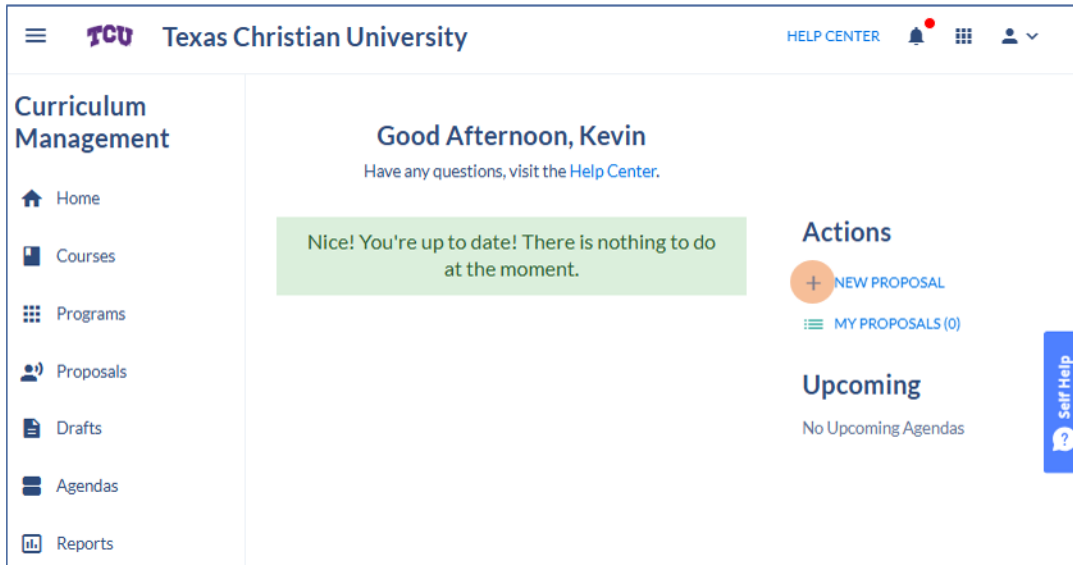


How to Submit a Course Proposal in the Core

1. Navigate to <https://app.coursedog.com/#/cm/home>
2. Click “New Proposal” (right navigation bar under Actions).



3. When prompted, select the Core Curriculum option.




4. Select the Core Curriculum Course Submission from the 2nd prompt and then click “Go to form”



Note: The form automatically saves when you begin your application. For incomplete applications, access the form under Drafts from the left navigation.

- Click 'Yes' if your course has been approved, or 'No' if not.



Core Curriculum Course Submission

Has your course been approved as a TCU course by Undergraduate Council? **required** ?


YES

NO

Please Note: You will not be able to download your responses until after the form is submitted ?

Note: You will not be able to move forward with the application if your course has not been approved.

- Complete all of the Course Information fields



Course Information

Course Prefix **required** ?

Catalog Number ?

Enter the five digit course number - Not the section num

Long Course Title ?

Full title, no abbreviations

Instructor's Name ?

Instructor's Email ?

Verify the email format is valid before moving on

When do you anticipate next offering this course? **required** ?

- Syllabus upload

If approved, I give permission to use my submission as a sample successful submission on the TCU Core Curriculum website or in Core Curriculum workshops on how to submit a proposal. **required** ?

YES

NO

In submitting a course to be part of the Core Curriculum, I understand that my students' achievement of the Core learning outcomes will be assessed and agree to respond to requests related to Core Curriculum assessment. **required** ?

YES

NO

Upload your course syllabus here ?

ADD FILES

8. If you will be submitting this submission for Oral Communications, Written Communications 1, or Written Communications 2 – select “Yes” as shown below, then select the appropriate option.

Are you submitting a course for Oral Communication, Written Communication 1, or Written Communication 2? required ?

YES NO

Based on your selection, the appropriate Outcome Block will appear below for completion: required ? !

If you incorrectly choose 'Yes' and wish to change to 'No,' you must select 'None' from the drop down before changing ^

Oral Communication

Written Communication 1

Written Communication 2

None

NOTE: Based on your selection, the appropriate Outcome Block will appear below for completion

9. Click to view the Communication rubric if you are submitting to any of the communication areas. (Oral Communication, Written Communication 1 & Written Communication 2)

Communication Rubric

Competency: Communicate Effectively ?

—

[Click this link to access the Communication Rubric](#)

10. For each communication area above that you select, you will have these four required questions to fill out.
1. How does your course connect to this area of the Core Curriculum? Explain this in 1-2 sentences in a way a non-specialist can understand.
 2. Explain how, in **specific** terms, your course supports students' achievement of the student learning outcome of this area in a substantial and sustained manner.
 3. Copy and paste **at least two** assignment prompts from your course that provide evidence of how students will meet the student learning outcome. At least one of these should be a summative assessment able to be evaluated using the rubric above ("See Syllabus" is not an acceptable response.)
 4. Explain how the assignments you have copied and pasted require students to demonstrate the student learning outcome. (Remember that this may not be obvious in your assignment prompt to faculty members from other disciplines on the vetting committee.)

11. If you are not submitting your course proposal to any of the communication areas above, you can choose Writing Emphasis (WEM) if it is a 30000 – 40000 level course, plus up to two other Core attributes (more on the two other attributes in step 13).

Are you submitting a course for Oral Communication, Written Communication 1, or Written Communication 2? **required** ?

☐ YES ☒ NO

Are you submitting this course for the Writing Emphasis (WEM) attribute? **required** ?

