

Topic Outline Form for Approved 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.

IMPORTANT TO NOTE:

- Acceptance for the spring/summer term is September 15th
- Acceptance for the fall term is January 31st
- **No late submissions will be accepted**
- Only an approved topic for an **existing** Shell course can only be scheduled in SIS
- Shell courses do not automatically roll from one semester to the next
- **All fields** must be completed accurately
- If you have any questions, contact the CAD Scheduling Officer

- Step 1** Download the approved Shell course outline found on insideCAD (<https://inside.cad.rit.edu/facultyadjunctstaff/curriculum-resources/course-outlines/>)
- Step 2** Complete this Topic Outline Form to create a “Topic” for an existing shell course that aligns with the approved shell course outline.
- Step 3** Email the approved Shell Course Outline and the Topic Outline Form to the Undergraduate Program Director or Graduate Director for a digital signature.
- Step 4** The Undergraduate Program Director or Graduate Director emails both forms to their School Director for a digital signature.
- Step 5** The School Director emails both forms to the Scheduling Officer. The Scheduling Officer will upload the forms to the CAD Curriculum Committee file share for review by the CAD Associate Dean for Undergraduate Studies or Graduate Studies.
- Step 6** After approval, the CAD Associate Dean for Undergraduate Studies or Graduate Studies will notify the Scheduling Officer that the topic is ready for processing.
- Step 7** An approved copy will be emailed to the School’s Curriculum Committee Representative.

1.0 Administrative Information

Topic Proposed by _____ Program _____

Existing Shell Course _____ Effective Term _____
Alpha #

Topic Course Title _____

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

2.0 Course Information

a. Catalog Listing

Existing Shell Course Title _____
(Long Course Title as it appears in Course Catalog – *DO NOT INCLUDE COURSE NUMBER*)

Existing Short Course Title + Topic Course Title _____
(Maximum 33 characters allowed, including spaces)

b. Course delivery structure (components) and associated credit hours

Component and contact hours must match shell course outline.

Component and Contact Hours Consistent with Existing Shell Course Outline	Maximum students per section _____
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3.0 Course Description (150 words or less, including spaces)

4.0 Topics (should be in an enumerated list or outline format)

5.0 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. (should be in an enumerated list or outline format)

6.0 Intended course learning outcomes and associated methods

Consistent with Existing Shell Course Outline

7.0 Program outcomes and/or goals supported by this course

Consistent with Existing Shell Course Outline