

## **GENERAL STUDIES AGREEMENT FORM**

### For 5-Year Review Of Existing General Studies Courses

Please complete and attach all materials for 5-year review of your General Studies Course to this form. If you have questions about the General Studies process or would like to discuss your course prior to submitting your review materials, please contact the Convenor of the appropriate General Studies Course Review Committee. Completed review materials should be sent to the Convenor of the appropriate General Studies committee.

Full-time faculty members agree to have their course reviewed by the General Studies committee during the fifth year of a course offering to review their course. Adjunct instructors agree to meet during the second and fourth years of a course offering to review their course, and every five years thereafter. This course review follows the course review process described in the document entitled "How to Propose a General Studies Course"; refer to that section for fuller explanation of the review process and procedures.

Finally, all instructors are advised that the approval of a General Studies course does not automatically insert such a course into an interdisciplinary minor no matter how suitable such inclusion may be. Decisions about faculty membership in the minor and about inclusion of courses in the curricula of minors are at the discretion of the program faculty of the minor. Similarly, courses do not receive attributes or subscripts automatically, either. Nor does a course become part of the Freshman Seminar Program concurrent with its approval as a General Studies course. Attribute and subscript designation and inclusion in the Freshman Seminar Program require separate approval after the course has gone through the General Studies course approval process. Faculty members interested in such designations should contact the appropriate coordinator.

Please sign this page and submit it together with your General Studies Course review materials to the Convenor of the appropriate General Studies committee.

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Signature

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Date

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Please print your name clearly here

***Please attach a recent syllabus and send it along with this completed form to the appropriate  
General Studies Convenor.***

## GENERAL STUDIES 5 YEAR COURSE REVIEW FORM

*These sections should be completed by the faculty/staff member proposing the course.*

Acronym	Course Level (1XXX 2XXX 3XXX 4XXX 5XXX 6XXX)	Credits

Schedule Type	<input type="checkbox"/> Lecture (1-5)	<input type="checkbox"/> Seminar (0-6)	<input type="checkbox"/> Tutorial (7)	<input type="checkbox"/> Independent study (8)	<input type="checkbox"/> Internship (9)
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Instructor Name	Program	School

Complete Course Title (30 characters maximum)

Prerequisite	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, list prerequisite by Acronym & Number			

CIP (Dept Discipline) Code		Course Status: <input type="checkbox"/> Reviewed
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Codes to select can be found at <http://www.theideacenter.org/DisciplineCodes>

**NOTE: All Subscript designations and/or W/Q approvals must be submitted through the appropriate Convenor.**

### Course Description for the Bulletin – must be approximately 45 words

### The sections below should be completed by the General Studies Convenor.

Review Outcome:	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	Course meets guidelines for "G" category
	<input type="checkbox"/>	<input type="checkbox"/>	Course meets at least two General Studies objectives    List Objective Numbers _____

Reviewed by:	
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Recommendations:	
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Program Convenor: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of General Studies: \_\_\_\_\_ Date: \_\_\_\_\_

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**1. General Studies Category**

Identify and explain the ways in which the course fits the selected [course category](#) (GAH, GEN, GIS, GNM or GSS):

**Select Course Category:**

**Explanation of chosen course category:**

**2. Course Changes** (please explain any ways that the course has changed over time – for instance, the course description, types of assignments, General Studies goals met by the course, etc.):

**3. Course Proposal Narrative**

Explain the new learning opportunities provided by the course and the interdisciplinary nature of the course; in addition provide a course outline/syllabus, including overall organization of the course – learning modules, breakdown of the in-class and out of class work -- readings and assignment descriptions; please refer to the document entitled "[How to Propose a General Studies Course](#)" for a fuller description.

**Interdisciplinary Nature:**

**Difference from a Program Course in an Academic Discipline**

Describe the ways in which the course is different in content, goals, and objectives from a Program course in a discipline:

#### 4. Alignment of Course Goals to Assignments

Identify the objectives met by this course. All courses are expected to meet at least two [General Studies objectives](#) and one or more college-wide ELOs. Content goals specific to the course should also be given here.

##### Course Content Goals:

List specific goals here (e.g. For a Food Science course - Students will explain the physics of heat transfer and how this influences cooking with different materials)

**General Studies Objectives**

**ELOs**

**IDEA**

Explain how the goals identified above will be met and assessed, for example through specific readings and assignments. If you need more space, please attach additional information with your completed form.

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