NUTS AND BOLTS: Proposing a Course for Core Certification

- Proposals must be **endorsed by the offering department** and submitted through the **Course & Curriculum Proposal system**, at https://secure.sas.rutgers.edu/apps/sascc/. *Undergraduate Chairs can request or authorize access by emailing Karen Dennis, kdennis@sas.rutgers.edu.*

- **Construct/Review the syllabus:** Does the course fit the Core and meet the CRC criteria? *See pg. 2 of the Guide.*

  - ☐ Is it clear that the Core goal(s) will consistently be *front and center* in the course design?

  - ☐ Have students already achieved the proposed goal(s) in a prerequisite? *The CRC does not certify courses for Core requirements that students already will have satisfied.*

  - ☐ Certification in **HST, NS, SCL, WCD** or **WCR** requires a combination of Core goals. See the *notes to faculty* on pgs. 2-4 of the *Guide* for relevant guidelines.

  - ☐ The syllabus submitted with this proposal should **include the proposed Core Goal(s) on the first page.** *Please be sure this is the official wording, without alteration: course-specific learning goals on the syllabus can clarify connections to relevant content.*

    *Please also be sure that no **published** syllabus lists any Core goals unless and until the certification has been formally approved, to avoid confusing students.*

  - ☐ Be prepared to provide this syllabus file in text (Word, RTF, or txt), pdf, or Excel format.

- There must be a **plan for assessing aggregate student achievement of the proposed Core goal(s) each time the course is offered**. Generally, this will include:

  - ☐ a statement that the relevant **CRC rubric(s)** will be used to score a **required** assignment in which students **DO** the proposed Core goal(s) in the context of the course material, **AND…**

  - ☐ **a representative example of that assignment -** e.g., specific exam questions, or the required components of a research project/paper – **that illustrates how students will be required to demonstrate the desired learning outcomes** for the Core goal(s).

  - ☐ Be prepared to provide the assessment plan in text (Word, RTF, or txt), pdf, or Excel format.

- Proposals must be **agreed to by departments offering cross-listed courses.** *All permanently cross-listed courses will be certified together - and **Core-certified courses may not be temporarily cross-listed with other courses.***

- Proposals must be agreed to by any **departments which offer pre-requisites, or offer courses with which this might overlap***.*

- **Is this an online course?** Special policies apply to certifying Core goals in any online course: see pg. 6 of the *Guide.*