

UNMC Graduate Council Review of an Existing Course

for submission with 5-yr Graduate Program Review materials

This fillable PDF must be completed using Adobe Reader ([free download](#)) or Adobe Acrobat. (It will not function properly in Preview.) All requested information must fit within the visible space provided.

Course Number: Course Title:

Credit Hours:

(Guidelines: 1 credit hour = 15 lecture hours or 30 laboratory hours or 40-56 clinical hours)

Course Director/Coordinator:
(Name, degree, academic appointment)

Graduate Council-approved definitions of common graduate course descriptors:

SEMINAR - A group of students (may also include staff, faculty) in attendance with a professor or visiting scholar for the purpose of presentation of original research or scholarly activity.

PRACTICUM - An opportunity for an advanced student to work directly with a mentor in a practice setting.

SPECIAL TOPICS - A non-routinely taught course that meets the specific needs of a student or group of students for a specific content area. This type of course may also represent a "shakedown" period for a course that will ultimately become part of the fixed curriculum.

ADVANCED - This descriptor should only be used if a general course is offered. (For example, Advanced Neurophysiology by necessity must imply a course in Neurophysiology that is a prerequisite for the former.)

CORE COURSES - An arrangement of a course of study that provides a common background for all students in a specific program and is required of all students in that program.

Prerequisites:

Catalog listing: Do NOT include course number, title, credit hrs, or prerequisites.

(Limited to visible area)

Semesters Offered: **Fall** **Spring** **Summer** **Variable**
 Annually Annually Annually (Based on student interest/
 Every 2 years Every 2 years Every 2 years demand, instructor
 Every 3 years Every 3 years Every 3 years availability, etc.)

College/School or Institute:

Department or Program:

Contact Person & Email address:

SIGNATURES REQUIRED: If you do not have a self-signed digital ID, a video providing simple step-by-step instructions can be found [here](#). (You may have to access the link in Google Chrome or Firefox, as the video may not function in Explorer.)

Course Director's Electronic Signature:

Program Director's Electronic Signature:

To be completed by Graduate Studies Office:

Date transmitted to Program Review Committee by Dean for Graduate Studies:

Date approved by UNMC Graduate Council:

Approved by UNMC Dean of Graduate
Studies (Electronic Signature):

Date:

Overall purpose of the course:

(Limited to visible area)

List the specific course objectives.

Upon successful completion of this course, the student will:

(Limited to visible area)

Which of the following is the course designed to provide?

- In depth study of particular topics
- A survey of the field
- Other: _____

Audience to be reached: Which students are most likely to take this course?

(Limited to visible area)

**Is this a core course (required) for a degree or certificate program?
If so, please specify which program(s):**

Yes No

**Is this course cross-listed in another department or program?
If so, please specify which program(s):**

Yes No

List UNL, UNO and UNMC courses offering related material. If none, please so state. Course listings/descriptions for each campus can be found online: UNL = <http://bulletin.unl.edu>; UNO = <http://registrar.unomaha.edu/courses/index.php?college=GR>; UNMC = http://www.unmc.edu/gradstudies/docs/Graduate_Studies_Bulletin.pdf

(Limited to visible area)

State how this course differs from the above-listed courses. If there is overlap with other existing courses, justify the overlap.

(Limited to visible area)

Modes of Instruction (select all that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> Lectures | <input type="checkbox"/> Laboratory | <input type="checkbox"/> One-on-one discussions |
| <input type="checkbox"/> Small group discussions | <input type="checkbox"/> Student presentations | <input type="checkbox"/> "Journal club" discussions |
| <input type="checkbox"/> Case studies | <input type="checkbox"/> Independent study | <input type="checkbox"/> Online |
| <input type="checkbox"/> Other (please specify): _____ | | |

Describe any online delivery. Is the course conducted completely online or is it a hybrid course with both online and face-to-face components? Is the online component be synchronous or asynchronous?

Synchronous: Instructor and students meet/chat online at the same time, according to a specified schedule.

Asynchronous: Any time, any place; employs email, completion of online modules/exercises, online threaded discussion that occurs whenever the instructor/student chooses to post responses to discussion topics, etc.

(Limited to the space provided)

If the course is conducted fully or mostly on-line, please describe how the learning activities and student outcomes align with the designated course credit hours.

(Limited to visible area)

Contact Hours (NA for online courses; Consider "Lecture" in the broadest sense, indicating time spent in the classroom):

Lecture hrs Laboratory hrs Clinical hrs Other hrs

Specify the nature of any "Other" contact hours:

(Limited to visible area)

How often will the class meet? Once each week

Twice each week

Three times each week

Four times each week

Five times each week

Other. Please specify: _____

Duration of each class meeting: hrs

If the frequency & duration of class meetings routinely varies with instructional format (i.e. lecture vs laboratory), please state frequency & duration of each type of session:

(Limited to visible area)

If variable credit is offered, justify why fixed credit is not used. State clearly what a student must do to earn the variable amounts of credits possible. Does not apply to courses related to 1) thesis or dissertation, 2) research other than thesis, or 3) individual topics or special problems courses.

(Limited to visible area)

List textbooks and/or other reading materials. Specify if each is required or recommended. If specific items cannot be listed, list the type of materials (i.e. student-selected journal articles):

Limited to visible area

Assessment tools utilized (select all that apply):

(Grading rubrics must be provided for all assessment tools other than exams, quizzes and graded worksheets.)

- | | | |
|--|---|--|
| <input type="checkbox"/> Exams | <input type="checkbox"/> Graded worksheets | <input type="checkbox"/> Clinical competency evaluations |
| <input type="checkbox"/> Practicals | <input type="checkbox"/> Quizzes | <input type="checkbox"/> Proficiency evaluations |
| <input type="checkbox"/> Unknowns | <input type="checkbox"/> Student presentations | <input type="checkbox"/> Professional behavior evaluations |
| <input type="checkbox"/> Term papers | <input type="checkbox"/> Class participation (Not recommended as a major component; objective measures are preferred) | |
| <input type="checkbox"/> Other (please specify): _____ | | |

Which grading system is employed?

Graded (ABCDF)

Pass/Fail (P/NP)

(Guidelines: Didactic courses are graded, while research/seminar/independent study courses are offered as pass/fail.)

If the course is Pass/Fail, state the minimum requirements for a grade of Pass:

(Limited to visible area)

If the course is Graded, specify the relative weighting (percentage) for each component of the course in calculating the final grade (for example: Exam 1 = 20%; Class presentation = 40%, etc):

(Limited to visible area)

There exists no official grading scale for UNMC or the University of Nebraska System. Therefore, if the course is Graded, specify the grading scale (A+ = 97.00-100.00; A= 93.00-96.99; etc) or detail how grades are assigned based on a "curve":

(Limited to visible area)

List the faculty who are involved in the course and briefly describe the qualifications of each individual:

(Limited to visible area)

COURSE SCHEDULE:

Prepare a meeting-by-meeting schedule of the course (**maximum 3 pages**), indicating the primary topic covered in each class meeting. Where possible, specify who teaches at each meeting. (**Do not include core competencies. Do not submit the detailed course syllabus!**) Save the course schedule document in PDF format for submission (see below).

SUBMIT:

1. Save this form as a PDF. (Do not use the "Submit Form" function in Adobe Acrobat!)
2. The following documents (in PDF format, preferably combined into a single file) should be submitted to the Graduate Program Director (for approval and inclusion in the Graduate Program Review materials):
 - A) this completed form,
 - B) grading rubrics (if required; see Assessment Tools, page 5), and
 - C) the 3-page course schedule.