UNIVERSITY WIDE GENERAL EDUCATION STRUCTURE

General Instructions for All Proposals

The University Wide General Education Committee (UWGEC) appreciates your interest in submitting a proposal for a General Education course. Courses are to be classified as either Tier One or Tier Two. A set of guidelines entitled "Proposed Student Outcomes and Guidelines for Course Offerings" and a "Checklist for Proposed Course Offerings" are provided to assist you in organizing pertinent course information. These guidelines and checklist also make it easier for us to evaluate your proposal. Each proposal should include the following:

A completed Course Proposal Cover Sheet

A summary of the proposed course which includes

- a description of course goals and objectives that incorporate UWGEC guidelines
- a detailed statement of how the required writing will be integrated
- an explanation of how interactive learning is to be incorporated
- a discussion of how critical thinking skills will be developed
- a discussion of assessment activities
- an explanation of how Honors students will be accommodated

A syllabus that provides

- text and other readings or materials to be assigned
- topics listed by the week or by class meeting
- the quality and amount of work to be required of students (nature of examinations, quizzes, reports, etc.)
- an explanation of how students' grades are computed
- the frequency and structure of advising and faculty/student contact

Course proposals for any given academic year should be submitted not later than end of the Fall semester of the previous academic year. The deadline for course approval is February 28 if the course is to be implemented during the upcoming academic year.

If at all possible, proposals should be transmitted electronically via the following URL:
http://wacky.ccit.arizona.edu/~ugehp.html

Paper submissions (25 copies) should be forwarded to:

Kathy Gonzalez-Landis

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501 Administration

621-8257