

## [MAJOR] ECE- EARLY CHILDHOOD EDUCATION Panel

### Course Approval Decision Criteria

#### **Course Approval Criteria**

An institutionally-approved syllabus in electronic form is required by the panel for its review. The course syllabus must clearly include the following elements:

- Course prefix, number, and title
- IAI Code
- Semester credit hours
- Course description (institution's catalog description recommended)
- Course objectives
- Detailed weekly/daily topical course outline. This should go beyond chapter numbers and titles.
- Course delivery modes (lecture, discussion, etc.)
- Textbook(s) /Learning Resources/Required Readings used (textbook must be current)
- Means or methods of evaluation of student learning
- Grading scale
- Any prerequisites required for the course
- Daily or weekly topical outline of material to be covered (Do not list chapter titles)

#### **Course Description**

- Please provide complete catalog copy for this course.
- Corresponds with the IAI course description.

#### **Textbooks/Learning Resources**

- The choice of required text must provide evidence of course content and focus. If any online reading or learning 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**

- 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**

In order to facilitate prompt approval of course submission, it may be helpful to be aware of some common reasons for which courses are not approved:

- Course title does not match course description
- Course content does not match course description
- Course is too broad in scope - outline contains too many topics
- Course is too narrow in scope - outline has too few topics to fulfill course description
- Course is not a lower division course
- Course syllabus has weak or un-measurable objectives
- Course syllabus has no means of evaluation or grading scale
- Course outline/schedule lack sufficient detail

## **ECE 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.

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

- The Early Childhood Education panel 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.
- If any online reading or learning 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.