

Media and Communication Arts Major Panel
Course Approval Criteria

Course Information

Representative instructor syllabus and accompanying documents must provide:

1. Course details including department coding, course title and credit hours
2. Course description
3. Course Prerequisites
4. Delivery Modes
5. Textbooks, Learning Resources, and Readings - information below
6. Student learning outcomes
7. Detailed Description of assignments, writing assignments, projects
8. Methods of evaluation of student learning directly linked to course objectives and outcomes
9. Grading criteria and scale
10. Detailed Topical outline and weekly schedule. In general, this should go beyond chapter numbers and titles.
11. All materials submitted for panel review must be recent and representative.

Course Description

- Please provide complete catalog copy for this course.

Prerequisites

- If prerequisites are required; they must be of appropriate level, from an appropriate discipline, should logically precede the proposed course, and is essential to students' preparation.

Delivery Mode

- Traditional, Online, Tele-course or other

Textbooks, Learning Resources, or Readings

- The choice of required text or readings should reflect the course content and focus. Texts reflect and support writing, speaking or content outcomes and requirements. As institutions pursue the opportunity to expand into online/open resource electronic text material, the panel has sought to provide some necessary guidance on citing these learning resources in submitted syllabi and documents. If any online reading or resource materials are used, provide accessible evidence which may be a complete working url or bibliographic citation. This site/resource must be active, working, and viewable by the panel. Active hyperlinks are acceptable but cannot be embedded in an online learning system.

Student Outcomes

- Provide additional evidence that the course focus is aligned with the IAI course descriptor.

Assignments

- Assignments should reflect evidence of the student learning outcomes. It should also be reflected in the assessment of all assignments so that the expected learning mastery of the topics and learning objectives is clear.

Evaluation

- Method of student evaluation must be linked to course objectives and student outcomes.
- Distribution of grading categories will provide evidence of course rigor.

Detailed Topical Outline/Weekly Schedule

- The panel requires a detailed weekly topical outline including assignments and activities which show alignment to course outcomes. This means that each week in the course must be included in the outline; combined weeks are not acceptable.
- The committee will review the schedule for evidence of the content focus of the course. This outline should go beyond chapter numbers and titles.

Discipline Specific Concerns

- General Coding Practice
A course can only be assigned to one code/description. However, multiple courses from the same institution may be assigned the same code/description.

Common Reasons Courses Are Not Approved

- Course does not match description for IAI designation and/or course objectives do not match the IAI designation
- Course has inappropriate prerequisites
Please see section on prerequisites above.
- Assignments fail to provide students the expected learning mastery of the topics and learning objectives.