

College of Art and Design

Topic Outline Form for Existing Shell Course

Shell courses have flexible course outlines that allow instructors to develop a specific focus and content for their particular Topic offered within the Shell.

In order for a new Topic within a Shell course to be scheduled, a completed, approved digital version of this form must be submitted to the Scheduling Officer by the scheduling deadline date for the term in which the topic will be offered. **No late submissions can be accepted.**

Procedure for proposing a new Topic within an existing shell course:

1. Faculty proposing to offer a new Topic will complete this form and forward electronically to the Undergraduate Program Director or Graduate Director for electronic signature.
 2. The Undergraduate Program Director or Graduate Director then secures the digital signature of their School Director.
 3. The School Director electronically forwards the form to the College Curriculum Committee Chair (CAD CCC) with a copy to the College Scheduling Officer. The CAD CCC will review.
 4. Once approved by the CAD CCC, the College Scheduling Officer will process.
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Topic Proposed by _____ Program

Existing Shell Course _____ Topic Course Title _____
Alpha #

1.0 Course Information

1.1 Catalog Listing

Existing Long Shell Course Title _____
Long Course Title as it appears in the Course Catalog

Existing Short Shell Course Title + Topic Course Title _____
Short Course Title as it appears in the Course Catalog (Maximum 33 characters, including spaces)

1.2 Effective Term Offered Topic Repeatable No Yes. How many times? _____

2.0 Course Description (150 words or less, including spaces)

3.0 TOPIC Goals In the sections that follow, please use sub-numbering as appropriate (e.g. 3.1, 3.2, etc.).

4.0 Intended course learning outcomes and associated assessment methods of those outcomes

4.1 Consistent with Existing Shell Course Outline

5.0 Topics Outline - Please use sub-numbering (e.g. 5.1, 5.2, etc.).

6.0 Possible Resources Identify all resources that might be needed to effectively teach this class and what students will need to complete the assignments (please provide a detailed list of equipment, software, computer lab, data storage/retrieval requirements, special classroom, shop, wet lab, work space or media requirements. Please use sub-numbering (e.g. 6.1, 6.2, etc.)

7.0 Program outcomes and/or goals supported by this course

7.1 Consistent with Existing Shell Course Outline

8.0 Administrative Information

Required Course Approval	Digital Signature and Approval Granted Date
Undergraduate Director/Graduate Director	
School Director	
College Curriculum Committee Chair	