Provost for Planning and Assessment: please print & sign name

IV. GENERAL EDUCATION

General Education Program

The UNCG General Education Program, approved by the UNCG Faculty Senate in March 2000, is effective for new undergraduates entering UNCG in Fall 2001 and thereafter. The Speaking Intensive (SI) General Education Marker requirement became effective Fall 2002. The Faculty Senate and General Faculty approved the following Mission Statement and Learning Goals for the General Education Program in April 2009:

UNCG General Education Mission and Goals

The faculty and staff of the University of North Carolina at Greensboro embrace student learning as its highest priority. Our General Education Program provides students with the foundational knowledge, skills, and values necessary to be critical and creative thinkers, ethical decision-makers, effective communicators, and collaborative and engaged global citizens. The breadth of General Education empowers our students to thrive as life-long learners who lead personally fulfilling lives. The mandate to foster an educated person belongs to the entire university, not to a single department, unit or co-curricular program. Thus, the General Education Program provides foundations and alternative perspectives for the more specialized knowledge gained in the major. Likewise, the major builds upon and integrates knowledge, skills, and attitudes learned in General Education courses and the co-curriculum.

LG1. Foundational Skills: *Think critically, communicate effectively, and develop appropriate fundamental skills in quantitative and information literacies.* [GRD, WI, SI, GLT, GFA, GPR, GHP, GMT, GNS, GSB, GL, GN]

LG2. The Physical and Natural World: *Understand fundamental principles of mathematics and science, and recognize their relevance in the world.* [GMT, GNS]

LG3*. Knowledge of Human Histories, Cultures, and the Self: *Describe, interpret, and evaluate the ideas, events, and expressive traditions that have shaped collective and individual human experience through inquiry and analysis in the diverse disciplines of the humanities, religions, languages, histories, and the arts.*
[GLT, GFA, GPR, GHP, GSB, GL, GN]

LG4*. Knowledge of Social and Human Behavior: *Describe and explain findings derived from the application of fundamental principles of empirical scientific inquiry to illuminate and analyze social and human conditions.* [GSB, GL, GN]

LG5*. Personal, Civic, and Professional Development: *Develop a capacity for active citizenship, ethics, social responsibility, personal growth, and skills for lifelong learning in a global society. In so doing, students will engage in free and open inquiry that fosters mutual respect across multiple cultures and perspectives.* [GFA, GPR, GNS, GSB, GL, GN]

To ensure that students attain these Student Learning Goals by graduation, UNCG requires that they complete the General Education curriculum (GEC) requirements listed below. Other requirements and opportunities in the major program, the minor program (if any), and the total undergraduate experience build on the foundation of the GEC and contribute to the attainment of these goals. Students are thus given the opportunity to work toward each goal not just in one course, but in multiple courses and learning experiences encountered from the freshman through the senior year. Alternative ways to demonstrate competencies will be available to students with documented disabilities.

Approved by Faculty Senate on April 1, 2009

Approved by the General Faculty: April 29, 2009

*The Faculty Senate, on April 7, 2010, approved the following changes: LG3 was divided into two goals and LG4 was renumbered to LG5.

General Education Curriculum Requirements (GEC)

I. GEC Category Requirements (36–37 total semester hours required)

Select courses as indicated from the following categories:

<i>Category</i>	<i>S.H.</i>
Humanities and Fine Arts	12
One course from Literature list (GLT)	3
One course from Fine Arts list (GFA)	3
One course from Philosophical/Religious/ Ethical Perspectives list (GPR)	3
One additional course from any of the above	3
Historical Perspectives (GHP)	3
One course from Historical Perspectives list	
Natural Sciences (GNS)	6–7
Two courses from Natural Science list as follows: One must be a laboratory course. Each must have a different departmental prefix.	
Mathematics (GMT)	3
One course from Mathematics list	
Reasoning and Discourse (GRD)	6
ENG 101 or FMS 115 or RCO 101	3
One additional course from Reasoning and Discourse list	3
Social and Behavioral Science (GSB)	6
Two courses from Social and Behavioral Science list	

II. GE Marker Requirements

Fulfill the following requirements:

One writing intensive course (indicated in the online *Schedule of Courses* by marker WI) in any discipline [In addition to this GE Writing Intensive requirement, students must also complete a second Writing Intensive course within the major. The College of Arts and Sciences requires additional Writing Intensive courses]

One speaking intensive course (indicated in the online *Schedule of Courses* by marker SI) in any discipline

[In addition to this GE Speaking Intensive requirement, students must also complete a second Speaking Intensive course within the major.]

Four Global Perspectives courses (indicated in semester *Schedule of Courses* by markers GL or GN)

At least one of the Global Perspectives courses must carry the GN (non-Western course) marker

GL/GN courses may include a maximum of two courses in a foreign language (6 s.h.)

One GL/GN course requirement is waived for each semester completed in a credit-bearing Study Abroad experience, up to a maximum of two course waivers. A summer program abroad counts as a semester.

A foreign language course completed to meet an admission deficiency does not meet a GL or GN requirement.

Courses used to meet the core category requirements (#I above) also fulfill the marker requirements if the course carries the indicated marker in the online *Schedule of Courses*. Other marker courses are also available, including courses in the major. It is therefore possible to meet all GE Marker requirements while completing the courses under #I above and/or courses required for the major.

Waivers of Marker Courses for Transfer Students

For students who initially transfer to UNCG as juniors or seniors, SI and WI courses outside the major requirements and two GL/GN courses are waived. See Writing Intensive Courses for policies that govern WI requirements for students transferring to the College of Arts and Sciences.

III. Work toward Student Learning Goals outside the GEC

The General Education curriculum provides a foundation for progress toward the UNCG Student Learning Goals. These goals are then reinforced in the major and minor programs that students complete before graduation. In addition to the GEC and marker requirements described above, all bachelor's degree programs require:

At least one additional writing intensive course (WI) in the major

At least one additional speaking intensive course (SI) in the major

Proficiency level in technology as required for the major

Proficiency level in information skills/research as required for the major

General Education Approval Process

- A. All **new course proposals** requesting GEC category designation or general education markers:
- Must be approved by the UCC before they can be reviewed by the General Education Council.
 - WI and SI markers must be approved by the appropriate Committee before being forwarded to the General Education Council.
 - Submissions must include the General Education Form in the Curriculum Guide with an explanation of how the course meets general education learning goals for the GEC category or marker(s) requested. Attach an updated syllabus in the standard syllabus format outlined in the *Curriculum Guide*.
- B. Requests for new GEC category designations or general education markers for **existing courses**:
- WI and SI markers must be approved by the appropriate Committee before being forwarded to the General Education Council. See General Education By-Laws (approved by the Faculty Senate 3/5/08).
 - Requests for GEC category designation and GL/GN markers for existing courses will be forwarded by the Office of Undergraduate Studies directly to the General Education Council for review.
- C. Requests for new WI/SI markers for **existing courses**:
- Action items related to WI/SI markers for courses already approved by UCC will be forwarded by the Office of Undergraduate Studies directly to the Program Assistant in the Communication Across the Curriculum Office for distribution to the WI/SI Committees for their review and approval.
 - The Writing Intensive and Speaking Intensive Committees will act on requests for marker approval by recommending (a) that it be approved or (b) that it not be approved, or (c) by requesting more information on the course from the sponsoring department.
 - Where the Committee approves with modification, the chair of the Committee shall be responsible for the requisite contact with the originating academic unit.
 - WI/SI Committee chairs will forward Committee recommendations to the General Education Council.
 - All writing intensive and speaking intensive markers must be approved by the Gen Ed Council before the course is taught. No course may receive a WI or SI marker retroactively after the last deadline for marker approval in the semester before the course is taught.
 - The chair of the General Education Council will report final marker approval to the Registrar's Office.

General Education Program

Request for Category Designation or Global Perspectives Marker Credit

Use this form to request or recertify a General Education Program Category Designation or Global or Global Non-Western course marker. For advice about developing a successful General Education Program course request and model syllabi, consult the *General Education Handbook for Faculty*. A separate form is available for Speaking Intensive and Writing Intensive marker requests.

Submit the completed form as a Word file or PDF to underged@uncg.edu. **NOTE: All signature sheets must be signed by the appropriate persons and sent by campus mail or scanned and submitted with documents.** Check the General Education Council Web site for meeting dates and submission deadlines. Proposals received after the stated deadline will be considered at the next scheduled meeting.

Basic Course Information

1. Course Prefix, Number, and Title: _____
2. Department: _____ Telephone: _____
3. Name & e-mail of person initiating request: _____

This request will be considered only if the course, as presented in this application, has been approved by the Undergraduate Curriculum Committee (UCC). A New or Amended course must be approved by the UCC before it can be considered for a category designation or marker. Please do not submit this form until UCC approval is granted.

4. Is the course accessible to all students enrolled at UNCG? Yes No
5. Does the course have one or more prerequisites? Yes No
6. Is this course above the 200 level? Yes No

If "No" is checked for item #4 or if "Yes" for item #5 or #6, please include in your response to Item #10 a justification for why this course is appropriate for inclusion in the general education curriculum.

General Education Core Category Designations and Markers

6. Please check the General Education Core Category Designation or Marker you are requesting for this course.

GEC Category Designations. A course may carry only one General Education category designation. If the course you are submitting has been previously approved for a category, that designation will be removed and replaced by the designation you are currently requesting, if this proposal is approved.

- | | |
|--|---|
| <input type="checkbox"/> Fine Arts (GFA) | <input type="checkbox"/> Natural Sciences (GNS) |
| <input type="checkbox"/> Historical Perspectives (GHP) | <input type="checkbox"/> Philosophical, Religious, and Ethical Principles (GPR) |
| <input type="checkbox"/> Literature (GLT) | <input type="checkbox"/> Reasoning and Discourse (GRD) |
| <input type="checkbox"/> Mathematics (GMT) | <input type="checkbox"/> Social and Behavioral Sciences (GSB) |

Markers. A course may carry only one of the Global markers (GL or GN).

- Global (GL)
 Global Non-Western (GN)

8. Please check the specific element(s) of the General Education Program Learning Goals that students will achieve in this course. Note that students in this course must engage at least one element of each of the General Education Program Learning Goals linked to the category designation or marker requested. These are listed below and in the *Curriculum Guide*.

GFA	LG1, LG3, and LG5	GNS	LG1, LG2, and LG5
GHP	LG1, LG3, and LG5	GSB	LG1, LG3, LG4, and LG5
GLT	LG1 and LG3	GRD	LG1, LG3, and LG5
GMT	LG1 and LG2	GPR	LG1, LG3, and LG5

LG1. Foundational Skills

- Think critically
- Communicate effectively
- Develop appropriate fundamental skills in quantitative literacy
- Develop appropriate fundamental skills in information literacy

LG2. The Physical and Natural World

- Understand fundamental principles of mathematics and recognize its relevance in the world
- Understand fundamental principles of science and recognize its relevance in the world

LG3. Knowledge of Human Histories, Cultures, and the Self

- Describe, interpret, and evaluate the ideas, events, and expressive traditions that have shaped collective and individual human experience through inquiry and analysis in the diverse disciplines of the humanities, religions, languages, histories, and the arts.

