

Foundational Studies Course Proposal Cover-Page

Course Title: _____

FS Category: _____

Department: _____

Chairperson: _____

Date: _____

Faculty Representative: _____

Date: _____

Instructor commitments

Instructors agree to ensure that the content and delivery of this FS course meets the Learning Objectives (LO) and the Skill and Applied Learning Requirements (SALR) of the category of the course.

Instructors will include the following in their syllabi:

- a. Statement explaining the FS requirement the course is meeting-
- b. Statement identifying specific FS learning objectives for the course
- c. Statement explicating how the assigned work assists students in meeting the FS program's goals, as well as the goals of the specific FS category under which the course falls
- d. Statement encouraging students to review the University's Academic Dishonesty Policy found in the Student Code of Conduct
- e. When appropriate, a statement outlining the citation style the instructor wishes students to use and the repercussions they will face if they plagiarize or act in other academically dishonest ways
- f. Statement explaining course attendance policy
- g. Statement describing the central tenets of academic freedom and how these relate to the course
- h. One of the four designated statements on laptop computers
- i. The University statement on the rights and responsibilities of students with disabilities

Instructors will submit to their department chairperson and to the FS coordinator an electronic copy of their syllabus at the beginning of each semester in which they teach this course, including summer sessions.

Instructors will submit a copy of their SIRs to the FS coordinator.

Instructors will have their students complete the designated FS assessment instrument for the category in which this course falls and will submit the completed instruments to the FS coordinator.

Chairperson/director commitments

The chairperson/director will complete the verification documentation for this course each academic year and submit it to the FS coordinator.

The chairperson/director will coordinate with the chairpersons/directors offering courses in this FS category to assure a broad array of course offerings.

The chairperson/director will ensure general consistency across sections.

Questions for Chairpersons and Curriculum Affairs Committee

1. When will this course be offered?

a. Fall semester _____

b. Spring semester _____

c. Summer sessions _____

d. Fall and Spring _____

e. Fall, Spring, and Summer sessions

f. Other: _____

2. Approximately how many seats can your department/program provide for the category?

a. Fall semester: _____

b. Spring semester: _____

c. Summer sessions: _____

3. Approximately how many sections of the course will be offered each semester?

a. Fall semester: _____

b. Spring semester: _____

c. Summer sessions: _____

4. What will be the typical section size?

a. Fall semester: _____

b. Spring semester: _____

c. Summer sessions: _____

5. Will the course be offered online?

a. Fall semester _____

b. Spring semester _____

c. Summer sessions _____

d. Fall and Spring _____

e. Fall, Spring, and Summer sessions

f. Other: _____

6. Approximately, how many sections will be offered online?

a. Fall semester: _____

b. Spring semester: _____

c. Summer sessions: _____

7. If your department or program is proposing more than 1 course for this category, please identify where this course ranks when compared to the other courses which have been proposed (#1 out 3)

8. Additional Comments: