

Syllabus and Competency Application

Submitted By:		Date Submitted:
Department: <input type="checkbox"/> Health & Natural Science <input type="checkbox"/> Social Science, Business & Education <input type="checkbox"/> General Education <input type="checkbox"/> Nursing	Approval For: <input type="checkbox"/> Syllabus <input type="checkbox"/> Competency <input type="checkbox"/> Both	Program: Program Director Approval: _____ Dept. Chair Approval: _____
Course Number & Name (attach a copy of the syllabus):		
Syllabus Subcommittee Information		
<p>DIRECTIONS: Please complete the Syllabus Template for each new course. Use the rubric shown below and Syllabus Guide to complete all sections of the syllabus. In the Syllabus/Course Information area, please share any additional information that may help us when reviewing the syllabus such as if it is a new course, new program, purpose of the course, etc. Submit the completed Syllabus Approval Form to the Syllabus Subcommittee for review.</p>		
Syllabus/Course Information:		
Syllabus Subcommittee Rubric (Committee Use Only):		
<input type="checkbox"/> Syllabus is on the most recently updated syllabus template (syllabus template available on P Drive)		
<input type="checkbox"/> Course Description is written clearly, with enough detail to gain an initial understanding of the content of the course		
<input type="checkbox"/> Learning outcomes are measurable, clearly written and aligned to the course level (100, 200, etc)		
<input type="checkbox"/> Assessments are linked to outcomes and appear in grading policy and course outline		
<input type="checkbox"/> Course outline contains a clear framework of the course content, readings, assignments, etc.		
<input type="checkbox"/> Limited Grammar/Syntax/Typo issues		
Syllabus Subcommittee Recommendation: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with minor revisions <input type="checkbox"/> Revision and resubmission		
<input type="checkbox"/> Denial <input type="checkbox"/> Competency Recommendation (see Competency Committee Chair for assistance)		
Comments:		
Committee Chair:	Approval Date:	

Competency Committee Information

Check the competency to be examined:

- | | |
|---|--|
| <input type="checkbox"/> Writing - WR
<input type="checkbox"/> Communications - COM
<input type="checkbox"/> Computer Literacy - CL
<input type="checkbox"/> Math – MATH
<input type="checkbox"/> Science - SCI
<input type="checkbox"/> Social Science - SS
<input type="checkbox"/> Cultural - CU | <input type="checkbox"/> Multiculturalism - MC
<input type="checkbox"/> Ethics/Philosophy – E/P
<input type="checkbox"/> Global US – G/US
<input type="checkbox"/> Global World – G/W
<input type="checkbox"/> Advanced Writing - AW
<input type="checkbox"/> Research - RE |
|---|--|

DIRECTIONS: Please list each of the competency outcomes, as shown in the current catalog, on the left. On the right, describe how the course fulfills each outcome. Please ensure that the details in the application are visible in the syllabus such as course description, course outcomes, assignments, and course outline. See the **Competency Guide** for additional information.

Competency Outcomes	Corresponding Course Fulfillment

Competency Committee Recommendation (*Committee Use Only*):

- | | |
|---|--|
| <input type="checkbox"/> Approval
<input type="checkbox"/> Approval with minor revisions
<input type="checkbox"/> Revision and resubmission | <input type="checkbox"/> Denial

<input type="checkbox"/> Receipt of Competency Assessment Rubric
Date: _____ |
|---|--|

Comments:

Committee Chair:

Approval Date: