

4. Temporary Courses/Selected Studies ('89s), Workshops ('93s, 429x), and Institutes ('97)

a. Approval Duration for '89s. Temporary/Selected Studies ('89) courses may be offered, after the first offering, up to three times in a period not to exceed three years after the first offering. For an '89 course to be offered again, the course must be approved as a regular number through the curricular process.

b. 300-Level Proposals. Proposed 389 (Selected Studies), 393 (Workshops), and 397 (Institutes) courses should first be submitted to the Provost's Office following the procedures for these courses specified in the Curriculum Guidelines for the University Curriculum Committee. The Provost's Office will forward course proposals requesting graduate credit to the Graduate School following the approval of the proposal for undergraduate credit.

c. 400/500-Level Proposals. Proposed 493 Workshops go through the regular curricular process and are to be submitted to the departmental/school and college curriculum committees. Proposed 489 (Selected Studies), 429X (Professional Development Workshops), and 589 (Selected Studies) courses must be signed by the Department Chair/School Director and submitted to the Graduate School. The specific procedures are as follows:

- 1) Contact the Graduate School (8-2583) to request a course number.
- 2) Complete the *Selected Studies or Workshop Cover Sheet* and attach a syllabus containing at least the following information:
 - a) Departmental/School title, course number, course title, semester hours credit, prerequisites.
 - b) Overview of the course, containing general aims and objectives (one or two paragraphs).
 - c) Specific goals that students will be expected to achieve.
 - d) Content outline (including topics and subtopics).
 - e) Required and optional readings.
 - f) Required and optional student tasks such as papers, projects, or community experiences.
 - g) Number and type of devices for evaluating student performance.
 - h) Rationale and requirements for graduate credit for the course.
 - i) In addition to supplying the required information above, proposals for 493/429X Workshops should answer the following questions:
 - i. For what clientele is the workshop designed?
 - ii. What is the duration (in days or weeks) of the workshop?
 - iii. What is the ratio of contact hours of instruction to credit hours granted?
 - iv. How much and what types of reading and writing are required in the workshop?
 - v. How much and what types of out-of-class preparation are required in the workshop?

- vi. What is the format or delivery system of the workshop?
 - vii. How does the course accommodate to the necessity for offering both theoretical content and practical "hands-on" experience to the students?
 - viii. What are the topics or subjects to be treated in the workshop?
- 3) For 4/589s and 429X, send syllabus and forms, with the Department Chair/School Director's signature, to the Graduate School for approval. Descriptions for 4/589s and 429X are not circulated.
- 4) For 493 Workshops, the curricular process for regular courses will be used. Send forms and syllabus to the Department/School Curriculum Committee. After approval the DCC/SCC will forward to the College Curriculum Committee for approval and signatures.
- Courses received in the Graduate School by the CCCs will be included on the circulation list of new course proposals and will be available for review in Hovey 309 during the two-week circulation period. Those 493 course proposals drawing objections because of overlap with other courses will be returned to the originating department/school. (See paragraph pertaining to objections under Part I, B.3.d.)
- 5) 4/589, 493/429X, and 397 for graduate credit course proposals will be reviewed administratively by the Graduate School and reported to the Graduate Curriculum Committee and the Graduate Council.