LG4. Knowledge of Social and Human Behavior

- Describe and explain findings derived from the application of fundamental principles of empirical scientific inquiry to illuminate and analyze social and human conditions.

LG5. Personal, Civic, and Professional Development

- Develop a capacity in a global society for active citizenship, personal growth, ethics, lifelong learning, and social responsibility; Engage in free and open inquiry that fosters mutual respect across multiple cultures and perspectives.

Course Syllabus and Explanation of the Course’s General Education Content

- 9. Attach a course syllabus using the **Standard Syllabus Format** found in the *Curriculum Guide*. Requests that include a syllabus not in the Standard Syllabus Format will be returned without review. Be sure that the category-specific Student Learning Outcomes are included on the syllabus. The syllabus must, clearly and in sufficient detail to evaluate its content, indicate how the course learning goals, methods of evaluation, and, most importantly, the graded student course work provide students with opportunities to achieve the category- or marker-specific Student Learning Outcomes.
- 10. Attach a statement of no more than one page (single-spaced, 12 point font) that explains why the course, including the graded student work that appears on the syllabus, is appropriate for the General Education Program category or marker credit. The statement should make clear that the course is accessible to all students enrolled at UNCG. It should also explain how the course provides opportunities for students to achieve the relevant General Education Program-level learning goals from the perspective of the discipline in which the course is grounded. It must be clear from the syllabus or from this statement how the course will allow students to achieve the General Education Program category- or marker-specific Student Learning Outcomes and General Expectations as they appear on the *General Education website*: http://provost.uncg.edu/Underedu/General_Education/

Signature Sheet for General Education Program Category Designation or Global Perspectives Marker Requests

Please have the following signature sheet signed and mailed to Office of Undergraduate Studies, 132A McIver Bldg.
You may also scan this signature sheet and e-mail it to underged@uncg.edu.

1. _____
Course Number Contact Person Telephone

2. _____
Date Department Head

3. _____
Date Approved Chair, Unit Curriculum Committee

All new or amended courses must be approved by UCC before they can be reviewed for General Education markers or GEC category designations.

General Education Council Use Only

4. Does the course meet General Education accessibility standards? Yes No

Comments:

5. Does student work in the course adequately engage the General Education Program Learning Goals required for its category? Yes No

Comments:

6. Does student work in the course adequately engage the GEC Category/Marker Student Learning Outcomes and does the course meet general expectations for the category or marker? Yes No

Comments:

7. ____ Approved ____ Denied

(If denied, please explain denial on separate page) _____

Chair, General Education Council

Date _____

**Communication Across the Curriculum Form:
Request for Writing or Speaking Intensive Marker Credit**

Basic Course Information

1. Course Number and Title: _____
2. Department: _____ Phone: _____
3. Name and email of person initiating request: _____

NOTE: This form is used for Writing Intensive and Speaking Intensive marker requests only. For all other requests for General Education categories designations or markers use the GEC Request for General Education Core or Marker Credit form. **If this is a New or Amended course being submitted to the UCC, please do not submit this form until UCC approval is granted.**

Writing Intensive Marker Request

WI credit is sought for: _____

the course as approved when taught by: (Instructor name) _____

all times the course is offered according to the guidelines submitted by these Instructors or others:

Materials to be attached:

1. ***Syllabus:*** Attach a syllabus following the standard format in the *Curriculum Guide*.
2. ***Explanation:*** Attach an explanation (limit 250 words) of how the course addresses WI Guidelines A-G below.

A. Indicate the range of writing assignments you will use (i.e., their types and approximate number and length). Intensive refers to the integration of writing into the course rather than to the sheer amount of writing involved. Students may become familiar with the material of the course through a variety of writing assignments throughout the semester, which should include both formal (graded) and informal (ungraded) work.

B. Explain the ways in which those assignments will both help students improve their writing and promote learning of class material. A writing-intensive course has a special responsibility for improving students' ability to write in the context of learning about a particular discipline. It treats writing as a means of learning as well as a skill to be learned. A writing-intensive course makes substantial and continuous use of writing as a way of engaging students with important questions and problems of a particular subject.

C. Indicate how this course will include at least one substantive assignment in which all students submit at least one draft for comments from the instructor and then revise the draft to take account of those comments. One important aim of a writing-intensive course is to show students how to use drafts of a paper to shape its form and content, incorporating comments and ideas from readers. Providing students an "opportunity" to revise papers, or in which papers "may be resubmitted" for a higher grade, does not meet the guided revision requirement.

D. Describe ways in which you will provide coaching and instruction for students. In particular, teachers will comment on the students' control over the subject matter and disciplinary conventions, as well as on clarity, organization, correctness, and effectiveness of expression.

E. Explain how the assessment of quality and improvement in students' writing will be included in the final grade. Because the ability to write progresses over time, grades for writing assignments should reflect an assessment of both quality and improvement in students' writing.

F. Because of the personal attention and guidance that students will receive, class size should not exceed 25. In exceptional cases where this must be exceeded, specify what additional resources (e.g., reduced teaching load, graduate teaching assistant) will ensure that students receive the attention needed for a WI course.

G. If WI credit is sought all times the course is offered as proposed, explain what will be done to ensure appropriate faculty preparation to maintain the integrity of the course.

3. **Signature sheet:** Please have the signature sheet at the end of this form signed and mailed to the Communication Across the Curriculum Office, 3211 MHRA. You may also scan this signature sheet and e-mail it to hjhorton@uncg.edu.

Speaking Intensive Marker Request

SI credit is sought for: _____

the course as approved when taught by: (Instructor name) _____

all times the course is offered according to the guidelines submitted by these Instructors or others:

Materials to be attached:

1. **Syllabus:** Attach a syllabus following the standard format in the *Curriculum Guide*. The syllabus should also reflect instruction time for developing oral competency prior to speaking opportunities, the grading distribution for oral assignments (beyond regular class participation grades), and oral communication learning outcomes.
2. **Explanation:** Attach an explanation (limit 250 words) of how the course satisfies the SI marker Guidelines A-G below.

A. What types of public, interpersonal, and/or group communication assignments and activities will you use? Describe in detail each assignment and activity (e.g., individual presentation, small group project, small group presentation, counseling interview, debate) you will use.

B. How will these assignments and activities both help students improve their oral communication competency and promote learning of class material?

C. How will you provide public, interpersonal and/or group communication instruction? Please be specific.

D. How will you provide constructive feedback, and opportunities for improvement? Please be specific. .

E. How will you assess oral communication competency? What are the methods you will use and how will they impact upon the final grade? Please include a rubric or other device that you will use to assess oral communication competency for each major assignment or activity. See the CAC website for examples.

F. Because of the personal attention and guidance that students will receive, class size should not exceed 25. In exceptional cases where this must be exceeded, specify what additional resources (e.g., reduced teaching load, graduate teaching assistant) will ensure that students receive the attention needed in a Speaking Intensive course.

G. If SI credit is sought all times the course is offered as proposed, explain what will be done to ensure appropriate faculty preparation to maintain the integrity of the course.

3. **Signature sheet:** Please have the following signature sheet signed and mailed to the Communication Across the Curriculum Office, 3211 MHRA. You may also scan this signature sheet and e-mail it to hjhorton@uncg.edu.

Guidelines for Requesting General Education Markers and Category Designation:

General Education proposals should explicitly show how the course is designed to achieve the learning goals of the General Education Program **and** the learning outcomes of the GEC category or marker requested. Be sure that the syllabus explicitly shows how the course learning goals, assignments, and methods of evaluation relate to general education learning outcomes.

General Education Program Learning Goals:

LG1. Foundational Skills: *Think critically, communicate effectively, and develop appropriate fundamental skills in quantitative and information literacies.* [GRD, WI, SI, GLT, GFA, GPR, GHP, GMT, GNS, GSB, GL, GN]

LG2. The Physical and Natural World: *Understand fundamental principles of mathematics and science, and recognize their relevance in the world.* [GMT, GNS]

LG3*. Knowledge of Human Histories, Cultures, and the Self: *Describe, interpret, and evaluate the ideas, events, and expressive traditions that have shaped collective and individual human experience through inquiry and analysis in the diverse disciplines of the humanities, religions, languages, histories, and the arts.* . [GLT, GFA, GPR, GHP, GSB, GN, GL]

LG4*. Knowledge of Social and Human Behavior. Describe and explain findings derived from the application of fundamental principles of empirical scientific inquiry to illuminate and analyze social and human conditions. [GSB, GL, GN]

LG5*. Personal, Civic, and Professional Development: *Develop a capacity for active citizenship, ethics, social responsibility, personal growth, and skills for lifelong learning in a global society. In so doing, students will engage in free and open inquiry that fosters mutual respect across multiple cultures and perspectives.* [GFA, GPR, GNS, GSB, GL, GN]

**GEC Category and Marker Student Learning Outcomes
See General Education Council website**

http://provost.uncg.edu/Underedu/General_Education/

General Education Council: Regulations and Procedures

Functions--The Council is charged with:

- A. ongoing review and maintenance of the General Education goals,
- B. assessment of student achievement of those goals,
- C. oversight of the General Education requirements, and
- D. approval of requests for GEC markers and designations. The Council shall establish an effective structure for marker and designation approvals that may include the establishment of *ad hoc* committees or the involvement of faculty consultants as needed.

Reservations

- A. All new or amended courses shall have received the approval of the Undergraduate Curriculum Committee before they are reviewed by the General Education Council.
- B. WI and SI markers will be approved by the appropriate Committee before being reviewed by the General Education Council.
- C. The College Additional Requirements (CAR) are administered by the College after general education core designations have been approved by the General Education Council. The College is responsible for assessment of student achievement of CAR goals.

Composition--The Council shall be composed of twelve voting members, six faculty members from the College and one from each of the six professional schools, one *ex officio* member from the Library, and additional *ex officio* members as needed. The Chair will be the seventh member from the College and will vote only in the case of a tie. (See Officers and their Duties, section VIII.)

