

## Engineering Course Approval Criteria

### Course Information

An institutionally-approved representative syllabus in electronic format from a recent offering is required for the panel to review. Representative syllabus and any course submission materials must indicate:

- Prefix/number and title, number of credit hours, and IAI Code (if available)
- Catalog/course description including any prerequisites
- Course Objectives
- Student Learning Outcomes
- Text information - see information below
- Detailed topical outline and weekly schedule, including approximate hours per topic – **this outline should go beyond chapter numbers and titles.**
- Methods of evaluation/assessment of student learning
- Grading criteria and weighting
- Description of any design projects, team (required) and individual if included in course content, as well as any presentation assignments for **EGR 941** or if included in the course you are submitting.
- If there is a lab associated with the course, please include lab outline, objectives, and description
- *All materials, including textbooks, submitted for panel review must be current and representative.*

### Course Description

- Please provide complete catalog copy for this course.
- Textbooks/Required Readings (textbook must be current)
- Please provide a listing of required readings that demonstrate the course content corresponds with the IAI course description.

### Student Learning Outcomes

- Student outcomes must be included to provide additional evidence that the course focus is aligned with the IAI description and should be stated in such a manner that it is clear how one would assess them.

### Evaluation

- The methods of evaluation of student work should demonstrate sufficient rigor. For instance, although attendance may be required, it should not account for a substantial part of the final course grade.
- Include a grading scheme.

### Common Reasons Courses Are Not Approved

- Course does not match description
- Course does not match description for IAI designation (EGR 941 is a common course that does not match IAI descriptor, EGR 943 - 1/3rd of course content is not dedicated to rigid body related content)
- Course has inappropriate prerequisites
- Topical outline does not have enough detail
- Lab content is not described in sufficient detail

## **Engineering Major Panel Course Syllabus Checklist**

### **Course Description**

- A complete description for this course is required; a catalog description may be substituted if it is sufficiently informative. The course description should compare favorably to the description given on the iTransfer website.

### **Prerequisites**

- The committee must review both courses in the sequence in order to accept the first course as a prerequisite.

### **Course Objectives**

- The course goals and an outline of the course content are expected.

### **Student Outcomes**

- Student outcomes must be included to provide additional evidence that the course focus is aligned with the IAI description and should be stated in such a manner that it is clear how one would assess them.

### **Detailed Topical Outline (Daily/Weekly Schedule)**

- The Engineering Major Advisory Committee will review the schedule for evidence of the content of the course for a full semester or equivalent. Provide detailed outlines of all topics, assignments and activities.
- Do not list simply, 'Chapter 1, Chapter 2" etc. Listing the chapter titles from the published text is not sufficient either. More detail is required.
- A lab weekly lab schedule including a concise description of each laboratory experience is required including equipment/instrumentation used.

### **Methods of Evaluation**

- Specific assignments are required. In particular, the lab assignments must include a brief description.
- Include a grading scheme.

### **Grading Criteria and Scale**

- The points or percentages attached to course work are required. Indicate how grades are determined.

### **Textbooks/Learning Resources**

- The choice of text is required and may provide evidence of course content and focus. The author and date of publication of text is required. Text should be current.
- If there are supplemental texts that will be used, these should also be listed.
- Texts reflect and support writing, speaking or content outcomes and requirements. As institutions pursue the opportunity to expand into online/open resource electronic text material, the panel has sought to provide some necessary guidance on citing these learning resources in submitted syllabi and documents. If any online reading or resource materials are used, provide accessible evidence which may be a complete working url or bibliographic citation. This site/resource must be active, working, and viewable by the panel. Active hyperlinks are acceptable but cannot be embedded in an online learning system.