

Guide to Preparation of New Course Proposals/Master Syllabus

Purpose of Graduate Council Review: UNO's mission includes being student –centered and fostering an environment of academic excellence. Consistent attention to the quality of courses offered helps assure that we are meeting those goals. An important part of the Graduate Council's role, through Committee B, is to review new courses as they are proposed. The Committee fully subscribes to the fundamentals of academic freedom and it also has a duty to help maintain consistency within the graduate curriculum. The following suggestions are designed to help you attain approval of your new course.

Master Syllabus: A new course proposal is the “*master*” syllabus and is different from the course outline (commonly called a course syllabus) you provide to your students at the beginning of each semester. *An approved proposal is the master syllabus kept in the UNO Course Catalog Maintenance System (CCMS) for internal use and accreditation purposes.* A course outline (or syllabus) contains the specific information needed for that particular semester and instructor but is also consistent with the information contained in the master syllabus. Although much of the information included in the master syllabus will also be included in the course outline, the documents meet different needs.

Method of submission: All new course proposals and any changes to the “master” syllabus must be submitted online via the Academic Affairs Course Catalog Maintenance System (CCMS). Paper submissions will no longer be accepted. The CCMS login screen is found at <http://www.ses.unomaha.edu/catalog/>. Your username is your UNO user ID (e.g. dsmith-howell) and your password is your net ID (the password you use to access UNO computers from off-campus). If you have questions regarding using the CCMS, contact either Deborah Smith-Howell (dsmith-howell@mail.unomaha.edu) or Mark Goldsberry (mgoldsberry@mail.unomaha.edu).

Keys to a Successful Course Proposal/Master Syllabus

- Follow all instructions provided on the new course proposal form.
- Complete all sections of the form thoroughly, yet succinctly (too much detail may raise more questions than answers).
- Pay careful attention to formatting (i.e. fonts, bullets, numbers, and tabs).
- Clearly state course objectives in terms of the *student* (i.e., in this course students will demonstrate; students will analyze)
- In dual-level graduate –undergraduate courses, clearly define the differences in expectations of graduate and undergraduate students.
- List and explain assignments completely, but succinctly. The total value of all assignments should equal 100%.
- Clearly explain the grading scale.
- Bibliography should include references reflecting recent scholarship, unless older documents have historical value. A standard reference style (i.e. APA, MLA) should be used.
- Department/school/college approval process must be followed prior to promoting to Graduate Studies.
- DEPARTMENT CHAIRS AND PROGRAM DIRECTORS SHOULD READ THE COURSE PROPOSAL CAREFULLY BEFORE PROMOTING.