- A. The Provost shall appoint the members of the Council on the recommendations of the Deans. The Provost shall consult with the Deans to ensure that all eight GEC areas are represented by appointees with demonstrated expertise in the area he or she represents, normally including having taught a GEC course in that area prior to appointment.
- B. *Ex officio* members will be appointed by the Provost as needed.
- C. Initially, members will be appointed either to three-year or to two-year terms. Three members from the College and three members from the professional schools shall be appointed to initial three-year terms, with the remaining appointments being for two-year terms. Thereafter, all appointments will be for three-year terms.
- D. If any member of the Council shall resign in mid-term, then the Provost, at the recommendation of the appropriate Dean, shall appoint a qualified replacement to serve the remainder of the member's term.
- E. Council members serve a maximum of two consecutive three-year terms.
- F. A student representative will be recommended by the SGA and appointed by the Provost as a non-voting *ex officio* member.
- G. An administrative assistant in the Office of the Provost shall serve as the secretary for the Council. The secretary shall prepare minutes of the proceedings of the Council and distribute them to the members of the Council, the Chancellor, the Provost, the Dean and department heads of the College of Arts and Sciences, the deans, department heads and division chairs in each of the professional schools, and all undergraduate program directors. In addition, the secretary will arrange to have the Committee's agenda and minutes placed on the electronic bulletin board system.

Organizational Structure

- A. The Council will report directly to the Faculty Senate, and will be coordinated through the Office of Undergraduate Education.
- B. The Writing Intensive and Speaking Intensive Committees shall continue, and will be supervised by the Council.

Writing Intensive and Speaking Intensive Committees:

- 1. Membership: Appointment to the Writing Intensive and Speaking Intensive Committees will be made by the chair of the General Education Council, in consultation with faculty representatives
- 2. WI/SI Committee chairs are elected by the respective Committees.
Chairs of the WI and SI Committees each designate a Committee member to serve as ex officio member of the General Education Council.
- 3. Committee Duties: evaluate and approve requests for writing intensive and speaking intensive markers, work with the Council in assessment of student learning outcomes related to speaking and writing, advise the General Education Council on issues related to writing and speaking goals of the general education program.

Voting Procedures

- A. Two-thirds of the voting members of the Council shall constitute a quorum.
- B. The chair of the Council will not be a voting member of the Council except in the case of tie votes.

Course Approval Procedures:

- A. All **new course proposals** requesting GEC category designation or general education markers:
 - 1. Must be approved by the UCC before they can be reviewed by the General Education Council.
 - 2. All new or amended courses must be approved by UCC **before** they can be reviewed for General Education markers or GEC category designations.
 - 3. WI and SI markers must be approved by the appropriate Committee before being forwarded to the General Education Council. See General Education Council By-Laws, section VI.C (approved by Faculty Senate 3/5/08).
 - 4. Submissions must include the appropriate form in the Curriculum Guide with an explanation of how the course meets general education learning goals for the GEC category or marker(s) requested. Attach an updated syllabus in the current syllabus format outlined in the *Curriculum Guide*.
- B. Requests for new GEC category designations or general education markers for **existing courses**:
 - 1. WI and SI markers must be approved by the appropriate Committee before being forwarded to the General Education Council. See section VI.C.
 - 2. Requests for GEC category designation and GL/GN markers for existing courses will be forwarded by the Office of Undergraduate Education directly to the General Education Council for review.

C. Requests for new WI/SI markers for **existing courses**:

1. Action items related to WI/SI markers for courses already approved by UCC will be forwarded by the Office of Undergraduate Studies directly to the Program Assistant in the Communication Across the Curriculum Office for distribution to the WI/SI Committees for their review and approval.
2. The Writing Intensive and Speaking Intensive Committees will act on requests for marker approval by recommending (a) that it be approved or (b) that it not be approved, or (c) by requesting more information on the course from the sponsoring department.
3. Where the Committee approves with modification, the chair of the Committee shall be responsible for the requisite contact with the originating academic unit.
4. WI/SI Committee chairs will forward Committee recommendations to the General Education Council.
5. All writing intensive and speaking intensive markers must be approved by the Gen Ed Council before the course is taught. No course may receive a WI or SI marker retroactively after the last deadline for marker approval in the semester before the course is taught.
6. The chair of the General Education Council will report final marker approval to the Registrar's Office.

Right of Appeal: The General Education Council shall grant the privilege of appeal of its decisions in accordance with the following procedure:

- A. At a meeting of the Council subsequent to the one at which such a proposal was rejected, but within six months of the Council's decision, the sponsor or sponsors of the proposal in question shall appear before the Council to appeal. If from the discussion it appears that the issue cannot be settled by further negotiation, and if the rejected proposal has received at least 3 affirmative votes, the chair of the Council shall forward the request to the Faculty Senate for appeal.
- B. Upon the Senate's agreeing to hear the appeal, the sponsor or sponsors of the proposal that has been rejected shall represent the affirmative before the Faculty Senate and support motions for the adoption of the proposal. The chair of the Council, or members designated by the Council shall represent the decision of the Council.

Note: This appeals procedure defines the role of the Council; it does not preclude or supersede any appeals or review procedure established by the Faculty Senate.

Officers and Their Duties

- A. The chair of the Council will be the seventh member from the College and will not be a voting member of the Council except in the case of tie votes.
- B. The chair of the Council is elected annually in February by the voting members of the Council to serve a one-year term and may be re-elected for a maximum of three consecutive terms.
- C. The chair shall notify the members of the Committee of the time and place of meetings, develop the agenda, distribute the material pertinent to the deliberations of the Committee, and preside during regular and special meetings.
- D. In cooperation with the secretary, the chair shall forward the minutes of the Committee's meetings to the Faculty Senate for its information.

- E. The chair, in consultation with the Associate Provost for Undergraduate Education, may appoint ad hoc subcommittees to review and evaluate any matters pertinent to the work of the Committee as a whole: for example, to study new course proposals, to review existing courses in the general education program, or to evaluate assessment data.
- F. The chair may call special meetings when the volume of business before the Committee cannot be transacted in a reasonable period or when matters of unusual urgency come before the Committee.
- G. The chair shall submit to the Faculty Senate an annual report on the Committee's actions and recommendations
- H. The chair shall submit other reports to the Provost as needed.
- I. The Provost will support a course release for the chair of the General Education Council.

Meetings of the Committee

- A. The Council shall convene at regularly scheduled intervals to conduct business. The agenda for these meetings shall be placed on the electronic bulletin board system at least five working days prior to the meeting so that those who have business before the Council can plan to attend.
- B. All meetings of the Committee shall be open to any member of the campus community.
- C. Speaking privileges at meetings are specifically granted to any member of the Council and to others at the discretion of the chair.

V. UNCG AND AGENCY POLICIES RELATED TO CURRICULUM DEVELOPMENT

STANDARD COURSE SYLLABUS FORMAT

Syllabi in this format are appropriate for distribution to students. The instructor may choose to add additional items. **NOTE: Syllabi for 500-level courses must distinguish clearly between learning outcomes and assignments intended for undergraduate students and those intended for graduate students. Graduate students should undertake deeper and more complex work than undergraduate students even when shared course content justifies teaching both populations together.**

COURSE NUMBER:

COURSE TITLE:

CREDITS:

PREREQUISITES/COREQUISITES:

FOR WHOM PLANNED: Indicate program and descriptive information such as level or required or elective course in the undergraduate program or core, support, specialty, or required or elective course in the _____ concentration at the graduate level.

INSTRUCTOR INFORMATION: Office numbers, office hours, phone numbers, and e-mail addresses should be listed.

CATALOG DESCRIPTION: The catalog description must be limited to 30 words or fewer and should communicate clearly to students the basic content of the course. Prerequisites and other qualifiers are not included in the limitation of 30 words or fewer.

STUDENT LEARNING OUTCOMES: These must be stated as specific *measurable* skills, knowledge, or understanding that students will be able to demonstrate after successful completion of the course. (NOTE: Gaining “understanding” is not itself a student learning outcome; it is the demonstration of understanding that counts.) Verbs from different levels of learning must be used to illustrate a progression of student learning in the proposed course. Each learning outcome should be developed with one verb indicating the highest level of expected performance. The recommended language for stating learning outcomes is: “Upon successful completion of this course students will be able to ...” **For General Education courses, be sure that the syllabus explicitly shows how the course learning goals, assignments, and methods of evaluation relate to general education program learning goals and GEC category and marker student learning outcomes.**

Refer to Bloom’s taxonomy for developing student learning outcomes. This link (<http://www.nwlink.com/~donclark/hrd/bloom.html>) describes different learning levels for all three domains (cognitive--knowledge, affective—attitude, psychomotor—skills) in Bloom’s taxonomy.

Each course proposal should reflect the domain(s) of learning that is (are) most relevant to the course. Bloom's Taxonomy is a useful tool for developing measurable learning objectives and has been updated since its inception in 1956. A recent version revises Bloom's with applications for learning in a new technological era (see Bloom's Digital Taxonomy by Andrew Churches for objectives related to collaboration and current online technologies:

<http://edorigami.wikispaces.com/Bloom%27s+Digital+Taxonomy>. A helpful overview of the differences between Bloom's Taxonomy (1956) and Anderson and Krahwohl's Revised Taxonomy (2000) may be found at <http://www.uwsp.edu/education/lwilson/curric/newtaxonomy.htm>. For a quick reference, see the examples of verbs useful for articulating student learning outcomes based on Bloom's Taxonomy at the end of this Standard Syllabus.

TEACHING METHODS AND ASSIGNMENTS FOR ACHIEVING LEARNING OUTCOMES:

Identify specific instructional methods and types of activities and assignments to be used by the teacher to facilitate student achievement of the stated learning outcomes - e.g., lectures; demonstrations; study of written, audio/visual, or other materials; in-class discussions; one-on-one conferences; group work; student presentations; electronic chat activities. Explicitly tying specific instructional methods and/or assignments to specific student learning outcomes will help students to know what skills, knowledge, or understanding they are expected to work on gaining in and through each of the activities of the course. It will also help them to understand what evidence of their achievement you will be examining in evaluating their work. For General Education courses, **be sure that the syllabus explicitly shows how the course learning goals, assignments, and methods of evaluation relate to general education program learning goals and GEC category and marker student learning outcomes. See General Education Program learning goals and GEC category and marker learning outcomes.**

EVALUATION AND GRADING: Explain the standards on the basis of which students' in-class work and assignments will be evaluated, and show the relationship between each individually graded assignment and the calculation of the midterm and final grade for the course. Since all work undertaken by students in a course should provide an opportunity for them to demonstrate their achievement of one or more of the stated learning outcomes, both in-class and out-of-class assignment prompts and grading standards should be explicitly linked to and conceptually consistent with the learning outcomes. For General Education courses, **be sure that the syllabus explicitly shows how the course learning goals, assignments, and methods of evaluation relate to general education program learning goals and GEC category and marker student learning outcomes. See General Education Program learning goals and GEC category and marker learning outcomes.**

REQUIRED TEXTS/READINGS/REFERENCES: Use full citations. Bibliographies should be current. Briefly justify the use of items published more than five years ago.

