ENGL 345 Topics in British Literature-CrsRvs-2019-04-08

- The workflow icon is no longer available. Please click on the Page Status after the orange circle icon near the page title. *

Form Information

The page you originally access is the global template version. To access the template document that progresses through the workflow, please complete the following steps:

First Step : ONLY change the text in the [brackets] so it looks like this: CRIM 101 Intro to Criminology-CrsRvs-2015-08-10

- *If DUAL LISTED list BOTH courses in the page title*

Second Step: Click "SAVE" on bottom right

- *DO NOT TYPE ANYTHING INTO THE FIRST PAGE OTHER THAN THE TEXT IN BRACKETS*
- *Please be sure to remove the Brackets while renaming the page*

Third Step: Make sure the word DRAFT is in yellow at the top of the proposal

Fourth Step : Click on "EDIT CONTENTS" (not EDIT) and start completing the template. When exiting or when done, click " SAVE" (not Save Draft) on bottom right

When ready to submit click on the workflow icon and hit approve. It will then move to the chair as the next step in the workflow.
*Indicates a required field

Proposer*	Chauna Craig	Proposer Email*	ccraig@iup.edu
Contact Person*	Chauna Craig	Contact Email*	ccraig@iup.edu
Proposing Department/Unit*	English	Contact Phone*	7-2261

Course Level*	undergraduate-level

Course Revisions
(Check all that apply;fill out categories below as specified; i.e. if only changing a course title, only complete Category A)

Category A:	Category B:
catalog_desc_change course_prefix_number_change mod_prereq	* Teacher Education: Please complete the Teacher Education section of this form (below) * Liberal Studies: Please complete the Liberal Studies section of this form (below) * Distance Education: Please complete the Distance Education section of this form (below) - Please check the APPROVED DE Course List - ON DOCUMENTS PAGE before completing this section If already approved - you DO NOT need to do a DE proposal

Rationale for Proposed Changes (All Categories)
(A) Why is the	

(L) Proposed Course Student Learning Outcomes (SLOs) For each outcome, describe how the outcome will be achieved	Note that the text box in the table expands

SLO #	Outcome	How outcome is assessed
1		
2		
3		

(M) Previous Brief Course Outline (It is acceptable to copy from old syllabus)	As outlined by the federal definition of a "credit hour", the following should be a consideration regarding student work - For every one hour of classroom or direct faculty instruction, there should be a minimum of two hours of out of class student work.
(N) Brief Course Outline (Give sufficient detail to communicate the content to faculty across campus. It is not necessary to include specific readings, calendar or assignments)	As outlined by the federal definition of a "credit hour", the following should be a consideration regarding student work - For every one hour of classroom or direct faculty instruction, there should be a minimum of two hours of out of class student work.

Distance Education Section

- Complete this section only if adding Distance Education to a New or Existing Course

If Completing this Section, Check the Box to the Right:	NOTE: you must check this box if the Course has previously been approved for Distance Education

How will each outcome be measured (note should mirror (L) Student Learning Outcomes* (SLO) from the course proposal	Narrative on how the course will address the Selected Category Content	
	Course SLO #	**Assessment Tool to be used to measure the outcome**
	1	
	2	
	3	

All Liberal Studies courses are required to include perspectives on cultures and have a supplemental reading. Please answer the following questions.	
Liberal Studies courses must include the perspectives and contributions of ethnic and racial minorities and of women whenever appropriate to the subject matter. Please explain how this course will meet this criterion.	
Liberal Studies courses require the reading and use by students of at least one non-textbook work of fiction or non-fiction or a collection of related articles. Please describe how your course will meet this criterion.	

Teacher Education Section

- Complete this section only for a new Teacher Education course or Teacher Education course revision

If Completing this Section, Check the Box to the Right:	NOTE: you must check this box if the Course/Program has previously been approved for Teacher Education related items
Course Designations:	
Key Assessments	
	For both new and revised courses, please attach (see the program education coordinator): • The Overall Program Assessment Matrix • The Key Assessment Guidelines • The Key Assessment Rubric File Modified No files shared here yet. • Drag and drop to upload or browse for files
Narrative Description of the Required Content	*How the proposal relates to the Education Major*

Please scroll to the top and click the Page Status if you are ready to take action on the workflow.
Please submit an ihelp if you have any questions http://ihelp.iup.edu