

Instructions for completing UICC forms

Specific Notes

A. Catalog Listing: This should be **exactly** the copy you intend to be listed in the catalog. Include all other information in the Justification section. This should only be completed if proposal is for a NEW course with a specific catalog number, not a topic in an already existing catalog number.

Note: in example below, INTD 1800 will eventually become "UNIV 1800."

Sample catalog copy:

INTD 2245. Introduction to Diversity Studies in American Culture

(241) Either semester. Three credits. Prerequisite: Open to sophomores or higher.

An interdisciplinary introduction to comparative multicultural studies in the United States. Topics may include: African American, Asian American, Latino/a, and Native American cultures; gender, feminism, religious and sexual identities; and disability studies.

Interdepartmental course (CLAS). CA 4.

INTD1660W. Ports of Passage

(166W) Second semester. Three credits. Prerequisite: ENGL 1010 or 1011 or 3800.

A selection of readings concerning ports around the world. Interdisciplinary readings will explore the cultural and historical significance of the port as a setting of philosophical and commercial exchange. **Interdepartmental course (CLAS).** CA 4-INT.

INTD 1800. FYE University Learning Skills

(180) Either semester. One credit. One class period. Open to freshman and sophomore students only.

A component of the First Year Experience (FYE) program, this course is intended to acquaint students with the university and expand their learning experiences in order for them to adjust to the new expectations they will face. The course involves assignments that will provide opportunities for students to enhance their academic and interpersonal skills. **University course.**

B. Course Number: Ordinarily, proposed courses are listed generically as "1XXX, 2XXX, 3XXX, or 4XXX" and not assigned a number until approved and submitted to the Registrar's Office. If more than one new course is being proposed at the same meeting, use sequential alphabetic variations: "2XXX, 2XXY, ...2XYX, 2XYY, ...". All course proposals involving 1000's and 2000's courses or general education designations must also be submitted to the Senate Committee on Curricula and Courses using their forms. Courses number xx80 to xx99 are reserved for special topics, thesis, internships, etc. (see <http://web.uconn.edu/courserenumbering/senateinformation.html>).

C. Semester offered: Choose one of the following options: "Fall, Spring, Either, or Both". "Both semesters" means the course is expected to be offered both first and second semesters. "Either semester" means the course may vary in semester offering-- this listing is often used for

internships, special topics listings, and other situations where semester cannot be predicted. Catalog copy uses the terms "first" and "second" semester, not "fall" and "spring" semester.

Note: if the course will be offered only in alternate years, add the phrase "alternate years" after the choice of semester. **Example:** "Second semester, alternate years"

D. Number of Credits: List the number in written form (e.g., "three credits", not "3 credits"). If credits vary, use the phrase "credits and hours by arrangement."

E. Number of Class Periods: Only list number of class periods here if there is something not standard, such as: "Two 3-hour studio periods", "Three class periods and one 2-hour laboratory period", "One class and two 3-hour laboratories", "Two lecture-discussion periods and one 2-hour laboratory period for which field trips may be substituted", etc.

Note: the catalog does **not** list times for lecture/seminar classes, e.g. "two 75-minute lectures/week, three 50-minutes/week, one 3-hour seminar/week". This information can vary from semester to semester and is included in the scheduling information provided on PeopleSoft, not in the catalog.

F. Prerequisites: Examples: "NUSC 2000", "NUSC 1650 and PNB 2500 or 2650", "NUSC 2410. NUSC 2650 must be taken concurrently", "CHEM 2430; MATH 1140 or 1160; PHYS 1220, 1320, or 1420; or consent of instructor." You may wish to add "or consent of instructor" after prerequisites.

Note: Peoplesoft software will enforce prerequisites and deny registration to students who do not match criteria, requiring instructors to give permission numbers to students who do not meet prerequisites. If you would rather not have to give permission numbers to each such student, consider using "Recommended Preparation" instead (see next note).