TOPICAL OUTLINE/CALENDAR: The course outline should contain sufficient daily/weekly detail to permit assessment of agreement between actual content and stated objectives and catalog description.

ACADEMIC INTEGRITY POLICY: Each student is required to sign the Academic Integrity Policy on all major work submitted for the course. Refer to UNCG *Undergraduate Bulletin/Graduate Bulletin*.

ATTENDANCE POLICY: Faculty expectations for course attendance should be documented in the syllabus.

FINAL EXAMINATION: Final examinations may be required at the discretion of faculty and must be scheduled in the course syllabus. Exceptions hold for seniors in the Honors Program.

ADDITIONAL REQUIREMENTS: A few examples of these requirements are: preparation for class, absence policy, and late work penalty.

BLOOM'S TAXONOMY provides verbs that are useful for articulating student learning outcomes in each of the three domains. The examples below are organized in distinct levels listed from the simplest behavior to the most complex.

Cognitive: Mental Skills (*Knowledge*)

- Knowledge: defines, describes, identifies, labels, lists, matches, names, outlines, recalls, reproduces, selects, states
- Comprehension: converts, defends, distinguishes, estimates, explains, extends, generalizes, gives examples, infers, interprets, paraphrases, predicts, rewrites, summarizes, translates
- Application: applies, changes, computes, constructs, demonstrates, discovers, manipulates, modifies, operates, predicts, prepares, produces, relates, shows, solves, uses
- Analysis: analyzes, breaks down, compares, contrasts, diagrams, deconstructs, differentiates, discriminates, distinguishes, identifies, illustrates, infers, outlines, relates, selects, separates
- Synthesis: categorizes, combines, compiles, composes, creates, devises, designs, explains, generates, modifies, organizes, plans, rearranges, reconstructs, relates, reorganizes, revises, rewrites, summarizes, tells, writes
- Evaluation: appraises, compares, concludes, contrasts, criticizes, critiques, defends, describes, discriminates, evaluates, explains, interprets, justifies, relates, summarizes, supports

Affective: Growth in Feelings or Emotional Areas (*Attitude*)

- Receiving phenomena: asks, chooses, describes, follows, gives, holds, identifies, locates, names, points to, selects, sits, erects, replies, uses
- Responding to phenomena: answers, assists, aids, complies, conforms, discusses, greets, helps, labels, performs, practices, presents, reads, recites, reports, selects, tells, writes
- Valuing: completes, demonstrates, differentiates, explains, follows, forms, initiates, invites, joins, justifies, proposes, reads, reports, selects, shares, studies, works
- Organization: adheres, alters, arranges, combines, compares, completes, defends, explains, formulates, generalizes, identifies, integrates, modifies, orders, organizes, prepares, relates, synthesizes
- Internalizing values: acts, discriminates, displays, influences, listens, modifies, performs, practices, proposes, qualifies, questions, revises, serves, solves, verifies

Psychomotor: Manual or Physical Skills (*Skills*)

- Perception: chooses, describes, detects, differentiates, distinguishes, identifies, isolates, relates, selects
- Set: begins, displays, explains, moves, proceeds, reacts, shows, states, volunteers
- Guided response: copies, traces, follows, react, reproduce, responds
- Mechanism: assembles, calibrates, constructs, dismantles, displays, fastens, fixes, grinds, heats, manipulates, measures, mends, mixes, organizes, sketches
- Complex overt response: Verbs are the same as Mechanism, but will have adverbs or adjectives that indicate that the performance is quicker, better, more accurate, etc.
- Adaptation: adapts, alters, changes, rearranges, reorganizes, revises, varies
- Origination: arranges, builds, combines, composes, constructs, creates, designs, initiate, makes, originates

COURSE SYLLABUS FORMAT AS REQUIRED BY NCATE (Teacher Education only)

1. **Course Prefix and Number:**
2. **Course Title:**
3. **Credits:**
4. **Course Prerequisites/Corequisites:**
5. **For Whom Planned:** Indicate program and descriptive information such as level or required or elective course in the undergraduate program or core, support, specialty, or required or elective course in the _____ concentration at the graduate level.
6. **Instructor Information:** List office number, office hours, phone number, and email address.
7. **Course Purpose/Catalog Description:**
8. **Conceptual Framework Mission Statement:** *The mission of professional education at UNCG is to prepare and support the professional development of caring, collaborative, and competent educators who work in diverse settings. This mission is carried out in an environment that nurtures the active engagement of all participants, values individual as well as cultural diversity and recognizes the importance of reflection and integration of theory and practice. UNCG's professional education programs are guided by shared commitments to: (a) equity and excellence in teaching, research, and service; (b) professional integrity and ethical deliberation in dealing with students and colleagues (university-based, school-based, and community-based); (c) the construction of a professional knowledge base through collaboration and collegiality; and (d) the dissemination of professional knowledge, skills and dispositions through the preparation and continuing professional development of teachers, principals and other school personnel.*
9. **Course Goals and/or Objectives/Student Learning Outcomes:** Instructor's statement of learning outcomes OR goals/objectives from state or national professional standards (please identify the organization, e.g. DPI, CEC, etc.). Proposals for graduate level courses (500 level and above) should include clear behavioral objects as well as what is required from professional organizations.
10. **Teaching Strategies:** For example, lecture, class discussion, group work, conferences, student presentations, electronic chat room, etc.
11. **Evaluation Methods and Guidelines for Assignments:** Statement of how students will be evaluated in the course and/or list of course requirements
12. **Required Text(s)/Readings/References:** Use full citations.
13. **Topical Outline:** This might also be your calendar. The course outline should contain sufficient detail to permit assessment of agreement between actual content and stated objectives and catalog description.
14. **Other Information:** Any other items you normally include on your course syllabus such as Academic Integrity Policy, Attendance Policy, Additional Requirements, etc.
15. **Recommended Text(s) and/or Readings:** A bibliography or list of references highlighting recent scholarship (pedagogy and research) in the subject area.
16. **Alignment with State and National Standards:** Attach a matrix aligning the course goals/objectives with INTASC and/or NBPTS, DPI guidelines or competencies, standards of your professional organization (CEC, NCTM, NCTE, NCSS, NASD, etc.). See the CUI 553 matrix as an example. **If these were included as part of the course goals/objectives listed #9, you do not have to repeat them in a matrix.**

UNCG COURSE CREDIT STRUCTURE GUIDE FOR STANDARD COURSES THAT MEET WEEKLY

Course credit should be structured as follows, with minor exceptions, **for standard courses that are based on lecture/laboratory/studio/practice situations and that meet weekly**. This structure is based on UNC General Administration policy regarding acceptable course credit structure, course contact hours, and their relationship to earned FTEs. This structure is not intended for internships or practicum situations that may require very different arrangements.

Departments should avoid designing courses that require substantially fewer than the suggested contact hours per week or that greatly exceed that required number of contact hours. A rationale must be offered if the credit structure either exceeds or requires fewer than the required contact hours.

1 semester credit hour = 50 contact minutes of lecture **or** 150 contact minutes of laboratory/studio/practice per week.

Examples of acceptable credit structures that meet all contact hour requirements:

- (1:1) course that carries 1 hour of credit and that meets for 50 minutes of lecture per week
- (1:0:3) course that carries 1 hour of credit and that meets for 150 minutes of lab per week, but does not meet for any lecture hours
- (2:2) course that carries 2 hours of credit and that meets for 100 minutes of lecture per week
- (2:1:3) course that carries 2 hours of credit and that meets for 50 minutes of lecture and 1 50 minutes of lab per week
- (2:0:6) course that carries 2 hours of credit and that meets for 5 hours of lab per week
- (3:3) course that carries 3 hours of credit and that meets for 150 minutes of lecture per week
- (3:1:6) course that carries 3 hours credit and that meets for 50 minutes of lecture and 300 minutes (5 hours) of lab per week
- (3:2:3) course that carries 3 hours of credit and that meets for 100 minutes of lecture and 150 minutes of lab per week
- (4:4) course that carries 4 hours of credit and that meets for 200 minutes of lecture per week
- (4:1:9) course that carries 4 hours of credit and that meets for 50 minutes of lecture and 450 minutes (7.5 hours) of lab per week
- (4:2:6) course that carries 4 hours of credit and that meets for 100 minutes of lecture and 5 hours of lab per week
- (4:3:3) course that carries 4 hours of credit and that meets for 150 minutes of lecture and 150 minutes of lab per week

Credit for an internship/practicum should be indicated by three digits which show:

Credit hours for the course: hours lecture per week (or 0 if none): hours in the field per week

For example:

- 1-3:0:3-9 The course can be taken for 1-3 hours credit: there are no lecture hours: hours in the field per week depends on the number of credit hours designated.
- 6:1:15 The course carries 6 hours credit: there is one on-campus class or meeting per week: there are 15 hours in the field per week.

Examples of credit structures that are acceptable but that slightly exceed the mandatory number of contact hours:

- (1:0:4) course that carries 1 hour of credit and that meets for 200 minutes of lab/studio/practice per week but does not meet for any lecture hours; exceeds the actual contact hour requirement by 1 hour
- (3:2:4) course that carries 3 hours of credit and that meets for 100 minutes of lecture and 200 minutes of lab/studio/practice per week; exceeds the actual contact hour requirement by 1 lab hour

Example of credit structure that substantially exceeds the mandatory number of contact hours and should have the semester credit hours or contact hours adjusted:

- (3:3:3) course that carries 3 hours of credit and that meets for 150 minutes of lecture AND 150 minutes of lab/studio/practice per week; exceeds the actual contact hour requirement by 3 hours of lab time; course credit should be adjusted to 4 hours of credit per semester or lecture hours reduced to 100 minutes per week.

Examples of credit structures that may be unacceptable because they require substantially FEWER than the mandatory number of contact hours:

- (1:0:1) course that carries 1 hour of credit and meets for only 50 minutes of lab/studio/practice per week; minimum number of lab/studio/practice hours must be 3 if no lecture hours are attached to course
- (3:1:2) course that carries 3 hours of credit and meets for 50 minutes of lecture and 100 minutes of lab/studio/practice per week; lecture time needs to be increased to 100 minutes and lab time to 150 minutes; or if lecture time remains 50 minutes, lab time needs to be increased to 5 hours; or semester course credit should be reduced to 2 hours.

