

Interdisciplinary Course Development Guidelines

Guidelines for a 3 hr. course

*This is for **new** Interdisciplinary Courses. Existing courses to be team taught will also be considered but priority for funding will be given to Interdisciplinary Courses. Funding described below (opportunity for summer funding, faculty load, etc) is for the **first time the course is offered**. Requests to apply for additional funding in subsequent years should be made in writing to the dean's office prior to completing the full proposal.*

Summer Planning Grant (due by March 15)

Funding up to \$5,000 for supplies, food, stipends for faculty etc.

Proposal must include:

1. Course Description and Outline Syllabus including learning outcomes and potential Expansive Core categories—Course must be approved by Academic Council (and Planning Council, in the case of Expansive Core proposals) before submission of grant proposal.
2. Number of students permitted in the course and expected number to enroll the first time it is offered.
3. List of outcomes/goals of summer work.
4. List of specific tasks to be completed (including course assessment design) over the summer with person(s) responsible, number of hours required and expected date of completion.
5. Summer budget

Grant Report due one month prior to first day of fall semester:

1. Updated list described in #4 above indicating what has been completed or reasons for non-completion of any task.
2. Final budget report
3. Request for total faculty load time up to 6 hrs. with justification/description of responsibilities of each person receiving load credit. Included in these hours will be the time required for writing of the final course report*.
4. Final detailed syllabus of the course (ready to be given to students) with clarity re: who is teaching which portions and all details about schedule, exams, etc.

Actual Course Offering

Offer maximum of once/year until demonstrated need for more often.

The course should have a formal evaluation by students. This can be done through the Institutional Research Office. Participating faculty may wish to design their own instrument but should include the questions usually answered on evaluations done through the IR office.

A final course report is due one month after Quiet Day. It should describe the results of assessment, significant findings, and suggestions for improvement.