

Guidance for Proposing a Course for Inclusion in the General Education Program

The General Education Committee is responsible for reviewing and approving courses for the program. This guide will assist you in completing the proposal form. Please review it carefully before completing your submission.

General Information Section:

This section provides essential administrative details about your proposed course.

- **Proposal Date:** Please indicate the date you are completing the application.
- **Department:** Specify the academic department offering the course.
- **Course Designator and Number (Cross-listed Course Designator and Number):** Provide the official university course designator and number (e.g., EH 101). If the course is cross-listed, please include all relevant designators and numbers. *As a reminder, General Education courses are typically situated at the 100 to 200 level.*
- **Title of Course:** Provide the official course title as it appears in the University catalog.
- **Credit Hours:** Indicate the number of credit hours for the course. *General Education courses typically carry at least 3 credit hours, though we recognize this may vary based on disciplinary norms.*
- **Alabama General Studies Curriculum (AGSC) Area:** This is a required designation. Please select *one* [AGSC Area \(Area I, II, III, or IV\)](#) that most accurately reflects the primary focus and learning objectives of your course.

Part I. Course Information

This section details the substance of your course and its intended contribution to the General Education program.

- **Catalog Description:** Provide the current, official catalog description for the course.
- **Learning Outcomes:** Please list the specific learning outcomes students are expected to achieve upon successful completion of your course. For *each* course learning outcome, you **must** indicate which of the [USA General Education Student Learning Outcomes](#) (SLOs) it aligns with. For example, if a course outcome is "Students will interpret statistical data presented in graphical form," you might indicate "[Quantitative Reasoning: 1]" (referencing the relevant Gen Ed SLO number from Part 2). Clearly linking your course outcomes to the Gen Ed SLOs is critical for the committee's review.
- **C. Justification for Inclusion:** This is your opportunity to articulate the value of your course within the broader General Education curriculum. Briefly explain how your proposed course aligns with and contributes to the [stated goals and purpose of the General Education program at the University of South Alabama](#).
- **D. Prerequisites and Corequisites:** Clearly list any courses students are required to have completed beforehand (prerequisites) or must enroll in concurrently (corequisites). If there are no such requirements, please state "None."

- **E. AGSC Course Guidelines:** Explain how your proposed course aligns with the [AGSC course guidelines for the Area \(I, II, III, or IV\)](#) you selected in the General Information section. The committee will assess this alignment to ensure alignment with state requirements. Please use the [Crosswalk for AGSC course guidelines and USA General Education Student Core Curriculum Learning Outcomes](#) document as a guide to inform this section and explicitly demonstrate the connections.

Part 2: General Education Student Core Curriculum Learning Outcomes

This section requires you to elaborate on **how** your course addresses the relevant USA General Education Student Learning Outcomes (SLOs) identified in Part 1.

You only need to complete the sections corresponding to the Gen Ed SLOs that your course learning outcomes are designed to meet. If your course does not address a specific SLO area (e.g., Scientific Reasoning), please leave that section blank or indicate "Not Applicable."

For each relevant Gen Ed SLO section (Written Communication, Aesthetic and Critical Interpretations, Oral Communication, Scientific Reasoning, Quantitative Reasoning, Historical Interpretations, Social Science Literacy):

- **Provide a brief explanation:** Describe the specific activities, assignments, course content, and pedagogical approaches that facilitate student achievement of the stated learning outcome(s) for that Gen Ed area.
- **Address the prompts:** The prompts provided within each section are designed to guide your response and ensure you provide sufficient detail for the committee's evaluation.
- **Include examples:** Provide concrete examples of assignments, or in-class activities that demonstrate how students will engage with and achieve the specific learning outcomes identified in Part 1, Section B. Please explain any discipline-specific terminology used.
- **Describe Assessment Methods:** Clearly explain how you will measure student achievement of the specific learning outcome(s) for that Gen Ed area. What assignments, exams, projects, or other assessment tools will be used to evaluate student learning?

Please ensure your responses in this section provide a clear and compelling picture of how your course design directly addresses the USA General Education SLOs.

Part III. Additional Submission Materials

These required documents are essential components of your proposal.

- **Course syllabus:** You **must** upload a current syllabus for the course. The syllabus should clearly reflect the learning outcomes, course content, assignments, and assessment methods described in your application, particularly highlighting their connection to the relevant General Education SLOs. We strongly encourage you to explicitly list the relevant Gen Ed SLOs on your syllabus.

- **Letter of Support from the Department Chair:** A letter of support from your Department Chair is required. This letter should confirm the department's support for including the course in the General Education program and affirm the department's capacity to offer the course regularly.

Completing Your Submission:

Before finalizing your application, please:

- Review all sections to ensure consistency and completeness.
- Verify that the connections between your course's learning outcomes and the USA General Education SLOs are clearly articulated.
- Ensure that your explanations in Part 2 adequately describe how students will achieve the relevant Gen Ed SLOs through course activities and assessments.
- Confirm that your course syllabus and the required letter of support are prepared for upload.

The General Education Committee appreciates your commitment to undergraduate education and looks forward to reviewing your proposal. Should you have any questions regarding the application process or the requirements, please do not hesitate to contact the current Chair of the General Education Committee.