Quick contact hour guide:

- 100 minutes = 1 hr 40 mins
- 150 minutes = 2.5 hrs
- 200 minutes = 3 hrs 20 mins
- 300 minutes = 5 hrs

PLANNING AND ESTABLISHING NEW DEGREE PROGRAMS

See Section II. FLOW CHARTS FOR PROCEDURES TO FOLLOW FOR DEVELOPMENT AND IMPLEMENTATION OF PROGRAMS

DISCONTINUATION OF DEGREE PROGRAMS

The discontinuation of a program (see Form K Request for Discontinuation/Moratorium of a Program in Section III) requires the same procedure as that outlined for planning and establishing a new degree program. The Dean, Provost, and appropriate curriculum committees must discuss the proposed discontinuation. Provisions must be made for students currently enrolled in the program. Once the Provost has approved discontinuation of the program, the Chancellor notifies the Senior Vice President of the UNC system. If approved by the Board of Governors, the program is removed from the Academic Program Inventory. As with establishing a program, the discontinuation process may take a year or more to complete.

POST-BACCALAUREATE AND POST-MASTER'S CERTIFICATE PROGRAM POLICY GUIDELINES

I. ADMISSION STANDARDS FOR POST-BACCALAUREATE CERTIFICATES

The locus of control for establishing admissions standards will be placed with the sponsoring academic unit, subject to the following guidelines:

- A. Candidates must have completed at least a baccalaureate degree in a pre-specified (listed) field(s). In most instances, the degree should be related to the certificate program.
- B. Exceptions to the admissions standards listed in the Bulletin must be approved by both The Graduate School and the admitting academic unit.
- C. Sponsoring academic units are encouraged (but not required) to require that post-baccalaureate certificate applicants take the appropriate graduate admissions exam. A rationale should be provided if no admissions test is required.

II. ADMISSIONS STANDARDS FOR POST-MASTER'S CERTIFICATES

The locus of control for establishing admissions standards will be placed with the sponsoring academic unit, subject to the following guidelines:

- A. Candidates must have completed at least a master's degree in a pre-specified (listed) field(s). In most instances, the degree should be related to the certificate program.
- B. Exceptions to the admissions standards listed in the Bulletin must be approved by both The Graduate School and the admitting academic unit.

III. CURRICULUM REQUIREMENTS

All post-baccalaureate and post-master's certificate programs must adhere to the following guidelines:

- A. In general, certificate programs should be between 12-18 semester hours at the 500-level or above with at least half of this course work at the 600-level or above.
- B. Certificate programs that exceed 30 semester hours will only be approved under unusual circumstances.

- C. The course work comprising the certificate program must be an integrated and organized sequence of study.
- D. With the exception of internship, practicum, independent projects or clinical work, all courses will be letter graded.
- E. Students must maintain a minimum grade point average of 3.0 in all certificate course work.
- F. Only three semester hours of “C” or “C+” will count toward the certificate.
- G. A maximum of three semester hours of failed course work may be repeated.
- H. A maximum of three semester hours of independent study may be applied to the minimum number of semester hours required for completion of the certificate.
- I. A maximum of three semester hours of transfer credit will be accepted toward the certificate.
- J. Normally, semester hours from a prior baccalaureate or master’s degree may not apply toward the certificate. A maximum of three semester hours may be waived by the admitting academic unit. If more than three semester hours of course work is found to duplicate existing course work in the certificate program, then the student must take additional course work with the approval of the certificate advisor.
- K. A student may apply course work from a post-baccalaureate certificate program and a portion of course work from a post-master’s certificate program toward a graduate degree at UNCG with the approval of the department offering the degree.

IV. ADMINISTRATION OF CERTIFICATE PROGRAMS

- A. The program, wherever it may be administratively housed, must be clearly identified and labeled as a certificate program. The intent of the program must be specified in the institution’s literature.
- B. A faculty director will be appointed for each certificate program. The director will be responsible for certifying the successful completion of the program’s academic requirements. The Graduate School will arrange for recording the completed certificate on the students’ transcripts.
- C. All certificate must seek consultation from “related” programs, department, Schools, Colleges, and must be approved the unit’s appropriate curriculum committee(s), the Dean and the GSC.
- D. Admission of student into certificate programs will be on a post-baccalaureate classified basis.

DISCONTINUATION OF CERTIFICATE PROGRAMS

To discontinue a certificate program, the academic unit submits Form K Request for Discontinuation/Moratorium of a Program found in Section III to their unit curriculum committee and the Graduate Studies Committee. Provisions must be made for students currently enrolled in the program.

DEVELOPMENT OF NEW CONCENTRATIONS OR MINORS UNDER EXISTING DEGREE PROGRAMS

Addition of new concentrations or minors (see definitions below) to existing degree programs does not require UNC BOG or GA approval. Proposals for new concentrations or minors are submitted to the UCC or GSC using Form F Addition, Discontinuation, or Moratorium of Concentrations, Second Academic Concentrations (SAC), Second Major Options and Minors found in Section III.

REVISIONS IN CURRENTLY OFFERED DEGREE PROGRAMS

Revisions in currently offered degree programs do not require approval by the UNC Board of Governors or General Administration. Proposals for revisions in undergraduate and graduate degree programs (except for the addition of new concentrations) are submitted to the UCC or GSC using the Form G Program Revision found in Section III.

TERMINOLOGY FOR AREAS OF EMPHASIS IN UNDERGRADUATE CURRICULA

Major: A field of study in which a student specializes and receives a degree.

Concentration: A formalized curricular sequence to achieve a specific goal within a major. These goals may be externally controlled in order to achieve certification or accreditation or be internally controlled in order to define more closely a curricular package or make an area of study more visible and salable. Concentrations require UCC approval before they can be printed in the *Undergraduate Bulletin* or offered to students.

Option: A course of study within a concentration or major that allows greater specialization. When these packages lead to teacher licensure, they must be reviewed by the Associate Dean for Academic and Student Affairs in the School of Education and the UCC; otherwise, they are under departmental control through academic advising. An option does not appear in the *Undergraduate Bulletin* or on the student's transcript.

TERMINOLOGY FOR AREAS OF EMPHASIS IN GRADUATE CURRICULA

Major: A field of study in which a student specializes and receives a degree.

Concentration: A formalized curricular sequence to achieve a specific goal within a major. These goals may be externally controlled in order to achieve certification or accreditation or be internally controlled in order to define more closely a curricular package or make an area of study more visible and salable. Concentrations require GSC approval before they can be printed in the *Graduate Bulletin* or offered to students.

Minor: A minor is a formalized curricular sequence taken by a doctoral student outside his/her major area of study and consisting of 15 hours of study. No minors are offered at the master's or specialist level. Doctoral minors must be approved by GSC before they can be printed in the *Graduate Bulletin* or offered to students.

SPECIAL CURRICULUM OPTION (PLAN II)

For undergraduate students whose needs are not met by the formal majors and degrees offered at UNCG, a special curriculum option—called Plan II (See Form I in the Curriculum Guide)—allows students to design their own course of study in consultation with appropriate faculty. Students must meet the minimum admission requirements for the primary departmental programs included in the Plan II. The Plan II program must be fully approved by the faculty, the Coordinator of Students First, and the UCC in order for a degree to be awarded. Additional information and proposal guidelines are provided in this Guide (see Table of Contents).

EFFECTIVE DATE OF PROGRAM CHANGES

Curriculum Committee approval of revisions to courses, majors, minors, concentrations, etc. occur throughout the year. Typically, these are effective Fall of the following academic year.

CHANGING THE DEGREE NAME, TITLE, OR CIP CODE OF AN EXISTING DEGREE PROGRAM, THE NAME OF THE DEPARTMENT, AND/OR A COURSE PREFIX

Changing the Degree Name, Title or CIP code of an Existing Degree Program (See FORM L)

1. Requests to change the name, title, or CIP code of an existing degree program should be submitted using Form L Request for Change of Degree Name, Title or Classification of Instructional Program (CIP) code of an Existing Degree Program to the Unit level and accompanied by an explanation of the reason for the proposed change.
2. After approval at the Unit level, such requests should be forwarded to UCC (for undergraduate programs) or to GSC (for graduate programs) for tentative approval.
3. Changes in degree program titles also require approval of the Provost and the Chancellor and should be forwarded to the Provost at the same time it is forwarded to UCC/GSC.
4. After approval by the Chancellor, the Provost sends notification of the degree program title change to UNC General Administration; the official change in title on the UNCG Academic Program Inventory is forwarded to the Provost after approval by UNC GA/BOG.
5. Changing a degree title does not initiate course prefix changes; a separate routine change request must be submitted to UCC and/or GSC for prefix revisions.
6. Revised degree program titles are effective for the following Fall semester.

Changing the Name of an Academic Department

1. Requests to change the name of a department must be approved by the Dean of the academic Unit and should be submitted in the form of a memo and include an explanation for the proposed change.
2. After approval by the Dean, the request for departmental name change is sent to the Provost for approval by the Provost and the Chancellor.
3. Notification to UCC/GSC is requested if the departmental name change is to be reflected in the name of degrees and/or course prefixes. Changing the name of a department does not initiate course prefix changes; a separate routine change request must be submitted to UCC and/or GSC for prefix revisions.

Changing a Course Prefix (See FORM D)

1. Changing an existing course prefix is considered a routine change and must be approved by UCC and/or GSC.
2. Departments should consult with the University Registrar's Office before submitting a prefix change request in order to select a prefix code that has not been previously used is not currently in use, and that reflects the course content.
3. Prefix changes are effective only for the following Fall semester.

AREA OF STUDY CODE (AOS)

The Area of Study Code (AOS) is a code unique to UNCG and serves as an internal mechanism to determine what information appears on students' official academic transcripts as well as on the advising records used to track students through their academic programs. AOS codes identify specific majors, concentrations, second majors, minors, post-baccalaureate and post-master's programs, and teacher licensure areas at the undergraduate and graduate levels. **A program must have received official approval from UNC General Administration and/or Undergraduate Curriculum Committee (UCC) or the Graduate Studies Committee (GSC) in order to be assigned an AOS code.** See below for further details. Included in the AOS code are a brief description of the program, the college or school and the department to which it belongs, the degree (if any) attached to the program, the major code, and any teacher licensure associated with the program.

Examples of AOS Codes

<i>AOS Code</i>	<i>Description</i>	<i>School</i>	<i>Dept</i>	<i>Deg</i>	<i>Major</i>	<i>Licensure</i>
U157	English-High School Teaching	AS	ENG	BA	ENGL	Standard Professional
G610	Nursing	NU	NUR	MSN	NURS	
G879	Post-Bacc Cert. Geog Info Sci	AS	GEO	Cert	GEOG	

Responsibility for Maintaining AOS Codes

Changes in AOS Codes may take place only after approval of departmental requests has been received from Undergraduate Curriculum Committee (UCC) or the Graduate Studies Committee (GSC). The actual AOS code structure is determined by the University Registrar's Office, which maintains the AOS code tables in the Banner Student System.

