

**CHEYNEY UNIVERSITY OF PENNSYLVANIA
UNIVERSITY CURRICULUM COMMITTEE
COURSE DESIGNATION PROPOSAL FORM**

Proposal writer:

Department:

Proposed course designation:

Proposed course name, number, and lecture hours:

This proposal form has been designed to accommodate all four types of intensive courses. Please only complete the corresponding part ones (i.e., parts one a, b, c, or d) for the desired intensive requirement. In the event that you are requesting more than one designation, complete all applicable parts.

PART ONEa – WRITING INTENSIVE ONLY

- 1) Please briefly list the assignments that require the use of primary and secondary source material. Also briefly explain how these assignments permit analyzing and/or critical thinking of the stated material.
- 2) Please estimate and list the number of pages of reading that is required to complete all assignments or activities completed in class.
- 3) Please briefly list the assignments, their corresponding length requirements, and how they collectively satisfy the 15 page minimum requirement.
- 4) Please explain how explicit attention will be given to:
 - 4a) effective writing and feedback of submitted work,
 - 4b) plagiarism,
 - 4c) critical and effective reading skills, and
 - 4d) interpretation will be provided in the proposed course.
- 5) A writing-intensive (W) course must be capped at 20 students for the above aspects of the course to be sufficiently provided to enrolled students. Will the smaller class size of writing-intensive courses impact the ability to serve students at the university or in your department.

PART ONEb – INFORMATION LITERACY ONLY

1) Please explain how the use of technologies and/or class assignments will permit the:

1a) location of information through appropriate information sources,

1b) analysis of information,

1c) evaluation of information and its sources, and

1d) use of information for a specific purpose or to solve a problem.

PART ONEc – GLOBAL STUDIES ONLY

Please provide a rationale for how a significant amount of the course or the entire course considers the nations and/or cultures of nations other than the United States. This rationale might include how the course is focused on the history, politics, geography, culture, economics, language, sociology, anthropology, philosophy, or artistic or literary expression of another nation or nations, or on relationships among nations. This rationale should be limited to 3 fourths of a page, if possible.

PART ONEd – AFRICAN-AMERICAN HERITAGE ONLY

Please provide a rationale for how a significant amount of the course or the entire course considers some aspect of African American history or experience. This rationale might include how the course is focused on African American history, experience, philosophy, artistic or literary expression, or other aspect of African American heritage.

PART TWO

Supply a one-paragraph justification below explaining the type of designation(s) and why it is needed in your department, program, or area. This justification will be included in the action sheet that is forwarded to the Provost and the Academic Affairs Council should the designation(s) be approved by the committee, and will serve to explain why your proposal should be implemented.

PART THREE

Please attach (1) a draft syllabus, (2) minutes from a departmental meeting indicating departmental approval, and (3) any other materials you think would be helpful in considering your proposal.