ADDITIONAL INFORMATION REQUIRED FOR NEW COURSE PROPOSALS
(Created by the Arts & Sciences Program and Curriculum Committee, updated on October, 2008)

Your completed UHM-1 form should be accompanied by an addendum that addresses the following points. Please note that all new graduate courses have additional requirements from the Graduate Division; these additional requirements for graduate courses are italicized.

1. The purpose or objectives of the course.
Include a short paragraph explaining the purpose or objective of the course. Be as specific as possible.

2. The organization of the course content into time periods.
Provide a detailed course syllabus that includes the following information:
- Course alpha and number, and course title.
- Instructor name and contact information
- Course description
- Course objectives.
- Student learning outcomes.
  "At the end of the course, the student will be able to..."
- Number of credit hours
- Prerequisites
- Textbooks, required readings
- Grading and Student Evaluation.
- The assessment tools (exams, quizzes, projects, papers, journals, etc.) that will be used should be given, as well as the weight attributed to each.
- Note that the UH Catalog states explicitly that "final examinations are required in all undergraduate courses, except writing courses, directed reading, creative arts, research seminars, internships, and field experiences) and must be taken during the scheduled examination period."
- Classroom policies
- Weekly or daily schedule of topics and readings, including exam dates.
- For most courses, PCC expects that the syllabus will include a day-by-day (or week by-week, if appropriate) list of topics to be covered, accompanied by a list of readings that the students are expected to complete for each topic. Dates or deadlines for the various "devices" of evaluation (exams, papers, etc.) should be included.
  In rare cases where elements of an elaborate syllabus, such as the weekly schedule, are not appropriate (e.g., studio course in art, graduate seminars in subjects which rely heavily on recent articles from journals), then there can be some leeway in preparation of the syllabus. However, regardless of the course, there must be a statement of the course objective(s), the procedures to be followed in the course, and a fairly specific statement on procedures for evaluating students. In determining what constitutes an adequate syllabus, one might ask the question: If I were a student thinking of taking this course and if I were to read the syllabus, would I see a reasonable level of detail regarding content and also the types and timing of the work to be expected?

3. Relationship of the proposal to your current and future curriculum plans.
Relationship, if any, to "core" or major requirements. Also, if proposed course is a writing intensive course, please explain why it is being proposed as a WI course. A brief description of the relationship of the proposed course with existing curricula and/or the future plans of the
degree program is usually adequate. A need always exists for writing-intensive courses. Please encourage your faculty to consider proposing courses as WI.

4. **The number of credits and the level.**
Please explain the prerequisites where applicable. Please refer to page 2008-2009 Catalog for course numbering guidelines. Note that most 200-level courses should have prerequisites, and all 300-level and 400-level courses must have prerequisites. It is strongly advised to list course alphas and numbers for prerequisites. If there are no specific courses that are appropriate prerequisites, then the PCC recommendation will be to list "sophomore standing or higher" for 300-level courses and "junior standing or higher for 400-level courses. It is also not standard practice for PCC to approve "consent" as the sole prerequisite for an upper-level course. Note that 1 lab credit hour normally implies 3 hours hands-on work weekly. Also see Item 6, regarding variable-credit course and evaluation of student's work.

5. **Possible overlap with other UHM courses, and unique contribution intended by the proposal.**
Whenever a question of territory arises, the PCC routinely circulates the proposal to departments with a possible interest. To facilitate and expedite the approval process, it is strongly advised that the petitioning Department provide approval signatures from other Departments and/or other degree programs that will or may be affected and/or that have courses that are very similar. Please also take care that your survey of affected Departments includes those that may use the courses in question as part of their graduation (degree) requirements.

6. **How will the student's work be evaluated?**
Please relate this to the course content shown in the syllabus. Grades should be based upon evidence that appropriate learning has occurred. A PCC operating principle is "credits aren't wages". For variable credit courses, clarify what is expected for 1, 2, 3, or more credits.

7. **Availability of instructor(s) and impact on faculty workload.**
Course changes should not inflict undue hardship on faculty and students in graduate and undergraduate programs.