Creation of New AOS Codes

Academic departments wishing to create new concentrations, minors, or other programs which will be attached to existing degree programs must submit such requests on a Concentration/Second Academic Concentration/Minor Proposal Form to the Undergraduate Curriculum Committee (UCC) or the Graduate Studies Committee (GSC). The AOS code table will be adjusted accordingly once notification of approval of the new program(s) is received from UCC or GSC. Departments wishing to **create new degree programs** must complete the process of approval of a new degree, as described in this Guide (see Index).

Inactivation of Existing AOS Codes

Academic departments desiring to discontinue (inactivate) concentrations, minors, or other programs attached to existing degree programs must submit such requests on a Program Revision Form to the Undergraduate Curriculum Committee (UCC) or the Graduate Studies Committee (GSC). The AOS code table will be adjusted accordingly once notification of approval of the request is received from UCC or GSC. Departments wishing to **discontinue degree programs** must first receive approval from UNC Board of Governors (see Form K).

Other offices (Graduate School, Associate Dean for Academic and Student Affairs in the School of Education, etc.) who determine a need for revising AOS codes in a program(s) should communicate with the academic department concerned in order to secure the necessary approval for modification of the AOS codes.

UNCG FACULTY SENATE POLICY: CURRICULUM REVIEW AGENCIES
Undergraduate Curriculum Committee: Regulations and Procedures

Functions--The Undergraduate Curriculum Committee shall be the agency of the Faculty Senate responsible for reviewing the undergraduate curriculum, making policy recommendations to the Faculty Senate on curricular matters, and performing such other duties as approved by the Faculty Senate, including the following:

- A. To review and approve all proposals for new courses; existing courses in which substantial changes have been made; new majors, programs, concentrations, and degrees which have been approved by the College Council or the curriculum committees of the various schools; the discontinuation of courses and programs; and routine changes as previously approved by the Provost's Office. When the Provost gives preliminary consideration to a plan to establish or discontinue one or more undergraduate degree programs, for example, during the early stages of the University's strategic planning process, the Provost will consult with the committee; the committee will make recommendations to the Provost regarding the general advisability of pursuing such a plan;
- B. To review and approve student proposals under Plan II (Specially Designed Programs of Study);
- C. To take up for study or action matters referred by the Faculty Senate and General Faculty or any other matters deemed important to the work of the Committee.

Reservations

- A. The Office of the Provost shall have the responsibility for reviewing and approving changes in undergraduate courses when these changes involve such matters as course titles, course level and editorial changes in course description submitted for clarification. It will be the responsibility of the Office of the Provost to report at each meeting of the Committee those routine course changes which the Office has approved.
- B. In general, the tasks and responsibilities connected with curriculum changes and not expressly covered in these regulations are reserved to the departments, College, and schools or to other specified agencies. Examples are:
 - 1. Changes in the content or teaching method of established courses growing out of the desire of the Faculty to experiment or out of the natural development of the discipline in question; or
 - 2. The arrangement of courses in the major sequence.
- C. Before they are reviewed by the Committee, all proposals involving teacher education shall have been approved by the Associate Dean for Academic and Student Affairs in the School of Education.
- D. All courses and routine changes at the 500-level shall have received the approval of the Graduate Studies Committee before they are reviewed by the Committee.

Right of Appeal--The Committee shall grant the privilege of appeal of its decisions in accordance with the following procedure:

- A. At a meeting of the Committee subsequent to the one at which such a proposal was rejected, the sponsor or sponsors of the proposal in question shall appear before the Committee to appeal. If from the discussion it appears that the issue cannot be settled by further negotiation, and if the rejected proposal has received at least 3 affirmative votes, the Chair of the Committee shall forward the request to the Faculty Senate for appeal.

- B. Upon the Senate's agreeing to hear the appeal, the sponsor or sponsors of the proposal that has been rejected shall represent the affirmative before the Faculty Senate and support motions for the adoption of the proposal. The Chair of the Committee, or members designated by the Committee shall represent the decision of the Committee.

NOTE: This appeals procedure defines the role of the Committee; it does not preclude or supersede any appeals or review procedure established by the Faculty Senate.

Composition--The Undergraduate Curriculum Committee shall consist of 10 faculty members (1 elected representative from each of the 6 Schools and the Library and 3 elected representatives from the College), plus one Senator. *Ex officio* and nonvoting members: as appointed by the Provost.

Election and Term of Office--Members are elected by appropriate units and shall serve for three years.

Officers and their Duties

- A. The Committee shall elect annually a Chair-Elect at the first regularly scheduled meeting during the Fall Semester. The Chair-Elect shall assist the Chair in preparing the agenda and shall automatically become Chair after the last regularly scheduled meeting of the following Spring Semester. The Office of the Provost will provide a secretary for the Committee.
- B. The Chair shall notify the members of the Committee of the time and place of meetings, distribute the material pertinent to the deliberations of the Committee, and preside during regular and special meetings.
- C. In cooperation with the secretary, the Chair shall forward the minutes of the Committee's meetings to the Faculty Senate for its information.
- D. The Chair may appoint subcommittees to review and evaluate any matters pertinent to the work of the Committee as a whole: for example, to study new degree proposals, new course proposals, student proposals for study under Plan II (Specially Designed Programs of Study), or to examine the overall curricula of the University.
- E. The Chair shall submit to the Faculty Senate an annual report on the Committee's actions and recommendations.
- F. The Secretary shall prepare minutes of the proceedings of the Committee and arrange with the Provost's Office and distribute them to the members of the Committee; the Chancellor, the Provost, the Associate Provost for Research and the Dean of the Graduate School; the Chair of the Faculty Senate; the Dean and Department Heads of the College of Arts and Sciences; the Deans, Department Heads, and Division Chairs of the professional schools; the Registrar, and the Director of Admissions.

Submission Process--Submit all proposals to the Dean of Undergraduate Studies 15 days prior to the meeting in which consideration is requested as an Email **Word document attachment to:** underged@uncg.edu. Signature sheets may be scanned or hard copies of signature sheet sent to Undergraduate Studies, 132 McIver Building. All relevant material will be distributed to the membership electronically by the Office of Undergraduate Studies at least 1 week prior to the Committee's meetings. A full description of procedures can be found in this *Curriculum Guide* available at: <http://provost.uncg.edu/publications/academic/curriculum.asp>

Meetings

- A. The Committee shall convene at regularly scheduled meetings to conduct business. These meetings shall be announced so that those who have business before the Committee may plan to be present.
- B. The Chair may call special meetings when the volume of business before the Committee cannot be transacted in a reasonable period or when matters of unusual urgency come before the Committee.
- C. A quorum shall consist of fifty percent of the elected members.

NOTE: In general, the UCC meets the first Friday of each month. Meeting schedules for the year are announced each August.

The Graduate Studies Committee

Functions--The Graduate Studies Committee is an agency of the Senate which serves as the representative body of the Graduate Faculty on all aspects of graduate education. Its basic duties and responsibilities are as follows:

- A. Establish the criteria for the selection and review of members of the graduate faculty.
- B. Review all proposals for new courses, revised courses, and modifications to current courses and take one of the following actions: approve, disapprove, or approve with modifications. Review and act on all proposals for new graduate programs or major modifications to existing programs including the discontinuation of graduate programs. When the Provost gives the preliminary consideration to a plan to establish or discontinue one or more graduate degree programs, for example, during the early stages of the University's strategic planning process, the Provost will consult with the committee; the committee will make recommendations to the Provost regarding the general advisability of pursuing such a plan.
- C. Review, formulate, and approve policies and regulations related to graduate education, admission, retention, and graduation policies.
- D. Hear student appeals related to Graduate School policies and regulations.
- E. Call to the attention of the Graduate Faculty and the administration issues of concern relating to graduate education.
- F. Act on matters of graduate education referred to the Committee by the Faculty Senate, Dean of the Graduate School, Graduate Faculty, and the Graduate Students Association.
- G. Report to the University administrators, academic heads, graduate program directors, and the Faculty Senate on all actions taken regarding graduate education policies and programs.
- H. Advise the Faculty Senate on matters relating to graduate education.

Composition--The Graduate Studies Committee shall consist of 18 members. Nine of these shall be full members of the Graduate Faculty and represent the professional schools and the College of Arts and Sciences. One representative shall be elected by the faculties of each of the following: the School of Business and Economics, the School of Education, the School of Health and Human Performance, the School of Human Environmental Sciences, the School of Music, and the School of Nursing. The College of Arts and Sciences shall elect three representatives with one each from the areas of the humanities, science and mathematics, and social and behavioral sciences. Each full member shall be elected for staggered three-year terms in accordance with "The Constitution of the Faculty."

To achieve programmatic balance, four additional full members of the Graduate Faculty shall be appointed by the Chair, in consultation with the Dean of the Graduate School, to serve one-year terms. In addition, the Faculty Senate will appoint a member of the Graduate Faculty to the Graduate Studies Committee in order to serve as a linkage between the two groups on issues of mutual concern. Whether elected or appointed, all faculty members will have voting rights on all matters coming before the Committee.

The Graduate School will be represented by two ex-officio members with voting privileges: the Dean of the Graduate School and the Associate Dean of the Graduate School. The University Registrar and Associate Provost for Planning and Assessment will serve as non-voting, ex-officio members. Two student representatives, with vote on all issues except academic appeals, will be elected by the Graduate Students Association.

Organizational Structure--The Graduate Studies Committee shall operate through Curriculum, Policies and Procedures, and Student Affairs Subcommittees. The composition and charge of each of the subcommittees are as follows:

- A. Curriculum Subcommittee: This Subcommittee will consist of one representative from each of the professional schools, and at least one representative from the College of Arts and Sciences. The Associate Dean of the Graduate School will serve as an ex-officio member of the Subcommittee, with vote. The Subcommittee will be responsible for reviewing and approving all new/amended course proposals, proposals for Authorization to Plan new graduate programs, and modifications of existing programs (including the discontinuance of graduate programs).
- B. Policies and Procedures Subcommittee: This Subcommittee shall consist of at least three faculty representatives and the Associate Dean of the Graduate School as an ex-officio member. The Subcommittee shall (1) solicit proposed policies and procedures changes from the Graduate Faculty, University administrators, Dean and Associate Dean of the Graduate School, and the Graduate Students Association, (2) present proposed policies and procedures to academic administrators for comment, (3) discuss policies and procedures, and, if appropriate, (4) draft and submit a statement of recommended changes (as a discussion item) for presentation to the Graduate Studies Committee. In addition, the Policies and Procedures Subcommittee will annually review the Graduate School policies and procedures and provide feedback to the Graduate Studies Committee on an as-needed basis.
- C. Student Affairs Subcommittee: This Subcommittee shall consist of at least three faculty representatives and the Dean and Associate Dean of the Graduate School as ex-officio members. The Subcommittee shall be responsible for hearing student appeals related to Graduate School policies and practices, as well as dealing with any other matters related to the overall quality of a graduate student's learning experience.

