

Integrator Course Proposal Procedures

Part 1: Formulating the Integrator Proposal: Early Stages

The integrator course proposal summarizes the course for the SLA/SOS Core Curriculum Committee. The proposal may be turned in along with a detailed syllabus, although the committee encourages faculty to submit informal proposals early in the course development process for preliminary feedback. The committee can give faculty early feedback on ways to strengthen a course to meet the integrator requirements.

Informal proposals may be turned in at any time; formal proposals, however, must be submitted no later than September 15 for a course proposed for the following Fall, and no later than February 15 for a course proposed for the following Spring semester. Forms should be submitted to one of the Core Curriculum Committee co-chairs.

Part 2: Submission of Detailed Syllabus and Proposal Form

The Core Curriculum Committee must review a detailed syllabus and course proposal form before an integrator can be approved for offering. In addition, the course will need to be approved by the relevant faculty committees of the schools involved. The Core Curriculum Committee will forward course proposals to the Curriculum Committees of SLA and Science as appropriate. For the final review, the committee must see the Integrator Course Proposal and a syllabus (and the new course proposal form, if the integrator is a brand-new course). Note deadlines above.

The detailed syllabus should include the following information:

A. Instructor(s) Contact Information

B. Course Information

1. Title
2. Required text(s)
3. Course overview, description, and goals/objectives
4. Prerequisites: Students must have Junior or Senior standing, and have completed English W131 and W132; History H114, one required Quantitative and Analytical Skills course, one course from the Natural Science list, at least two courses from the Approaches to Knowledge list, and an introductory course in their intended major.

C. Class Schedule Information

1. For each class meeting (or week), specify the subject matter, topics, and activities to be covered. This helps the committee evaluate the ways in which the course integrates disciplines.
2. Due dates for major assignments and examinations should be indicated.

D. Academic Information

1. Course requirements (exams, quizzes, projects, papers, class participation, etc.)
2. Explanation of how grades are determined
3. Explanation of the ways writing is an important course component.

E. Other Policies

The syllabus must include a statement on academic integrity, and may include policies/information such as those listed below. This list is illustrative, not exhaustive.

1. Policies regarding late work and make-up examinations
2. Attendance policy
3. Innovative class procedures/structures, such as cooperative learning exercises, panel presentations, case study methods, class journals, etc.
4. Technologies required or recommended in the course

Integrator Course Proposal

Integrator course proposals should be turned in no later than September 15 for a course proposed for the following Fall, and no later than February 15 for a course proposed for the following Spring semester. Submit this form and the requested attachments to one of the Core Curriculum Committee co-chairs.

1. Course Title: _____
2. Is this course currently offered at IUPUI? Yes No
If no, a New Course Proposal form should be attached; the Core Curriculum Committee will forward it to the appropriate committees in SLA/SOS for approval.

3. Semester in which this course will first be offered as an Integrator: _____

4. Primary Faculty for the course:

	Name	Department/ Campus Address	Phone	E-mail
a)	_____			
b)	_____			
c)	_____			
d)	_____			

add additional names as required

5. On an attached sheet, please provide a brief course description.
6. Please attach a detailed syllabus (following the committee's guidelines).
7. Please explain how this course integrates multiple disciplines.
8. Proposed Class Size: _____ Proposed Number of Sections/Semester: _____
9. On an attached sheet, please explain how you incorporate writing into this course. What writing will students do (formal and informal), and what feedback will students get on their writing?
10. Administrative Approval. By signing below, the Chair(s) and Dean(s) of the department(s) or school(s) involved indicate their approval of the development of this course, and their willingness to agree on the division of income and credit hours to be generated.

Department Chair	Date
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Department Chair	Date
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Department Chair	Date
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Dean	Date
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Dean	Date
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