G. Recommended Preparation: Courses may be specified by specific number -- e.g., "MCB 2000" -- or more generally -- e.g., "at least one 2000-level course in MCB", "a course in genetics", etc. For graduate courses, note that graduate students often do not have access to UConn undergraduate catalogs, so it may be more useful to describe the level of preparation than to list a specific UConn course number -- e.g., "Recommended preparation: a course in genetics" rather than "Recommended preparation: MCB 2000 or 2130".

Note: Peoplesoft software does not check a student's transcript for items listed under recommended preparation.

H. Exclusions: Use appropriate language to exclude students who should not take this course for credit. Examples: "May not be counted towards the biology major", "Not open for credit to students who have passed MATH 1060, 1130, 1150, or 1200", "This course may not be combined with BIOL 1020 to satisfy the General Education CA3 Requirement".

I. Repetition for credit: If applicable, use one of the following choices: "May be repeated for credit" or "With a change in content, this course may be repeated for credit"

J. Instructor(s) names for catalog Copy: This is not the place to identify instructor(s) who will actually teach the courses. That information must be included in the justification section. Only list name(s) here if you intend them to appear in the catalog. Use last names only, unless first letter abbreviation is also needed to distinguish between two instructors. Examples: "DeFranco, McGivney-Burelle"; "R. O'Neill"

Note: If the department does not wish instructor name to be included in catalog copy, leave it blank. The generic listing "Staff" is assumed as a default, and will not be listed in the catalog.

K. Course description: Keep this description brief and focused. Omit articles and unnecessary descriptors. **Example:**

"Theory of chemical rate; homogenous, heterogeneous and catalytic systems. Analysis and design of batch and flow reaction systems; analysis of rate data; temperature and catalytic effects in reactor design; mass transport effects; non-ideal reactor design".

L(i). Justification for adding course and academic merit: These two items are often confused. The first question, "reason for adding this course", should address the question "Why is a new course needed? Why can't this subject matter be accommodated in an existing course?" The second question, "Academic merit", should expand on the brief course description used in catalog copy to spell out more fully how this course will be structured and how it will satisfy the needs of the department or program.

Note: Every proposal should be accompanied by a syllabus, which will provide still more detail.

L (ii). Rationale for proposing as an INTD course: Explain why this course is proposed as an interdepartmental course rather than a departmental course. Often the explanation is linked to and made clear by the history of how the course was developed. Proposal should make clear the uniqueness of the course and how it complements other subject areas.

Note: INTD courses may be proposed by academic departments and academic programs in schools and colleges. University units do not have academic standing to propose INTD courses but may act as a co-sponsor.

L (iii). Rationale for proposing as an UNIV course: Explain why this course is proposed as a University course rather than a departmental or an interdepartmental course. Often the explanation is linked to and made clear by the history of how the course was developed. Proposal should make clear the uniqueness of the course and how it complements other subject areas.

Note: UNIV courses are proposed and administered by University units that report to the provost and are not academic departments nor academic programs located in schools and colleges. University units that offer or may wish to offer UNIV courses exist to facilitate and complement the teaching and academic programs of the schools and colleges.

M. Overlapping Courses: Identify any courses in your department or others that include content similar to the proposed course, and briefly summarize any discussions you have had with instructors of these courses to ensure that the courses do not unnecessarily duplicate the same material. One reason that course proposals are sometimes returned to their originating department is that a representative from another department claims that the proposed course overlaps with an existing course, and no one has consulted the department offering such a course.

N. Effects on Other Departments: If there is a possibility that this course proposal will affect other departments, please indicate the names of departments with whom you have communicated and the nature of any feedback received. If questions arise and the proposal does not indicate that such consultation has occurred, the Committee may request that the proposal be returned until this item has been addressed satisfactorily.

O. Abbreviation for Department or Program: use registrar's conventions. See [UConn Department Abbreviations](#) web page. "INTD" is the current designation for all interdepartmental courses proposed and sponsored by academic departments or academic programs/units located in schools and colleges. University-wide interdepartmental courses- those proposed and sponsored by university units that report to the chief academic officer and are not academic

departments nor academic programs located in schools and colleges will use the "UNIV" designation.

Note: the "UNIV" designation has not yet been approved and may change; until the "UNIV" designation is approved, existing courses of this type will be listed under the "INTD" designation with the description "University course" in the catalog text. Those university units that do not report to the chief academic officer do not have standing to propose "UNIV" or INTD courses.