Appointment to the subcommittees will be made by the Chair of the Graduate Studies Committee, in consultation with faculty representatives. Once constituted, the subcommittees shall elect their own chairs and establish a meeting schedule, as required, to discharge their responsibilities. Student members are invited, but not required, to serve on the Curriculum and Policies and Procedures Subcommittees.

Voting Procedures

- A. A quorum shall consist of a majority of voting members.
- B. Any action of the Committee may be approved by a simple majority of those present.
- C. Action items related to curriculum will be forwarded to the Curriculum Subcommittee for their review and approval and to the full Committee as information. However, the full Committee reserves the right to reverse the Subcommittee's decision by majority vote. Where the Subcommittee approves with modification, the chair of the Subcommittee shall be responsible for the requisite contact with the originating academic unit. The full Committee will continue to approve Authorizations to Establish new graduate programs.
- D. Action items related to graduate study policies and procedures will be forwarded to the Policies and Procedures Subcommittee for study. If a new policy/procedure, or a change in an existing policy/procedure, appears to be needed, a draft of the changes will be forwarded to all academic heads and graduate program directors for their review and comment. Upon review of the comments, the Subcommittee's final recommendation will first be placed on the agenda of the full Committee as a "discussion item." Action on the recommendations will take place no sooner than the next regularly scheduled meeting of the Committee.
- E. Any member of the Graduate Faculty may appeal a curriculum or policy decision made by the Committee by advising the Chair, in writing, within 30 days of the meeting where the decision is made. Upon receipt of any appeals notice, the Chair of the Graduate Studies Committee will investigate the appeal and may appoint an ad hoc subcommittee to consider the appeal. This ad hoc Appeals Subcommittee will consist of two faculty representatives from the Graduate Studies Committee and four graduate program directors who are not members of the Graduate Studies Committee. The Appeals Subcommittee may seek information from other faculty members or administrators as the need arises. Each member of the Appeals Subcommittee will have one vote with decisions requiring a simple majority. The recommendation of the Appeals Subcommittee to either uphold or overturn the decision will be forwarded to the Graduate Studies Committee for further consideration.

Changes in the Committee's Policies and Practices

- A. Suggestions for changes in the Committee's policies and practices may originate with any member of the Graduate Faculty and must be submitted in writing to the Chair of the Graduate Studies Committee.
- B. Once submitted, suggested changes will be considered according to procedures outlined in Paragraph IV, Section D above.
- C. Upon approval by the Committee, any changes approved by the Committee will be forwarded to the Faculty Senate as an information item.

Officers of the Committee

- A. The officers of the Graduate Studies Committee shall consist of a chair and a chair-elect.
- B. The elected members of the Graduate Studies Committee shall select the chair-elect annually at the first regularly scheduled meeting of the fall semester.

- C. The chair will identify with the Dean of the Graduate School potential appointed members, establish the time and place of meetings, prepare agendas for meetings, coordinate the distribution of material that are pertinent to the deliberations of the Committee and preside during regular and special meetings.
- D. The chair shall submit an annual report to the Faculty Senate on the Committee's actions and recommendations.
- E. The chair, in consultation with the Dean of the Graduate School, may appoint ad hoc subcommittees to deal with matters beyond the scope of standing subcommittees.
- F. The chair-elect will preside at any meetings that the chair is unable to attend, as well as take on any special projects that may be assigned by the chair.
- G. An administrative assistant in the Graduate School shall serve as the secretary for the committee. The secretary shall prepare minutes of the proceedings of the Committee and distribute them to the members of the Committee, the Chancellor, the Provost, the Dean and department heads of the College of Arts and Sciences, the deans, department heads and division chairs in each of the professional schools, and all graduate program directors. In addition, the secretary will arrange to have the Committee's agenda and minutes placed on the electronic bulletin board system.

Meetings of the Committee

- A. The Committee shall convene at regularly scheduled intervals to conduct business. The agenda for these meetings shall be placed on the electronic bulletin board system at least five working days prior to the meeting so that those who have business before the Committee can plan to attend.
- B. By a majority vote of the Committee, the chair may call special meetings where the volume of business before the Committee cannot be transacted in a reasonable period or when matters of unusual urgency arise.
- C. Committee meetings shall be conducted according to the most recent edition of *Robert's Rules of Order*.
- D. All meetings of the Committee shall be open to any member of the campus community.
- E. Speaking privileges at meetings are specifically granted to any member of the Graduate Faculty and to others at the discretion of the chair.

UNCG DISTANCE EDUCATION POLICY
Approved by the UNCG Faculty Senate, January 12, 2000

Distance education is any instructional activity characterized by a separation in time or place between the student and instructor or providing institution for all or part of the period of study. It may require that faculty travel to outlying sites or that educational materials travel by some method of distance communication, or both. Operationally, a distance education course or program at UNCG is one that is designed to be offered or is offered to students at sites away from the UNCG campus. The fact that the course or program may also be accessed from on-campus sites will not exclude the course or program from this operational definition. However, as far as is consistent with the UNC-General Administration policy, courses taught off-campus in clinical, technical, or international settings as a part of what would normally be classified as an on-campus degree program are not considered distance education courses. The creation and delivery of distance education programs raises new questions about ownership, compensation, control, evaluation, and quality, as well as other rights and responsibilities that may not be adequately addressed by existing policies. The purpose of this policy is to address these issues:

1. All current policies that apply to on-campus or “traditional” education will apply in the domain of distance education unless otherwise specified below.
2. UNCG is responsible for the technological delivery of courses. Courses must be delivered by reliable methods, and the institution must provide technical, academic, clerical, and instructional design support services to faculty and students as appropriate.
3. Student services and instructional materials essential to distance education must be made available and accessible to all students and at all sites.
4. UNCG will train faculty, staff, and students in the use of information technology and distance delivery media as appropriate.
5. Decisions to offer courses or programs through distance education will reflect student needs and availability of resources. If a degree program is designed to be offered entirely by distance education, the enrolled student must be able to satisfy all requirements of that degree program.
6. The academic unit (the department or school if it is not departmentalized) providing distance education will be responsible for maintaining the same high standards for all courses, regardless of delivery method, and for ensuring that distance education instruction is comparable in quality and content to the corresponding traditional on-campus instruction. Academic units offering distance education courses will regularly assess the methods by which they are delivered and their content.
7. The academic unit offering distance education will approve the curriculum and will develop and implement fair policies regarding faculty workload and staff support. New courses, whatever their planned mode of delivery, must be approved by the Undergraduate Curriculum Committee or the Graduate Studies Committee, as appropriate. A faculty member must receive approval from his or her department head to offer a distance education course.
8. When full-time faculty offer distance education courses during fall or spring semester, they will do so as part of their regularly compensated responsibilities to UNCG, except in rare instances which require the approval of the Provost.
9. Policies for faculty evaluation should include appropriate recognition of teaching, service, and scholarly or creative activities related to distance education programs or courses.

10. Faculty who teach through distance education technologies are responsible for acquiring sufficient technical skills to present their subject matter and related material effectively, and, as necessary, for consulting with technical support personnel.
11. Faculty are responsible for informing students about technical skill prerequisites and require hardware, software, and supplementary materials necessary for course participation in the catalogue description or syllabus.
12. Faculty who offer distance education should be available to interact individually with their students in person or via email or telephone.
13. The Academic Integrity Policy applies to courses taught traditionally and through distance education.
14. All courses in the *Undergraduate* and *Graduate Bulletins* may be offered by distance education if feasible. The UNCG Semester Schedule of Classes must indicate which sections of courses will be delivered by distance education, but these courses will not be distinguished on transcripts from sections of these courses delivered in more traditional ways.
15. Credit hours granted for courses delivered through distance education will be the equivalent to the credit hours for the same courses delivered traditionally.
16. Student participation in distance education is likely to be recorded in various ways and media, and student participants may be required to post materials electronically. Students should be informed in the syllabus (a) that their participation will be recorded and (b) of the circumstances under which others may have access to those recordings and their postings. Additionally, recordings and postings should be destroyed when they are no longer needed.
17. As a general rule, the creator(s) of distance education materials used at UNCG own the copyright to those materials and retain right of use. However, given the nature of distance education, the creator(s) of these materials and UNCG may find it desirable to enter into written agreements to protect the interests of all parties involved.

Special Note Regarding Approval of Distance Delivered Programs:

Even if a degree program has been approved previously for on-campus instruction, additional approval from the UNC General Administration is required if a department wishes to offer that program at a distance. UNC-GA requires that distance education programs be authorized by the Senior Vice President for Academic Affairs via submission of "Appendix F: Notification of Intent to Plan a New Distance Degree Program" and "Appendix G: Request for Authorization to Establish a New Distance Degree Program." Both documents in turn require review and approval of the appropriate campus committees and authorities.

"Degree-related distance education program" denotes "... a sequence of courses or a course of study whereby at least 50% of the formal educational requirements, including residency requirements, necessary to qualify for a degree or certificate is offered off-campus (or offered in online delivery format)."

SACS PRINCIPLES OF ACCREDITATION WITH IMPLICATIONS FOR CURRICULUM DEVELOPMENT

Note: The Principles of Accreditation of the Southern Association of Colleges and Schools are periodically revised. In order to assure access to the most current requirements, please view these on the SACS-COC website at <http://www.sacscoc.org/principles.asp>

SEVEN PRINCIPLES FOR GOOD PRACTICE IN UNDERGRADUATE EDUCATION

Following is a brief summary of the Seven Principles for Good Practice in Undergraduate Education as compiled in a study supported by the American Association for Higher Education, the Education Commission of the States, and The Johnston Foundation.

- 1. Good Practice Encourages Student-Faculty Contact**
Frequent student-faculty contact in and out of classes is the most important factor in student motivation and involvement. Faculty concern helps students get through rough times and keep on working. Knowing a few faculty members well enhances students' intellectual commitment and encourages them to think about their own values and future plans.
- 2. Good Practice Encourages Cooperation Among Students**
Learning is enhanced when it is more like a team effort than a solo race. Good learning, like good work, is collaborative and social, not competitive and isolated. Working with others often increases involvement in learning. Sharing one's own ideas and responding to others' reactions improves thinking and deepens understanding.
- 3. Good Practice Encourages Active Learning**
Learning is not a spectator sport. Students do not learn much just sitting in class listening to teachers, memorizing pre-packaged assignments, and spitting out answers. They must talk about what they are learning, write about it, relate it to past experiences, and apply it to their daily lives. They must make what they learn part of themselves.
- 4. Good Practice Gives Prompt Feedback**
Knowing what you know and don't know focuses learning. Students need appropriate feedback on performance to benefit from courses. In getting started, students need help in assessing existing knowledge and competence. In classes, students need frequent opportunities to perform and receive suggestions for improvement. At various points during college, and at the end, students need chances to reflect on what they have learned, what they still need to know, and how to assess themselves.
- 5. Good Practice Emphasizes Time on Task**
Time plus energy equals learning. There is no substitute for time on task. Learning to use one's time well is critical for students and professionals alike. Students need help in learning effective time management. Allocating realistic amounts of time means effective learning for students and effective teaching for faculty. How an institution defines time expectations for students, faculty, administrators, and other professional staff can establish the basis for high performance for all.

