

New Course _____

**GENERAL EDUCATION SEMINAR
COURSE APPROVAL FORM
COLLEGE OF ARTS AND SCIENCES
UMASS - BOSTON**

Submit 8 copies

Amended _____

Date _____

1. DEPARTMENT: _____

2. COURSE NUMBER: _____ (Each separate First Year Seminar Course should have a unique departmental number from 100-199 and beginning with the letter "G"; Intermediate Seminars should receive a 200-level "Ge" number. E.g. PHIL G107; HIST G225. Do not repeat numbers already used for non-seminar courses.)

If changed, previous number _____

3. COMPLETE TITLE: _____

If changed, previous title. _____

4. CREDITS : First Year Seminar : 4 Credits _____ Intermediate Seminar: 3 Credits _____

If changed, previous credits: _____

5. NO. OF HOURS/WEEK: First Year Seminar : 4 Hours _____ Intermediate Seminar: 3 Hours _____

6. **OFFICIAL 20 CHARACTER COURSE TITLE**

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(limited to 20 characters including spaces)

7. COURSE DESCRIPTION Please write for a new student audience, and limit the description to 60 words. PLEASE ALSO INDICATE IF COURSE MAY BE COUNTED TOWARD A PARTICULAR MAJOR.

8. INSTRUCTOR(S): _____

9. IS COURSE CROSS-LISTED? **YES NO** If YES, Cross-listing Department/Program: _____

10. COMMENTS: _____

11. APPROVED (Department Chair): _____ Date: _____

12. APPROVED (Chair, Sem. Assessmt Committee, CAS): _____ Date: _____

13. APPROVED (Moderator, CAS Senate): _____ Date: _____

14. APPROVED (Dean, CAS): _____ Date: _____

15. Will this course count for major/minor/program credit? **YES**_____ **NO** _____

If this course is a First-Year Seminar that may be counted toward the major (or minor), please explain the rationale for granting major (or minor) credit.

16. Will the department / program also offer any other course which may not be counted in addition to this seminar? If so, please indicate the title and course number. (**Be sure also to indicate this information clearly on course syllabi and other informational materials.**)

17. Do you expect course to meet in a computer lab? If so, please indicate how often you anticipate needing computer lab space.

18. PLEASE INCLUDE THE FOLLOWING ATTACHMENTS:

A. For **NEW** courses:

_____ 1) SYLLABUS. Be sure to include a paragraph near the beginning of the syllabus that tells students what the goals of the seminar are, and (for First Year Seminars) mentions that there will be a mentor and an adviser attached to the course. Ultimately names and contact information for mentor and adviser will need to be included. Please remember to emphasize that the FYS is 4 credits.

_____ 2) QUESTIONNAIRE OR STATEMENT INDICATING HOW AND WHERE YOU PLAN TO ADDRESS GENERAL EDUCATION CAPABILITIES AND ASSESS STUDENT PROGRESS. You may use the Questionnaire distributed by the Seminars Assessment Committee or write a narrative using the guidelines below.

_____ 3) ASSIGNMENTS. Attach sample assignments. Please indicate which capabilities they are designed to address.

B. For course **CHANGES**:

If the change is substantial, please attach a copy of the original course proposal form. For title changes, etc. please indicate the original title, number, etc. along with the proposed change.

Guidelines for Capabilities Statement

- In designing your course and preparing your proposal you should refer to the Questionnaire and / or the working documents The General Education Capabilities Statements (1997-98; Blue Document), and the Guidelines for Level of Attention to Capabilities in First Year and Sophomore/junior Seminars (June 1999; Green Document). A description of the Mentor component is also available for those designing First Year Seminars.
- For those planning a First Year Seminar, remember that it meets 4 hours per week. Please incorporate the 4th hour into your class plans as a regular part of the course, not as an add-on labeled the "fourth hour."
- Please describe in some detail how your course will address each of the capabilities, referring to specific assignments, materials, and activities from the syllabus. Please also indicate how you plan to assess student progress and learning outcomes. If possible, use the following order to structure your statement.
 1. Careful Reading
 2. Clear Writing

3. Critical Thinking
4. Information Technology / Information Literacy
5. Team Work
6. Speaking / Listening
7. Academic Self-Assessment

12/2000