

GUIDELINES and DEFINITIONS for Extended Credit Course Proposal Form



Submit your Course Proposal 6-8 weeks prior to advertising a course offers UM credit. This allows time for review by the Extended Credit office, department chairs, academic deans, and undergraduate/graduate committees.

Questions should be directed to Holly Kulish, Program Manager at UM Extended Credit, at holly.kulish@umontana.edu or 406.243.4168

COURSE INFORMATION

Semester/Year: Indicate semester(s) and year(s) course will be offered.

Department/Course Number/Title of Course: Indicate UM Department(s) from which academic credit is requested, the specific course number(s) from the UM course catalog, and the specific title of the course being offered. View the UM course catalog at www.umt.edu/catalog. On a UM transcript, course titles are limited to 26 characters. Long course titles will be abbreviated.

Number of credits: Indicate number of academic credits.

Contact Hours: A course must provide a minimum of 15 contact hours (750 minutes) for each academic credit offered. Ten-minute breaks should be added for each class session exceeding 90 minutes. For each hour students spend in class, two hours must be available outside class for preparation. Short courses meet for a minimum of two days for award of one academic credit. If insufficient preparation time is available during the course, pre- and/or post-course work should be assigned and published on all promotional materials.

Undergraduate Credit and/or Graduate Credit: Indicate if course is offered for undergraduate credit, graduate credit, or both.

Grading: Select the basis for grading. Most graduate courses require traditional letter grades. Letter grades transfer to other institutions more easily. In the syllabus, clearly distinguish requirements to achieve each letter grade.

Course Dates, Days, and Times: List starting and ending dates, meeting days, and times of the course.

Delivery Method: Indicate face-to-face, fully online, or blended (face-to-face with an online supplement). Online courses using UM Moodle will incur additional fees for Moodle course hosting and student enrollments.

Location: Specify the meeting location of the course: city, address, building, etc.

Enrollment Limit: Specify enrollment limit (if any).

Target Audience: Provide a brief description of the characteristics of the target audience.

Pre- or post-course work due dates: Indicate pre- and/or post-course work due dates. Requirements should be detailed in the course syllabus. These requirements do not replace contact hours.

Content/Objectives: Provide the goals and disciplinary context of the course. For courses not described in the UM course catalog, such as special topics and seminars, a comprehensive course outline and a list of readings and materials should be attached. If the course is offered for both undergraduate **and** graduate credit, list separately the additional objectives for graduate students. **Attach a detailed course syllabus.**

Evaluation of student course work: Expected learning outcomes should be meaningful and rigorous. Assessment should clearly connect to learning outcomes. The differences in evaluation methods and assignments for undergraduate and graduate credit must be described, and graduate credit assignments should include a research component.

SPONSORING ORGANIZATION INFORMATION

This form is only used to propose academic credit for sponsored courses or programs.

Sponsored: No direct costs are assumed by the Extended Credit office for sponsored courses. Outside sources (e.g., agency, business, organization, nonprofit, school, conference, grant, etc.) cover all direct program costs. Students enrolled in sponsored courses are charged a credit recording fee, which covers the administration and maintenance of student records and grades. Provide the name of the sponsor, mailing address, telephone number, and the name and title of the official contact for the course. UM does not set minimum enrollments for sponsored courses.

INSTRUCTOR INFORMATION

Instructors: Specify full name and provide other personal data. **Non-UM faculty should attach resumes.** UM departments use the same selection criteria to hire sponsored course instructors as for regular UM faculty. ***Grade rosters are emailed to the instructor unless Extended Credit staff receives other instructions.***

ACADEMIC CREDIT APPROVALS

The Extended Credit office will facilitate the approval process by obtaining the appropriate signatures for the proposed course. Courses may not be advertised as offering credit until signature approvals have been obtained.

Basic Elements of a Syllabus

Dear Prospective Instructor:

Thank you for your interest in proposing a course for academic credit through UM Extended Credit. A complete course proposal packet includes the Extended Credit Course Proposal, a detailed syllabus, and current resume for non-UM faculty. The following elements of a syllabus are required by the Teaching & Learning Department of the College of Education, and are a good guide for any discipline. **If you offer the course for both undergraduate and graduate credit, please differentiate the undergraduate and graduate expectations for evaluative assignments in number 4 below.** The differentiation must be substantive.

Department and Course Number — Title
Instructor name and contact information
Dates and location of course

1. Paragraph giving overview of the course
2. List of expected student learning outcomes (meaningful, rigorous)
3. Schedule of course topics and activities (dates, days and times)
4. Description of assessments that clearly connect to learning outcomes above
5. Grading Method
 - a. **Credit/No Credit:** usually used for workshops that do not contain homework, research component(s), and library components
 - b. **Traditional letter grade option:** clear distinctions among letter grades with requirements for each, all learning outcomes appropriately assessed, participation/attendance not part of assessment, research component(s) for graduate credit
6. List of course materials/readings

Please remember to submit a current resume if not a UM faculty member.

If you have any questions regarding the proposal process, please contact Holly Kulish, Program Manager, Extended Credit, University of Montana, Missoula, MT 59812. Telephone 406.243.4168; Fax 406.243.2047; holly.kulich@umontana.edu.