

A representative syllabus must be included in all submission materials. The syllabus submitted should have all of the following items included in it. Some modification to an instructor or institutional syllabus is likely to be needed before submission to include all of these elements. Before submitting your recent (within the last 2/two or 3/three years, if possible) instructor's syllabus to the panels, it is important to verify that the file contains all the items the panels need to evaluate the course. There is a submission checklist within the submission process for each new and ongoing review submission.

Please verify that the course submission materials provide evidence of the following:

GENERAL ITEMS NEEDED FOR EVERY SUBMISSION

- ✓ Course prefix/number and title, the number of credit hours and contact hours, and studio or laboratory hours, if applicable, must be included on syllabi and course outlines.
- ✓ If Prerequisites are required for a course, please include the institutional course number, institutional course name, and when IAI approved, IAI code. Important note, as a rule general education courses in IAI should not have prerequisites. There are a few exceptions to this rule. Major courses may have prerequisites as appropriate.
- ✓ Official institutional catalog course description - the official description as it appears in the institutional catalog should be included in each submission.
- ✓ All delivery modes are identified (traditional and non-traditional). If the course is online, check the panel's [course approval criteria](#) to ensure that additional information on online courses is provided, if necessary.
- ✓ Textbook information including edition, etc. If any online reading or resource materials are used, a complete working url or bibliographic citation (embedded hyperlinks are acceptable) must be provided. This site/resource must be active, working, and viewable by the panel.
- ✓ Student learning outcomes
- ✓ A detailed topical outline and weekly schedule that goes beyond chapter numbers and titles from a textbook - it should provide specific details of topics being presented in class and readings. This level of detail is also appropriate for the lab outline on courses that contain a lab. The lab outline should include similar information but also detail the tools being used and the outcomes or topics the students will be exploring.
- ✓ Methods of evaluation of student learning directly linked to course objectives and outcomes
- ✓ Grading criteria and scale

- ✓ Description and details of assignments, readings, writing assignments, and projects. This should be clearly evident and referenced.
- ✓ All materials submitted for panel review must be recent and representative, as recent as possible and not more than 2 or 3 years old. If the syllabus you plan to provide is older than 3 years old, please contact the IAI coordinator at iai@itransfer.org.
- ✓ Check the official IAI course description for the course to ensure the syllabus provided contains all necessary topics and content - [currently active GECC courses](#) , [currently active Major courses](#)
- ✓ Check the panel's course approval criteria by checking the appropriate panel's section in the [Panel Related Documents page](#) . The information in the panel criteria is what the panel will adhere to in evaluating the course information you provide. It is a good idea to review the document you are providing against this criterion and work with faculty, etc. to make appropriate revisions to meet the panel's expectations.

ITEMS FOR LAB COURSES

- ✓ A lab outline is required if the course is a lab course - If the course is a lab course, panels need details such as methods and materials included in the labs and associated outcomes the student is expected to gain from a particular lab activity. A specific lab form is not required. Most panels with labs require a lab outline that provides these details. Incorporate the lab outline into the topical /lecture outline or create a separate outline/schedule.
- ✓ If the lab manual is custom/in-house manual, the three (3) sample labs are required by every IAI science panel. Sample lab material is the handouts or details given to the student about the lab activity.

ADDITIONAL INFORMATION IN THE PROCESS:

- It is possible that curricular revisions will be necessary to address the panel requirements. This process should be completed before submission.
- **The IAI submission deadline is March 1 and October 1 at 5:00 pm unless the first falls on the weekend. If this occurs, then the deadline shifts to Monday at 5:00 pm.**



For more information on course submissions to the panel or transfer in the state of Illinois, check the iTransfer.org site at: itransfer.org.

Reviewed Spring 2018 – 01/22/2018 - IAI Coordinator