

Guidelines for Creating Course Proposals

Developed by the College of Education Box Council

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NOTE: Some of the links below (particularly the links to course proposals in CIM) require an MSU netID login. In the web browser you wish to use, [log into CIM using this link](#) first. You should then be able to continue with all the protected links below.

Important Resources & Notes

- [College of Education Curriculum Committee \(Box Council\)](#). The Box Council website contains important information about syllabus creation and required information relating to course objectives, CFPO and InTASC designations. Deadlines for the approval process are also included.
- [University Committee on Courses and Curricula \(UCCC\)](#). The UCCC website contains the “[Guide and Format](#),” the authoritative document on the creation of courses and degree programs at MSU.
- [Course Inventory Management \(CIM\)](#). CIM is the online resources for creating your course proposals.

The format of syllabi for curriculum proposals is determined by the College of Education Curriculum Committee (Box Council), College of Education Dean’s Office, and the University Committee on Courses and Curricula (UCCC). *Syllabi for course creation and modification must contain the listed components in the given order. Do not diminish, do not augment.*

This is not necessarily the syllabus you will provide to students (which may contain additional course details and policies). It is specifically for the purpose of reviewing course addition and modification proposals by the Box Council and the UCCC.

[Contact the Box Council chair](#) with any questions or needed clarification.

Course Proposal Steps

The following steps are recommended to develop your proposal.

1. Beginning with the College of Education syllabus template, create your course syllabus.
2. Create and complete a [new proposal in CIM](#) or edit an existing course using the search box.
3. When complete, click “Save and Submit.” You will attach your syllabus and letter(s) of support to the CIM proposal.
4. Contact your department curriculum committee chair or department head to have an initial review of the proposal.

Syllabus Development Notes

Below is the required content of the syllabus in the order that they are to be presented. Where available, links are provided to more information about the content.

Begin by opening a new syllabus template ([available from the Box Council web site](#)).

Course Name

- Clarity and brevity (in that order) are important.

Course Symbol and Number

- The department/course 2-3 letter code and course number
- For new courses, check with your department curriculum committee and/or department head for suggested course numbers

Instructor Information

- Recognizing that multiple instructors may teach a given course, for the purposes of your proposal, use the most recent or upcoming instructor for your proposed course.

Catalog Description

- This must be identical to the description entered into CIM.
- (Prerequisites, co-requisites, includes field experience, xxxxx majors only, or permission of instructor). Number of credit hours and course type.

Description of course. No more than 48 words.

- See the [UCCC Guide](#) (page 7) for multiple examples.

College of Education Conceptual Framework

- Leave exactly as it is in the template.

Learning Objectives

- Course objectives should be written in terms of measurable, observable behaviors that students in the course will be able to do.
- [The Box Council web page](#) has a PDF of measurable, observable verbs classified according to Bloom's Taxonomy.
- Learning objectives are to be linked to a number of standards (according to department). These may include CFPO, InTASC, CRT and standards of that department or program's accrediting organization. [The Box Council web page lists all required standards for proposal syllabi.](#)

Faculty are required to include these designations in the proposal syllabus. Syllabi/proposals without this information will be tabled until completion of the CFPO, CRT, InTASC (where appropriate) and department-specific accreditation body standards are included.

A list of accrediting bodies for departments in the College of Education is available on the [Box Council web page](#).

Course Materials & Technology

- List all course materials according to appropriate reference system (APA preferred) indicating which ones are required. List any other materials such as reserve or optional materials. Describe how technology is used an/or required for this face-to-face course.
- *If this is a distance course*, add a second labelled section listing any additional software, hardware or procedures students most use to complete the requirements of the course

Detailed Course Outline

- For more information review "Course Additions: Detailed Course Outline" on page 11 of the [UCCC Guide](#).

- Alternatively, a weekly schedule of activities and topics (including contact hours) can be used here.

Evaluation of Student Progress

- [Extensive sample of Evaluation of Student Progress from Dr. Robichaux.](#)
- There are three groups of information in this section:
 - List of assessments/activities that will generate the student's grade, with a thorough description of the requirements/methods of assessment of each. Be as specific as possible about the number and types of assignments. Each assignment should align with one or more learning objectives. If the course has a field experience put that information here. On the syllabus given to students, the date of the final exam must be given.
 - That same list without descriptions, but with the percentage (weights) or points each receives.
 - The course grading scale. If percentages are used in the list without descriptions then use percentages for the grading scale. If points are used in the list then use points.
- The grading scale should include each letter grade and how each will be defined; all references to grades or evaluation should be in terms of either points or percentages, but not a mix of both.
- Each course objective must be addressed by at least one student activity/assessment.
- Each activity/assessment is to be described in enough detail such that it is clear that the activity/assessment will involve the students "doing" the objective(s) to which it is matched.
- *If attendance is to be graded*, describe the criteria here and be sure to list in in the list of assessments/activities and assign it a percentage or points. Be very specific as to what constitutes "one time" attendance, "late" attendance and what consequences late attendance may have.
- *If this is also a distance course*, address how attendance will be measured in the online course.

- *If this is a distance course*, address how academic integrity will be maintained in assignment and quiz completion. The proposer may also choose to add more information here regarding methods used to insure academic integrity in the face-to-face course.
- *If this is a distance course using Honor Lock*, include the MSU required statement here. The proposer may also choose to add more information here regarding the use of Honor Lock in the face-to-face course.

Mississippi State University Required Syllabus Statements

- This section of the syllabus contains those statements required by the University on every syllabus. Place these at the end of the syllabus, they require no alteration.
- The most recent required statements can be found here: <https://www.instructionalguide.msstate.edu/resources/syllabus-statements>