

**GRAD 500 – New Course Proposal:
Undergraduate and Graduate Credit Syllabus
[Distributed Learning Syllabi have additional requirements]**

Undergraduate and Graduate Bulletin Description:

GRAD 500 (3). Undergraduate and Graduate Credit Syllabus. Syllabus creation for undergraduate and graduate credits in the same course.

Class Meeting Schedule:

Mondays from 4:30 to 7:00 pm
Byrnes room 305

Instructor:

I.M. Incharge, PhD

Office: Byrnes 301

Office Phone: 777-1234

Email: incharge@mailbox.sc.edu

Office hours: Mondays & Thursdays 10:00 am to Noon, or by appointment.

Learning Outcomes:

By the end of this course, undergraduate students will be able to:

1. Differentiate between written learning outcomes that use appropriate/inappropriate action verbs that do or do not yield measureable outcomes.
2. Match a list of assignments to specified learning outcomes in a sample syllabus
3. Identify at least 5 key differences between a well-written and a poorly-written syllabus.
4. Describe the criteria necessary for proposing a new course that will be delivered by distance in varying percentages of total course content.
5. Describe the appropriate electronic process for submitting a “new course proposal.”

By the end of this course, graduate students will also be able to:

6. Create a sample syllabus for a course that will be delivered face-to-face in a traditional format.
7. Create a sample syllabus for a course for which at least 70% will be delivered by a distributed-learning strategy.

Required text(s) and suggested readings:

All required support materials will be made available through Blackboard and no copyrighted materials will be included in these resources.

Instructional Delivery:

This course will be 80% lecture, 20% seminar/discussion.

Course Requirements: (All students)

In-class quizzes (100 points). There will be 5 quizzes given in class across the semester. These will be unannounced and based on the readings and class discussion to that point in the semester. Quizzes will be allocated approximately 15 minutes at the start of designated classes and equally weighted to contribute 20 points each. Missed quizzes may not be made up unless prior permission has been granted for the missed session. More description of quiz format will be presented in class.

Midterm (100 points). There will be a midterm exam (week 7) that will occupy the entire class session. If students complete the exam before the session is over, they may leave; the end of class will be the end of the test-taking opportunity. The format will include approximately 30 points of multiple-choice; 40 points of short-answer questions, and 2 required single-page essays (from a list of options), each worth 15 points.

Final Exam (200 points). The final exam will be administered in the university final exam schedule for this course. It will be cumulative and follow the same proportional format as the midterm: 30% multiple choice; 40% short-answer; 30% essays (from a list of options).

GRADUATE STUDENTS ONLY

In addition to all of the above, Graduate Students will also be required to complete the following:

Create a “traditional” (face-to-face) syllabus for your discipline (100 points). More description will be presented in class. Topic must be approved by the instructor by week 3.

Create a “Distributed-Learning” (at least 70% of the class must be delivered by a specified distance strategy). (100 points). More description will be presented in class. Topic must be approved by the instructor by week 7.

Grading Scheme: [*Instructor discretion on this scale; must include at least an A and an F*] (Undergraduates have 400 possible points; Graduate Students have 600 possible points).

A = $\geq 90\%$	C = 70-74%
B+ = 85-89%	D+ = 65-69%
B = 80-84%	D = 60-64%
C+ = 75-79%	F = $< 60\%$

Tentative Topical Outline

Please recognize that this is a “best guess” of our progress through content. Revisions may be required as the semester yields weather constraints and/or for other unforeseen issues. Every effort will be made to keep all informed of any changes that occur.

Week 1 Introductions and overview of course expectations. Review of the philosophy behind submitting a special topics course as a philosophical necessity in providing a current perspective on evolving content.

Week 2 Guest speaker from the Center of Teaching Excellence to describe resources available to support faculty syllabus creation.

Week 3 Guest speaker from the Courses and Curriculum Committee that reports to the Faculty Senate on new course, course change and curriculum change proposals. [Graduate Students must have “Traditional Syllabus” proposal approved by now]

Week 4 Guest speaker from the Instructional Development Committee that reports to the Faculty Senate on distance delivery proposals

Week 5 Guest speaker from the Faculty Senate that must approve all new course, course change and curriculum change proposals.

- Week 6** Guest speakers from the Humanities and Sciences Curriculum Committee that reports to the Graduate on new course, course change and curriculum change proposals.
- Week 7** Midterm Exam. [Graduate Students must have “Distance Syllabus” proposal approved by now]
- Week 8** Guest speaker from the Graduate Council that must approve all new course, course change and curriculum change proposals.
- Week 9** Guest speaker to discuss SACS-related concerns for syllabus content.
- Week 10** Small group work opportunity to examine and critique sample proposals from various disciplines.
- Week 11** Small group sharing with the whole class, the results of their critique of sample proposals along with constructive feedback to help the proponent repair the proposal.
- Week 12** Opportunity to collectively create, in small groups, original proposals as special topics offerings.
- Week 13** Small group presentations of creations and whole class critique with constructive feedback to help the proponent repair the proposal.
- Week 14** Guest speaker to describe APPS as the mechanism for submitting course and curricular change proposals—not yet required for Special Topics, but, a future innovation that is anticipated.

Academic Integrity

You are expected to practice the highest possible standards of academic integrity. Any deviation from this expectation, including but not limited to improper citation of sources, using another student’s work, and any other form of academic misrepresentation, will result in a minimum academic penalty of your failing the assignment. You will be referred to the Office of Academic Integrity for possible additional disciplinary measures. Remember that the first tenet of the Carolinian Creed is: “I will practice personal and academic integrity.”

Attendance Policy

This is a graduate level course where participation is expected. Hence, absence in excess of 10% of class meetings will result in the lowering of the earned total by one letter grade for each absence in excess of 10%.

Disability Services

Any student with a documented disability should contact the Office of Student Disability Services at 803-777-6142 to make arrangements for appropriate accommodations.