

# INTERSESSION COURSE APPROVAL FORM

See instructions on reverse side.

Submit one signed copy to: Continuing Education Office, 131 Haning Hall

See instructions on reverse side. For detailed instructions, see "Guidelines for Submission of New Course Proposals and Course Changes."

Department/School \_\_\_\_\_ MCF Course Prefix\* \_\_\_\_\_ Catalog No. \_\_\_\_\_

Title \_\_\_\_\_

Abbreviated Title (limit of 25 characters and spaces; title that will appear in Schedule of Classes)

\_\_\_\_\_

Prerequisite(s) (limit of 42 characters and spaces; if none, indicate "None")

Undergraduate course: \_\_\_\_\_

Graduate course: \_\_\_\_\_

General Education \_\_\_\_\_ (Indicate if Tier I, II, or III. If Tier II, indicate A, C, H, N, or S.)

If Tier I, include a letter of approval from the appropriate committee.

Instructor(s) \_\_\_\_\_

Brief Description of Course (course description that will appear in catalog):

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Recommended by Dept./School Curriculum Chair \_\_\_\_\_ Date \_\_\_\_\_

Recommended by Dept. Chair/School Director \_\_\_\_\_ Date \_\_\_\_\_

Recommended by College Curriculum Chair \_\_\_\_\_ Date \_\_\_\_\_

Recommended by College Dean \_\_\_\_\_ Date \_\_\_\_\_

\*Abbreviation for department or discipline used in Master Curriculum File (MCF) and Schedule of Classes.  
UCC Form 6: April 1999

## Instructions for Intersession Course Approval

According to the Faculty Senate resolution "Proposal of Oversight of Intersession Courses" adopted 3/15/1999, courses that are to be taught during the intersession will undergo an additional process of review. This one-time review and approval process consists of response to the following questions:

1. How is the approach to teaching expected to change during the compressed format setting of the winter intersession?
2. How can the longer classroom sessions of the intersession be most effectively utilized? What might be a typical daily schedule of activity?
3. Work outside of class: Will any work be required of the student prior to the start of the course? Approximately how many hours? Will any work be submitted after the course is completed, perhaps during the regular winter quarter? Approximately how many hours? During the weeks that the class is meeting approximately how many hours outside of class will students need to put in?
4. What attention is being given to those students who might have to miss several days of the intersession because of other obligations?
5. **For Tier III only:** What unique factors must be considered regarding the achievement of synthesis during the compressed time period for the course?

Please respond to the above questions, which must ultimately be approved by the College dean. Responses to the questions should be filed in the College office. Copies of the signed cover sheet and responses should be distributed to the Continuing Education Office, 131 Haning Hall.