

## Creating a New Course

### ***The basic questions:***

#### **How will people find your course?**

- *Course Prefix:* The subject code for your course
- *Course Number:* What number best reflects the speciality of the material, experience required, and level of student/place in curriculum?
  - Some general naming conventions are:
    - 100-499 = Undergraduate
    - 100-199 courses under the College of Agriculture and Life Sciences are offered by the Agricultural Institute and are designed to meet specific requirements of the Associate of Applied Science degree.
    - 100-299 courses are intended primarily for freshman and sophomores [290-299 introductory seminars and special topics courses intended primarily for freshman or sophomores]
    - 300-399 courses are intended primarily for juniors
    - 400-499 courses are intended primarily for seniors [490-498 advanced undergraduate seminars and special topics courses; 499 advanced undergraduate research]
    - 500-899 = Graduate numbering information available [here](#).
    - 900+ = VetMed
- *Title/Abbrev. Title:* Title has 100-character limit, Abbreviated has 30-character limit
- *College/academic organization:* This will likely auto-populate for you, but it is related to your department and/or college.
- *Instructor name and title:* Who is teaching the course/responsible for its development?
  - When is the course offered (*term* and *year*)?: These should match the course's place on the 8-semester display of required curricula. Choice here also helps reviewers understand how a course is structured -- is it a Summer-only course and structured to be taught in five weeks? A Fall-8-week? A full Spring course?

#### **How is the course taught?**

- *Mode* - Face to Face, DE, Hybrid
- *Component:* What form does the class take? Is it a Lecture, Lab, Discussion? Information about component types and their contact hour-credit hour ratios can be found [here](#).
- *Enrollments:* How many students should be in each component?
  - You may have a larger lecture, but smaller discussion groups.
- What *session* (weeks)?: Summer has 10, 5, and 3-week sessions; Fall and Spring have 16 and 8-week sessions by default.
  - Figuring out your component and session length will math out to your *credit hours*!

#### **Has the course been taught as special topics before?**

#### **Is the course repeatable?**

#### **What do students need to be successful in your course?**

- *Pre/Co-Requisites and Restrictions*
  - If none, leave blank
  - Naming conventions include:
    - Prerequisites: (ABC 000 AND XYZ 000) OR DEF 000; Corequisite: GHI 000; Restricted to AAA Majors
- *Anything in this field will be coded in Peoplesoft. You may receive clarification requests from OUCC & AS, The Graduate School, and/or R&R if clarification is needed.*

- *For non-enforced requirements, include a note in the catalog description when proposing a course or include a Note in the Notes section of Maintain Schedule of Classes when scheduling courses (contact your Scheduling Officer).*
- *Fees:* do students need to pay for lab time, studio time, event tickets? Also include a statement on this in your description.

**Is the course required for any majors/minors?:** Do the Degree Audits and 8-semester displays and/or Plans of Work include the correct and up-to-date information for this course? *Changes in curricula must be pursued via memo and Curricular action.*

What is the course about?

- *Description:* What is this course about? Include any non-enforced requirements here. 110-word limit.
- *Student Learning Outcomes:* What will students be able to do as a result of taking this course?
- *Course Objectives:* What will the course do to facilitate/effect the Student Learning Outcomes?

**What do you need to offer the course?**

- *Instructional resources statement:*
- Input from other colleges or departments (*consultation*)

**How are students assessed?**

- *Student evaluation methods:* How are grades broken down?
- *Grading basis:* Should the course be taken for letter grade? Credit only? Both?

## Syllabus

***The garnishes:***

- *Attributes:* Selecting these boxes will indicate that certain attributes should be added to the catalog record of a course. Attributes apply to all sections of a course.
  - *Service Learning:* Is this course one in which there is a significant service component? If so, click this box and [explain the service component in brief terms](#).
  - *Th!nk:* Is this course part of the [NCSU QEP TH!NK](#) program?
  - *AGI:* Is this an [Agricultural Institute](#) course?
  - *Capstone:* Does your program require a summative project as a part of accreditation or graduation requirements? This may be a capstone course!
  - *GEP:* General Education Program courses should meet certain objectives per each GEP. For information, check on the [GEP Category Requirements page](#). Directions and specific questions will be in CIM for you and are based on the Category Objectives.
- *Dual level:* a 400 and 500 level course in which the same material is taught with different levels of expectation and work for graduate and undergraduate students.
  - *One syllabus - two requirements:* the attached syllabus should be used for both levels of a dual level course. How are graduate students graded differently? How is the increased rigor of the graduate level measured and maintained?
  - A dual-level course shares a course ID, which means that students cannot take both for credit.
- *Cross-list:* Two courses in which the same material is taught, perhaps to students of two different majors.
- *DE Offering:* Is this course offered via distance education or is it site-based (non-NCSU campus)? You may need to include a statement regarding online content.