☒ YES ☐ NO

You must scroll to the Core Attribute area below if you are submitting a proposal for any additional attributes. You can access the applicable assessment rubric(s) for your submission in the rubric boxes below. ?

12. Complete all of the WEM fields marked “Required.”

Writing Emphasis Outcome: Write for a specific discipline, profession, or field using a writing process that emphasizes revision.

How does your course connect to this area of the Core Curriculum? Explain this in 1-2 sentences in a way a non-specialist can understand. **required** ?

Explain how, in specific terms, your course supports students' achievement of the student learning outcome of this area in a substantial and sustained manner. **required** ?

Example: Number of weeks on specific topics, types and numbers of assignments, how students will use sources or tools of disciplinary inquiry, etc

Copy and Paste two to four assignment prompts from your course that provide evidence of how students will meet the student learning outcome. **required** ?

Important: At least one of these should be a summative assessment that produces a student artifact able to be assessed using the rubric for this area of the core curriculum.

Explain how the assignments you have attached will require students to demonstrate the student learning outcome. **required** ?

How will writing be emphasized in this course? **required** ?

For example, total number of pages written, percentage of grade for writing assignments, number of drafts, description of the writing process students will engage in, amount or topics of writing instruction you provide, mode of peer feedback, etc.

How many students will enroll in one section of this course? **required** ?

Note: Best practices in writing intensive instruction, a high impact practice, recommend no more than 20 students per section.

13. Regardless of whether you selected the WEM option in step 11, you may select up to two Core Attributes for your Course.

Core Attributes - You may select up to 2 areas

Select the Core Attributes for which you are submitting a course proposal. If you are not selecting a Core Attribute, please ensure that you have selected 'None' in the drop down. **required** ? ! You may select up to 2 areas.

You may select up to 2 areas. If you are not selecting a

Citizenship and Social Values (CSV)

Cultural Awareness (CA)

Fine Arts (FAR)

Global Awareness (GA)

Historical Traditions (HT)

Humanities (HUM)

Literary Traditions (LT)

Mathematics (MTH)

Natural Sciences (NSC)

Religious Traditions (RT)

Social Sciences (SSC)

None

For each area you select, you will need to provide evidence that a substantial and sustained dimension of the course will focus on meeting the student learning outcomes for the selected areas.

Substantial - defined as grounded in disciplinary inquiry, sources, and methodologies and one of the central focuses of the course.

Sustained - defined as a recurrent thread throughout the course, including through several formative assignments (Formative assessments are low-stakes tasks (i.e., not a significant part of the student's grade) ongoing throughout the course that allow instructors to gauge student learning as instruction is happening.)

At least one assignment in the course should be summative and appropriate for assessment using the rubric for the Core Curriculum competency this area maps up to. (Summative assessments measure student learning after learning is completed, often at or near the end of a unit or course.)

Please Note: If you are not selecting a Core Attribute, please ensure that you have selected 'None' in the drop down. You should also select 'None' if you changed your mind and are no longer selecting a Core Attribute for your proposal.

SUBMIT PROPOSAL

14. Scroll down and click to view the rubric used for the assessment of student artifacts for the area(s) you have selected.

15. Scroll down to the respective Core attribute section(s) for those selected above. Complete all fields marked "Required" for the Core attributes you selected above. Each area will have these 4 required questions:

1. How does your course connect to this area of the Core Curriculum? Explain this in 1-2 sentences in a way a non-specialist can understand.
2. Explain how, in **specific** terms, your course supports students' achievement of the student learning outcome of this area in a substantial and sustained manner.
3. Copy and paste **at least two** assignment prompts from your course that provide evidence of how students will meet the student learning outcome. At least one of these should be a summative assessment able to be evaluated using the rubric above ("See Syllabus" is not an acceptable response.)
4. Explain how the assignments you have copied and pasted require students to demonstrate the student learning outcome. (Remember that this may not be obvious in your assignment prompt to faculty members from other disciplines on the vetting committee.)

16. The form automatically saves once you start the application. Proceed to Submit Proposal

SUBMIT PROPOSAL

at the bottom of the form once all the required information is filled out. If any required

fields were left blank, you will be prompted to complete those fields before you can submit your proposal.

For incomplete applications, you can return to the form by clicking Drafts from the left navigation.

17. If you receive error messages after you submit, provide the requested information.

Note: An error message occurs if you have accidentally toggled “yes” for Oral Communication/Written Communication 1/Written Communication 2 and then switched to “no.”

Please make sure to fill out all required fields and/or ensure there are no errors in the form. Currently the form has the following errors:

- Based on your selection, the appropriate Outcome Block will appear below for completion: cannot be empty (This Field is Hidden)

If you receive this error message, you must toggle back to “yes” for this question and then select “None” from the dropdown menu.

The screenshot shows a form with the following elements:

- A question: "Are you submitting a course for Oral Communication, Written Communication 1, or Written Communication 2?" with a "required" label and a help icon.
- Two radio buttons: "YES" (selected) and "NO". A blue arrow points to the "NO" button.
- A message: "Based on your selection, the appropriate Outcome Block will appear below for completion:" with a "required" label and a help icon.
- A red-bordered box containing the text: "If you incorrectly choose 'Yes' and wish to change to 'No,' you must select 'None' from the drop down before changing".
- A dropdown menu with the following options: "Oral Communication" (highlighted in blue), "Written Communication 1", "Written Communication 2", and "None". A blue arrow points to the "None" option.