

Integrator Course Proposal Procedures **Updated: February 2004**

The Core Curriculum Committee must review a course proposal form with required attachments before an Integrator can be approved for offering. When the Committee approves an Integrator course, it will notify the Dean's office of both the School of Liberal Arts and the School of Science.

Courses not currently offered at IUPUI will need to be approved by the relevant faculty committees of the schools involved. The Core Curriculum Committee can offer initial feedback on how well a proposed course fits the Integrator guidelines; however, the Committee cannot approve a proposed Integrator course until the actual course has been approved by the school(s). The Committee will work in tandem with curriculum committees in SLA and SOS to review a new course that is proposed as an Integrator.

The Integrator Course policy approved in spring 2003 by both schools can be found on the web: <http://liberalarts.iupui.edu/facultyassembly/downloads/archiveddocuments/integratorcourses.pdf>

Syllabus guidelines

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. How course addresses Principles of Undergraduate Learning, especially Principle Three, Integration and Application of Knowledge.
5. Prerequisites: Students must have junior or senior standing, and have completed most of their introductory general education courses, especially English W131 and W132, and some introductory courses in their intended major. **Note any other prerequisites for your specific course, keeping in mind that the target audience includes students from many majors in both schools.**

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