

**DEPARTMENT/SCHOOL CURRICULUM COMMITTEE AND  
COLLEGE CURRICULUM COMMITTEE**

REVIEW CHECKLIST -- Temporary Courses ('89), Workshops ('93s), and Institutes ('97s)  
**2009-10**

*Check the following information for both INCLUSION and QUALITY. Proposals that do not include the required items will be returned to the proposing department/school. Items such as course title, semester hours, semesters offered, description, etc., must match exactly throughout the proposal.*

**Cover Sheet**

- Correct cover sheet: *Selected Studies (489, 589) or Workshop (493/429x) Course Proposal Cover Sheet*
- Department/School name; date
- Course number and course title
- Semester credit hours and semesters to be offered
- Prerequisites and other restrictions (required or recommended)
- Course description (20 word limit)
- DCC/SCC Chair and Department Chair/School Director signatures
- For 493 workshops only: CCC Chair and Dean signatures*

**Part A: Course Description and Explanation**

- Department/School title
- Course number and title
- Semester credit hours and semester to be offered
- Prerequisites and other restrictions (required or recommended)
- Course description (20 word limit). See note below.
- Brief overview (1-2 paragraphs) with general aims and objectives
- Rationale for offering as temporary course

**Part B: Syllabus**

- Institution name
- Department/School name, prefix, course number, course title, semester/hours credit
- Date of proposal/syllabus preparation
- Contact hours, including any laboratory or studio hours
- Prerequisites and other notations such as Materials Fees
- Catalog description (20 word limit)
- Course overview (paragraph description of course)
- Specific student outcomes as a result of course participation
- Topical outline; required and optional texts and/or readings
- Required student tasks/assignments, such as papers, projects, or community experiences
- Student performance evaluation methods, including grading scale

Note: Temporary courses may not be required for degrees and their sequences or certificate programs. Temporary courses are approved for a period not to exceed three years. If applicable, submit a Materials Fees Charges form to the Registrar's Office.