P. Staffing: Identify instructor(s) who will teach course. For the purposes of this proposal, "faculty" means tenured, tenure-track, or non-tenured faculty with full-time contracts of at least one year (including, but not limited to: assistant professor in residence, instructor, lecturer, research or clinical professor). Where the principal instructor or instructor of record is not a faculty member, a brief curriculum vitae for the instructor should be supplied with the proposal.

Q. Approval Dates: Different departments, programs, and units may differ in the procedures by which they approve courses and curricula.

For INTD proposals: the most common situation is that proposals are first approved by a department committee, then by the department faculty, before they are submitted to the UICC. Review by School or College CC&C(s) comes AFTER review by UICC. On our forms we request the dates of approval by relevant departmental committee(s) and faculty. If your department functions as a committee of the whole and has no separate C&C committee, list the same date for both approvals. If the proposal requires additional approvals, please list them (e.g., department head). If the proposal involves more than one department, please include all relevant departments with approval dates.

For "UNIV" proposals: program- or unit-level approvals include approval by faculty advisory panel(s), course committee(s), and official(s) with authority to commit resources. These approvals must be obtained BEFORE the proposal is submitted to the UICC. Review by School or College C&CC(s) is not required for UNIV courses. Following UICC review, recommendations will be made to Senate C&CC, as appropriate.

R. Effective Date: Note that requested changes will not appear in catalog copy for some time, depending on the timing of approval relative to the Nov. 1 deadline for new catalog copy. So even if changes are requested to take place immediately, there will be a lag. Note also that no changes are effective until the registrar has received an appropriate form from the department, including the date of approving minutes from School or College C&C Committee(s).

S. Consent of Instructor: If consent is required of all students, use separate sentence "Consent of instructor is required" or "Open only with consent of instructor." All students will then need permission numbers to register. You may wish to add the phrase "... or consent of instructor" after listing prerequisites -- in this case, only students lacking prerequisite will need permission number to register. This phraseology is not absolutely necessary, since instructor permission always overrides prerequisites.

T. General Education Content Area and/or Skill Codes: If your INTD course is appropriate as a General Education content Area 1-4, "W", "Q", or "C" course, you must file a separate proposal with the University Senate Committee on Curricula and Courses using their forms. See the link on the GEOC page [www.geoc.uconn.edu] for GEOC form.

U. S/U Grading for Undergraduate Courses: permission to grade an undergraduate course using the grades S (satisfactory) or U (unsatisfactory), instead of letter grades A-F, must be obtained from the University Senate Curricula & Courses Committee. All students in such a course must be graded S/U. These grades do not count towards GPA calculations, and courses graded S/U may not be used to satisfy General Education Requirements. Once approved by

Senate Curricula & Courses Committee, the following text should be added to catalog copy: "Students taking this course will be assigned a final grade of S (satisfactory) or U (unsatisfactory)."

*Example: **ENGL 1004 Basic Writing.***

Either semester. Two credits. Students taking this course will be assigned a final grade of S (satisfactory) or U (unsatisfactory).

V. Statement(s) of Support: For all INTD and UNIV proposals, include a statement of departmental, academic program, or University unit support that includes the nature of the contract between sponsoring parties that references agreements over course syllabus and content development, how instructors will be assigned and how resources will be allocated, how the course will be administered including any changes to catalog copy, and any other financial or resource commitments that have been made between sponsors. All co-sponsorship agreements should be spelled out.

W. Department(s), Academic Unit(s), and/or University Unit(s) requesting course: INTD course proposals may be submitted by academic departments and academic units and programs in schools or colleges. All INTD proposals must have at least one academic department as a co-sponsor. University units that report to the provost and are not academic departments nor academic programs located in schools and colleges may submit UNIV course proposals. All UNIV proposals must have at least one University unit as a sponsor or co-sponsor.

X. Syllabus: A syllabus must accompany each INTD or UNIV course proposal.

Y. Assessment Methods: Proposal should clearly detail assessment methods, particularly if the methods are non-traditional.