6. Good Practice Communicates High Expectations

Expect more and you will get it. High expectations are important for everyone--for the poorly prepared, for those unwilling to exert themselves, and for the bright and well-motivated. Expecting students to perform well becomes a self-fulfilling prophecy when teachers and institutions hold high expectations for themselves and make extra efforts.

7. Good Practice Respects Diverse Talents and Ways of Learning

There are many roads to learning. People bring different talents and styles of learning to college. Brilliant students in the seminar room may be all thumbs in the lab or art studio. Students rich in hands-on experience may not do so well with theory. Students need the opportunity to show their talents and learn in ways that work for them. Then they can be pushed to learning in new ways that do not come so easily.

**GUIDELINES FOR GOOD PRACTICE IN GRADUATE EDUCATION
(Approved by the UNCG Graduate Studies Committee on January 25, 1999)**

It is essential that graduate students:

- Conduct themselves in a mature, professional, and civil manner in all interactions with faculty and staff.
- Recognize that the faculty advisor provides the intellectual and instructional environment in which the student conducts research, and may, through access to teaching and research funds, also provide the student with financial support.
- Recognize that faculty have broad discretion to allocate their own time and other resources in ways which are academically productive.
- Recognize that the faculty advisor is responsible for monitoring the accuracy, validity, and integrity of the student's research. Careful, well-conceived research reflects favorably on the student, the faculty advisor, and the University.
- Exercise the highest integrity in taking examinations and in collecting, analyzing, and presenting research data.
- Acknowledge the contributions of the faculty advisor and other members of the research team to the student's work in all publications and conference presentations.
- Maintain the confidentiality of the faculty advisor's professional activities and research prior to presentation or publication, in accordance with existing practices and policies of the discipline.
- Take primary responsibility to inform themselves of regulations and policies governing their graduate studies.

It is also imperative that faculty:

- Interact with students in a professional and civil manner in accordance with University policies governing nondiscrimination and sexual harassment.
- Impartially evaluate student performance regardless of religion, race, gender, sexual orientation, nationality, or other criteria that are not germane to academic evaluation.
- Serve on graduate student committees without regard to the race, gender, sexual orientation, or national origin of the graduate student candidate.
- Prevent personal rivalries with colleagues from interfering with their duties as graduate advisors, committee members, or colleagues.

- Excuse themselves from serving on graduate committees when there is an amorous, familial, or other relationship between the faculty member and the student that could result in a conflict of interest.
- Acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyrights and patents.
- Not impede a graduate student's progress toward the degree in order to benefit from the student's proficiency as a teaching or research assistant.
- Create in the classroom, lab, or studio supervisory relations with students that stimulate and encourage students to learn creatively and independently.
- Have a clear understanding with graduate students about their specific research responsibilities, including time lines for completion of research and the thesis or dissertation.
- Provide verbal or written comments and evaluation of students' work in a timely manner.
- Discuss laboratory, studio, or departmental authorship policy with graduate students in advance of entering into collaborative projects.
- Refrain from requesting students to do personal work (mowing lawns, baby-sitting, typing papers, etc.) without appropriate compensation.
- Familiarize themselves with policies that affect their graduate students.

Graduate education is structured around the transmission of knowledge at the highest level. In many cases, graduate students depend on faculty advisors to assist them in identifying and gaining access to financial and/or intellectual resources which support their graduate programs. In some academic units, the student's specific advisor may change during the course of the student's program. The role of advising may also change and become a mentoring relationship. The reward of finding a faculty mentor implies that the student has achieved a level of excellence and sophistication in the field, or exhibits sufficient promise to merit the more intensive interest, instruction, and counsel of faculty.

To this end, it is important that graduate students:

- Devote an appropriate amount of time and energy toward achieving academic excellence and earning the advanced degree.
- Be aware of time constraints and other demands imposed on faculty members and program staff.
- Take the initiative in asking questions that promote understanding of the academic subjects and advance the field.
- Communicate regularly with faculty advisors, especially in matters related to research and progress within the graduate programs.

Faculty advisors, on the other hand, should:

- Provide clear maps of the requirements each student must meet, including course work, languages, research tools, examinations, and thesis or dissertation, and delineating the amount of time expected to complete each step.
- Evaluate student progress and performance in regular and informative ways consistent with the practice of the field.
- Help students develop artistic, interpretive, writing, verbal, and quantitative skills, when appropriate, in accordance with the expectations of the discipline.
- Assist graduate students to develop grant-writing skills, where appropriate.
- Take reasonable measures to ensure that each graduate student initiates thesis or dissertation research in a timely fashion.
- When appropriate, encourage graduate students to participate in professional meetings or perform or display their work in public settings.
- Stimulate in each graduate student an appreciation of teaching.

- Create an ethos of collegiality so that learning takes place within a community of scholars.
- Prepare students to be competitive for employment that includes portraying a realistic view of the field and the market at any given time and making use of professional contacts for the benefit of their students, as appropriate.

In academic units, faculty advisors support the academic promise of graduate students in their program. In some cases, academic advisors are assigned to entering graduate students to assist them in academic advising and other matters. In other cases, students select faculty advisors in accordance with disciplinary interest or research expertise. Advising is manifold in its scope and breadth and may be accomplished in many ways. A student's academic performance and a faculty member's scholarly interests may coincide during the course of instruction and research. As the faculty-graduate student relationship matures and intensifies, direct collaborations may evolve which entail the sharing of authorship or rights to intellectual property developed in research or other creative or artistic activity. Such collaborations are encouraged and are a desired outcome of the mentoring process.

UNCG BASIC TECHNOLOGY COMPETENCIES - Revised 2005

1. Computer Operation

- 1.1 start up and shut down computer system and peripherals
- 1.2 identify and use icons, windows, menus
- 1.3 point and click, drag using mouse
- 1.4 start an application and create a document
- 1.5 name, save, retrieve, revise, close a document
- 1.6 use printing options
- 1.7 insert and eject floppy disk and CD-ROM
- 1.8 initialize (format), name/rename floppy and hard disks
- 1.9 copy document from hard drive to floppy disk and vice versa
- 1.10 use a search/find function to locate files
- 1.11 create and name/rename directories/folders
- 1.12 save, open, place documents inside directories/folders
- 1.13 open and work with more than one application at a time
- 1.14 understand terms such as document, application, K (kilobyte), hierarchical file system, directory, operating system, system software, RAM, printer
- 1.15 determine storage capacity of floppy disk, hard disk, zip disk, CDROM
- 1.16 know how to contact help desk and technical support services

2. Setup, Maintenance, and Troubleshooting

- 2.1 connect peripheral devices to computer
- 2.2 protect and care for floppy disks
- 2.3 make backup copies of key applications and documents
- 2.4 use self-help resources to diagnose and correct common hardware/ printing problems
- 2.5 install, uninstall and upgrade a basic application
- 2.6 deal with viruses (protect, respond to detection, recover from)
- 2.7 install ink cartridge in printer

3. Word Processing

- 3.1 enter and edit text and copy and move a block of text
- 3.2 change text format and style, set margins, line spacing, tabs
- 3.3 check spelling, grammar, word usage
- 3.4 create a header or footer
- 3.5 insert date, time, page number
- 3.6 insert tables into document
- 3.7 insert image or file into document
- 3.8 know terms such as cursor, format, font, style, point size, header, footer, spell check

4. Spreadsheet/Graphing

- 4.1 interpret and communicate information in an existing spreadsheet
- 4.2 enter data in an existing spreadsheet
- 4.3 create a spreadsheet with rows, columns headings
- 4.4 modify a spreadsheet by labeling a new column and adding records
- 4.5 create a chart (graph)
- 4.5 know terms such as spreadsheet, cell, data entry bar, formula, function

5. Library Research

- 5.1 construct a search strategy using syntax appropriate to database
- 5.2 search for a book, periodical, or other library holding using the on-line catalog
- 5.3 search for a journal article using on-line databases

6. Networking

- 6.1 log onto campus network from different sites
- 6.2 activate UNCG accounts
- 6.3 change passwords
- 6.4 use UNCGenie to access and maintain student information
- 6.5 know terms such as local area network, wide area network, access rights, security passwords, file server, network zone, Novell network, and user context

7. Telecommunication

- 7.1 use electronic mail (compose, send, forward, read, respond, save, print)
- 7.2 download and read attachments
- 7.3 upload a file and send as electronic mail, i.e., send attachments
- 7.4 use an e-mail list, listserv, discussion group
- 7.5 create and use group addresses for electronic mail
- 7.6 know terms such as telecommunications, direct access, dial-in-access, modem, baud rate

8. Internet

- 8.1 connect to the Internet
- 8.2 access and use resources on the Internet
- 8.3 use a search engine to locate resources on the Internet
- 8.4 install/modify browser plugins (e.g., Real Player, Acrobat Reader)
- 8.5 demonstrate knowledge of Copyright and Fair Use Guidelines by explaining selection and use of Internet resources in content projects/assignments.
- 8.6 know terms such as telecommunications, direct access, dial-in-access, modem, baud rate, Internet, World Wide Web, plugins

9. Media Communications (including Image and Audio Processing)

- 9.1 produce print-based products (e.g., newsletters, brochures, posters)
- 9.2 produce electronic slides/overheads
- 9.3 use painting and drawing tools
- 9.4 know terms such as painting tool, drawing tool, compression

10. Multimedia Integration

- 10.1 plan/produce a multimedia presentation, e.g., PowerPoint
- 10.2 plan/produce a hypermedia presentation, e.g., a web page with links
- 10.3 use a file compression utility, e.g., WinZip
- 10.4 select and use simple animations
- 10.5 know terms such as media, multimedia, hypermedia, clip media

11. Ethical Use of Technology

- 11.1 model ethical behavior relating to security, privacy, passwords, and personal information, and recognize possible consequences of misuse.
- 11.2 demonstrate knowledge of responsible, safe and ethical use of networked digital information
- 11.3 adhere to Fair Use and Multimedia Copyright Guidelines, citing sources of copyrighted materials in papers, projects, and multimedia presentations

12. Course Management System (Blackboard)

- 12.1 log in to Blackboard
- 12.2 read announcements and access course content
- 12.3 post and read discussion board messages, and participate in the Virtual Classroom
- 12.4 take online quizzes and view grades in gradebook

NOTES