**Template for Requesting Information from Faculty in Course Submissions to IAI**

**NOTE FOR SUBMITTERS:** This document is to assist submitters in getting information to faculty and department chairs/heads for collecting syllabi for courses that need to be submitted to IAI. *You must tweak it as needed for you and your institutional processes*. This template is based upon the ongoing review process; however it can be edited for new submissions. This template is not required, but should be used as a tool to help avoid delayed approvals due to returned and unapproved courses. The **bolded notes** in parentheses are notes to you as the submitter to help with customization. While this template is a bit long it should help institutions provide the information. We strongly recommend that ***both*** the submitter and faculty member check for these items to be sure they are included in each submission.

Dear (**Faculty Member or Appropriate Department Head**), we have been notified by the Illinois Articulation Initiative/IAI that (**the course called including department code, course number, and course title**) has been randomly called for review by the (**panel that the course is approved by, GECC or major**). Please provide a representative, instructor syllabus to me by (**insert the deadline by which you wish to receive the syllabus**). The following items should be contained in the documentation submitted to IAI, per the [iTransfer.org site](http://itransfer.org/).

**GENERAL ITEMS NEEDED FOR EVERY SUBMISSION:**

* Course Information including department code, course number and course title
* 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. (**If there are prerequisites on courses other than the writing courses or developmental courses and placement tests, you may want to touch base with Krista,** **itransfer@itransfer.org**)
* Official institutional catalog course description
* 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
* 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 is 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 3 years old without talking with me (**reach out to Krista if your syllabus comes back older than this:** **itransfer@itransfer.org**).
* Check the official IAI course description for the course to ensure the syllabus provided contains all necessary topics and content. (**Provide the link to the specific IAI description that the course is being submitted to, for example:** [**http://itransfer.org/OUCampusIAI/courses/listGECCCourses.aspx?desc=C1900**](http://itransfer.org/OUCampusIAI/courses/listGECCCourses.aspx?desc=C1900)**. This link is available on the description from here: GECC Courses** [**http://itransfer.org/courseinformation/geccdescriptors.php**](http://itransfer.org/courseinformation/geccdescriptors.php) **and Major Courses** [**http://itransfer.org/courseinformation/majordescriptors.php**](http://itransfer.org/courseinformation/majordescriptors.php)).
* Check the panel’s course approval criteria by (**seeing the attachment to this email or by clicking this link:** [**http://itransfer.org/submitters/panelrelateddocuments/**](http://itransfer.org/submitters/panelrelateddocuments/) **and find the name of the panel to go to the appropriate panel’s document – choose your preference in sharing this information with your department heads or faculty**). 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 me to make appropriate revisions to meet the panel’s expectations. These documents can change over time, so please ensure you are comparing to the most up-to-date document, available on the iTransfer website.

**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, then three (3) sample labs are required by every IAI science panel. Sample lab materials are the handouts or details given to the student about the lab activity.

**ADDITIONAL INFORMATION IN THE PROCESS:**

* There is a sample general syllabus available from the [iTransfer.org website](http://itransfer.org). It is in the panel documents section of the site above. If you would like to review it and have trouble finding it, please let me know. (**Please revise this if you decide you would like to simply supply the sample syllabus to your departmental contacts/faculty.**)
* It is possible that curricular revisions will be necessary to address the panel requirements. We will need to work together if this is necessary. Please reach out to me if you have any concerns as you review the information you have on the course and the details provided by IAI and the panel.
* If we are to meet the deadline for submission for the next semester, please get your documentation to me by (**choose a date appropriate to you and your processes. The actual 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 the following Monday at 5:00 pm.**)

Thank you for assistance with this important request. As a fully participating member of the Illinois Articulation Initiative, an important tool for students transferring within the state of Illinois, we are significantly benefitted in maintaining our courses within the program. If you have any questions about this request or IAI, please let me know. You may also talk with Krista Jackson, the IAI Coordinator. Her email address is itransfer@itransfer.org.

**Usual Sign-off**