

## QUICK TIPS

(for the PREPARER'S COURSE PROPOSAL CHECKLIST)

### EFFECTIVE QUARTER

Submission deadlines for the 2009-2010 academic year are listed on the following Web page:

[http://senate.ucr.edu/senate\\_site/cms.php?node=course\\_proposals\\_0910](http://senate.ucr.edu/senate_site/cms.php?node=course_proposals_0910)

Note: The last four characters of the URL designate the academic year. For example, if the last four characters in the above URL are changed to 0809, the Web page lists the deadlines for the 2008-2009 academic year.

### ACTIVITIES

- The primary activity should be listed first.
- Group activities should be listed before individual activities.

### STYLE GUIDELINES

For further information, see the pages listed below in the *University of California, Riverside Style Guidelines for Course Proposals*:

General Guidelines – pages 4-10  
Courses (number format) – page 6  
Credit Statements – page 2  
Descriptions – page 2  
Grading Statements – page 2  
Prerequisite(s) – page 3  
Repeatability Statements (conditions) – page 4

### CROSS-LISTING

- When a course is cross-listed, its cross-listed partners must be entered in the Cross-listed With field.
- When a cross-listed course is revised, its cross-listed partners must be reentered in the Cross-listed With field.

### CREDIT STATEMENT

Credit statements act as an alert that the content of two or more courses overlaps to the extent that credit is not awarded for all of the courses. Because Credit Statements must appear on all affected courses, sometimes multiple course proposals must be submitted concurrently.

Examples of Credit Statements (underlined):

Credit is awarded for only one of RLST 015 or RLST 015H.

The above statement should appear in the Credit Statement field of both RLST 015 and RLST 015H.

Credit is not awarded for CS 005 if it has already been awarded for CS 010.

The above statement should appear in the Credit Statement field of CS 005, but not in the Credit Statement field of CS 010.

### INSTRUCTOR(S)

Names and titles should match those in the *General Catalog's* departmental faculty listings or its main faculty list (i.e., nicknames and abbreviated titles should not be used). Exceptions include the following:

- Middle initials are optional.
- If a title has changed since the *General Catalog* was published, the current title should be used.

Titles must be in effect on the date the course proposal is submitted.

If an instructor is designated as "in charge," the format of the notation should be as shown in the example below.

Examples:

General Catalog Listing

Assistant Professor Allen I. Poe

Acceptable

Assistant Professor Allen Poe

Assistant Professor Allen I. Poe

Assistant Professor Allen I. Poe in charge

Unacceptable

Assistant Professor AI Poe

Professor Allen I. Poe

## OTHER COURSES/PROGRAMS PAGE OF THE COURSE PROPOSAL

### **Affected Majors/Minors/Programs Reports**

A major/minor/program is affected only if paperwork must be submitted to update it. Therefore, the preparer must look in the *General Catalog* where the report indicates the course appears to determine if the course proposal actually affects the major/minor/program. For example:

The title of GEO 007 is changing.

GEO 007 and its title appear in the list of degree requirements for the B.S. in Geology in the *General Catalog*.

The B.S. in Geology is affected.

The title of ANTH 004 is changing.

ANTH 004 appears in the list of degree requirements for the B.A. in Anthropology in the *General Catalog*, but its title does not.

The B.A. in Anthropology is not affected.

Example of an entry in the second field on the Other Courses/Programs page:

- Because this course is being deleted, it will no longer be an option to meet the major requirements for the B.S. in Bioengineering.

### **Affected Courses Reports**

Example of an entry in the third field on the Other Courses/Programs page:

- Because this course is being renumbered, its course number will change in the prerequisites of ANTH 187 and the Credit Statement of SOC 132.

### **Courses That Do Not Appear on Reports**

Not all courses that affect a major/minor/program or another course will appear on reports. For example, reports will not include new courses or E-Z or series courses that affect each other.

Example of an entry in the second field on the Other Courses/Programs page:

- This new course will be a requirement for the M.S. in Statistics.

Examples of entries in the third field on the Other Courses/Programs page:

- This new course will be a prerequisite for ENGL 001C.
- The addition of a prerequisite to this course (ENGL 042 E-Z) requires the addition of the same prerequisite to ENGL 142E, ENGL 142G, ENGL 142J, and ENGL 142S.
- The change in the description of this course (SPN 001) requires that the descriptions of the other courses in its series (SPN 002 and SPN 003) also be changed.

## SYLLABUS

Examples of Weighted Grading Criteria:

Term paper – 30% of grade

Midterm – 30% of grade

Final – 40% of grade

Term paper – 100 points

Midterm – 100 points

Final – 225 points

## JUSTIFICATIONS

Justifications should provide the reason(s) it is necessary or advisable for establishing, restoring, deleting, or changing a course. That is, they should not simply restate what is being requested or state who initiated the proposal.

Example: The activities of a course are being changed as follows:

From:

Lecture, 3 hours per week

Laboratory, 3 hours per week

To:

Lecture, 3 hours per week

Laboratory, 3 hours per week

Discussion, 1 hour per week

### Acceptable Justification

Adding a discussion section will benefit students by providing them with the opportunity to review difficult concepts covered in the lecture and to ask questions regarding required reading not covered in the lecture.

### Unacceptable Justifications

- A discussion section is being added to the course.
- The instructor requested that a discussion section be added to the course.