

**FORMAT FOR
UNIVERSITY CORE CURRICULUM
COURSE PROPOSALS
(December 2006)**

ALL PROPOSALS MUST BE ACCOMPANIED BY THE FOLLOWING:

- COVER SHEET:** Head the page with the course title, course level, and delivering academic unit(s). Then, please answer the following questions in the numerical order given.
1. Estimate the number of sections you are prepared to offer each semester, and the enrollment per section.
 2. Please name the course coordinator for proposals with multiple sections and the instructor(s) for individual section(s). (Faculty only)
 3. Briefly describe instructional mode(s) of delivery: staffing (faculty or GA), class format.
 4. List Advanced UCC course(s), if any, and a brief rationale for each. Proposed substitutions must be for higher level courses that offer more depth or breadth of coverage.
 5. Course rationale: how does this course meet Core area and program goals?
 6. Date course will be offered for the first time.
- FORM 90:** Include all attachments specified by the form (course outline). When completing the Form 90, list the academic unit's name and note course number.
- ASSESSMENT:** In order to meet Illinois Board of Higher Education guidelines on assessment, every Core course must be accompanied by an assessment plan. Assessment information on Core courses will be collected regularly. Attach to Form 90.
- PROFICIENCY:** As a matter of university policy, all course proposals must be accompanied by a proficiency exam. Please indicate whether you will administer the proficiency within the academic unit or put it on file with Testing Services, and list the name (plus office address, phone number, and email address) of the contact person for this proficiency. Attach to Form 90. (Proficiency will be returned to you for security reasons.)
- SYLLABUS:** Please attach a fully developed syllabus, including the following items:
1. Course title and number
 2. Instructor(s) name, campus address, phone number, email address
 3. Detailed course description.
 4. Student Learning Objectives: " Students will be able to"
 5. Required reading list..
 6. Course requirements and grading to equal 100%. Example: Three quizzes (10 pts each) (30%); Research paper (25%); Midterm (15%); Final (25%), Discussion (5%)
 7. Detailed week-by-week class topics, assignments and tests, including the final exam during exam week.

The University Core Curriculum Office is located in Faner 2512 (mail code 4522). If you have any questions, please call the Director at 453-3466, email jsallen@siu.edu, or leave a message at 453-3468.