Faculty Senate
College-wide Curriculum Committee

Course of Study Guidelines

- A proposed Course of Study must include the following information (note: the information in this section will also be inputted into the CIM forms):
  
  1. Suggested course prefix (e.g. FD1XX. "1XX" indicates a first-year course; "2XX" indicates a second-year course, etc... Do not assign any other number)
  2. Proposed course title
  3. Proposed course description (Please explain in fewer than 50 words. This description will also be used for the catalog)
  4. The number of lecture hours per week
  5. The number of studio or lab hours per week
  6. Total number of credits (Please use the following formula to calculate credits):
     - 1 lecture hours = 1 credit
     - 1 studio or lab hour = ½ credit
  7. Prerequisite(s): course(s) that are required to be completed before this course can be taken
  8. Co-requisite(s): include course(s) that are required to be completed at the same time this course is taken
  9. Name of course preparer (author), department, and date of preparation
  10. Student learning outcomes
    
    - Should be expressed as measurable behavioral objectives (for example, "upon completion of the course, student will be able to...")
    - Bloom's Taxonomy has examples of appropriate language, it can be found here: CET's Syllabus and Student Learning Outcomes

- For each unit/area of study, the proposed Course of Study should include the following:
  
  1. Unit title or concepts to be addressed
  2. Time allocation of lecture hours and studio/lab hours relative to each unit/area of study
  3. Description of material to be covered

- The following are required and must be listed in the proposed Course of Study:
  
  1. Recommended text and/or readings for the course.
  2. Grading/method of evaluation and suggested percentage allotment (e.g. midterm 20%, research paper 30%, portfolio 20%, projects 30% -- or other methods of evaluation such as sketchbook, final project, final exam, etc.)
  3. An up-to-date selected bibliography, including relevant websites and periodicals, (recommended not to exceed 25 entries) (See here for correct format for citations)

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