

## **Guidelines for Course Descriptions**

### **CLASS Curriculum Development**

Course Descriptions need to follow UNT Catalog protocol and should be brief and concise. The course description needs to reflect the course content but not include justification or syllabus details.

The CLASS UCC & GCC use these guidelines in their deliberations on curriculum requests.

As the UCC & GCC have reviewed descriptions the following phrases are cited as problems and should be avoided. Do not use:

- “This course will ---”
- “Students will learn”, or “Students will gain—”
- Editorial of explanatory adjectives that contribute to wordiness
- Use the first sentence to repeat the title
- Redundancy like using Introduction to when the course has a lower level number
- “Topics include” is not necessary. Simply state the topics.
- How the course is delivered such as “course is delivered using lectures, screening etc.”
- “The objective of the course is —”
- “The course further —”
- “The primary intent—”
- “Students will conduct a research project on—” is for the syllabus not the description.

Use all **22** characters that are allowed for the Short Course Title and be as descriptive as possible.

Cross-listed courses: Cross-listed courses have the exact same Title, Course Description, etc., but are taught under two different prefixes...i.e., SOCI 2010 and WGST 2420. A statement is added to the course description, “Same as \_\_\_\_\_.” When a change is made to one course, a proposal with the same changes must be submitted for the other course at the same time.

Meets with: Graduate courses that meet with upper level undergraduate courses in the same department are considered ‘Meets with’...i.e., GEOG 5195/GEOG 4195. Typically, the Title and Course description are different to reflect the advanced nature of the graduate course. A statement is added to the course description of the graduate course, “Meets with \_\_\_\_.” A statement should also be added that students will not receive credit for both the undergraduate and graduate course. The syllabus for the graduate course must be a separate syllabus that shows the extra work and depth of the course.

Following these guidelines will improve curriculum submissions and will allow the UCC and GCC to focus on the justification for the request.

#### **Consultations**

Consultations are a key component in curricular development to ensure that every program and course offered by the university is unique. Consultation should be initiated by course designers with the affected department chairpersons/program directors in CLASS. For courses/programs outside of CLASS, contact the Academic Associate Dean for the affected College. Consultations should be conducted in person to allow for discussion to avoid duplication and prompt the consulted department to use the course.