

IAI Art Major Panel
Course Approval Criteria
Revised Fall 2025

An institutionally approved representative syllabus in electronic format is required by the panel for its review. Institutions should submit an actual and recent instructor syllabus which is not more than three years old. If the course is yet to be taught, a sample syllabus intended for future students is still required.

The representative course syllabus and any additional submission materials must include:

- **Institutional name**
- **Course prefix, number, and title**
- **Course description:** Including the full catalog course description is required. The course description should compare favorably with the proposed IAI course description.
- **Number of credit hours:** For combined lecture and lab/studio courses, please include lecture credit hours, lab/studio credit hours as well as contact hours for lecture and lab/studio components. Indicate if these are semester or quarter hours.
- **Prerequisites and co-requisites:** If prerequisites are required for a course, it is preferred that the course prefix, course number, course name, and when IAI approved, the IAI code, are included in the submitted syllabus. Important note: as a rule, general education (GECC) courses in IAI should not have prerequisites. There are a few exceptions to this rule for sequences such as written composition and calculus; see panel specific information. Major courses may have prerequisites as appropriate. Co-requisite courses should show the credit hour breakdown between the two courses.
- **Textbooks, additional readings, additional course materials:** Please note if different resources are required for different delivery modes. Course materials should reflect content outcomes and requirements, and should be recently produced. For published texts, please include author, title, edition, date of publication, publisher, and the ISBN. If the course utilizes online or OER materials, please include an active hyperlink; hyperlinks cannot be embedded in the LMS nor be blocked by a password because the panel needs to have full access to the resource.
- **Delivery mode:** traditional/nontraditional, in-person/online/hybrid, etc.
- **Course Objectives:** The course objectives should clearly support the course description.
- **Assignment descriptions:** Please include a detailed description of assignments, readings, projects, etc. Assignment details should be clearly evident and referenced, and show connection to the course learning objectives. Assignments should demonstrate the rigor and scope of the course.
- **Methods of evaluating student learning:** The syllabus should state clearly how learning outcomes will be assessed, such as through objective/subjective examinations, written assignments, oral presentations, projects, etc.
- **Grading scale and assignment weighting:** Please provide a grading scale and indicate the relative weight of assignments or evaluation categories (e.g., exams, essays, projects, etc.).
- **Detailed course outline, daily/weekly/hourly schedule:** A detailed topical outline and weekly schedule that *goes beyond chapter numbers and titles from a textbook (or select readings)* must be included and it should provide specific details of topics being presented in class. This may include assignments, readings, projects, etc. as appropriate. This could be done using a few bullet points or a couple of sentences. This level of detail is also appropriate for the lab/studio outline in courses that contain a lab or studio component. The lab/studio outline should include similar information but also detail the tools, materials, equipment, and instruments being used and the outcomes or topics that the students will be exploring.

General Coding Practice:

A course can only be assigned to one IAI code/description per panel. Institutions should be clear and careful in determining which IAI code is identified for any syllabus submitted for approval. The institution should also assure that the course meets the minimum semester credit hour requirement included with the IAI course description.

A student may “count” only one course per code in fulfilling transfer requirements, even though an institution may assign more than one course to a code. In some cases, however, students at schools on a quarter calendar may need to complete two courses to equate to a one-semester course. An equivalency in this circumstance would be three quarter-credits equals two semester credit hours and five quarter-credits equal three semester credit hours.

Panel Specific Requirements:

Note: **Sketchbooks are strongly recommended for all of the core courses.**

Note: **Syllabi preparation information to facilitate approval:**

Syllabi must include the content specified in the IAI course descriptions; syllabi submitted to the panel for review shall provide clear evidence that all required topics specified in the IAI major course descriptions are being covered and at an adequate level for the course.

**The following are IAI requirements for all art studio course syllabi.
Please check that you have some sort of written statement covering
these topics in the syllabus.**

General topics to be included in ALL studio syllabi:

- ✓ The topic of Health and Safety regarding tools and materials used in the studio will be addressed in the course. **See the panel descriptors for detailed information on panel expectations for health and safety.**
- ✓ Assessment methods will include group and individual critiques. (Please note: individual critiques may simply be the instructor visiting with each student during work times).
- ✓ **Studio courses must meet for no less than 6 contact hours per week.**
- ✓ Please include a weekly schedule of covered topics.
- ✓ Diverse historical and contemporary references must be clearly stated in course content. ***Diverse and Inclusive Historical and Contemporary Reference:*** *Connect various contemporary, historical, and multi-cultural models to this particular studio/aesthetic practice in the development of visual literacy. Diverse and inclusive historical and contemporary references must be included in course content.*

Course-specific Checklists:

DRAWING I

- ✓ Emphasis on black and white media
- ✓ Sketchbooks are strongly recommended for this course

DRAWING II

- ✓ Prerequisite of Drawing I
- ✓ Emphasis on color media
- ✓ Sketchbooks are strongly recommended for this course

DESIGN I (2-D Design)

- ✓ Black and white **and** color media
- ✓ Computer generated practice in image editing software is encouraged
- ✓ Sketchbooks are strongly recommended for this course

DESIGN II (3-D Design)

- ✓ Instruction on the use of hand and power tools is integral to this course
- ✓ Sketchbooks are strongly recommended for this course

Most Common Reasons Submissions To This Panel Are Denied:

- Missing a Health and Safety statement. **It must be an identifiable separate item within the syllabus as a statement, bullet, etc.**
- Critiques missing or insufficient. **Group and individual critiques must be included.**
- Missing list of media/materials used in the course.
- Missing diverse and inclusive historical and contemporary references. **Per the description:** “Diverse and inclusive historical and contemporary references must be included in course content. *This should exist as a separate statement within the syllabus.*” **It must be an identifiable separate item within the syllabus as a statement, bullet, etc.**