

R·I·T | College of Imaging Arts & Sciences
Topic Outline Form for Existing Shell Course

Shell courses have very flexible course outlines that allow instructors to develop a specific focus and content for their particular Topic offered within the Shell.

In order for a new Topic within a Shell course to be scheduled, a completed, approved digital version of this form must be submitted to the Scheduling Officer by the scheduling deadline date for the term in which the topic will be offered. **No late submissions will be accepted.**

Procedure for proposing a new Topic within an existing shell course:

1. Faculty proposing to offer a new Topic will complete this form and forward electronically to the Program Chairperson or Graduate Director for electronic signature.
2. The Program Chairperson or Graduate Director then secures the electronic signature of the school's Administrative Chair.
3. The Administrative Chair electronically forwards the form to the CIAS Curriculum Committee Chair (CIAS CCC) with a copy to the CIAS Scheduling Officer. The CIAS CC Chair will review.
4. Once approved by the CIAS CC Chair, the CIAS Scheduling Officer will process.

Shell Course # _____ **Proposing Faculty** _____

Shell Course Title _____

Topic Title _____

School _____ **Program** _____

First Term Offered _____ Check all that apply: **online** **approval required**
repeat for credit
 _____ **number of times Topic offered**

1.0 Course Designations and Approval

Required Course Approval	Electronic Signature and Approval Granted Date
Program Chair/Graduate Director	
School Administrative Chair	
College Curriculum Committee Chair	

2.0 Course Information

Topic Title	
Topic Proposed by	
Effective Term Scheduled	

In the sections that follow, please use sub-numbering as appropriate (e.g. 3.1, 3.2, etc.).

3.0 TOPIC Goals

4.0 Shell Course | Topic Title and Description (course title includes course and topic title)

Shell Course Number: _____

Name of Shell Course & Topic – Long Title (50 total characters):

Name of Shell Course & Topic – Short Title (33 total characters):

5.0 Possible Resources (texts, references, computer packages, etc. *Please use sub-numbering (e.g. 5.1, 5.2, etc.)*)

6.0 Topics (Outline - Please use sub-numbering (e.g. 6.1, 6.2, etc.):

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7.0 Intended course learning outcomes and associated assessment methods of those outcomes

(please include as many Course Learning Outcomes as appropriate, one outcome and assessment method per row).

Course Learning Outcome	Assessment Method
7.0 Consistent with Shell Course Outline	Consistent with Shell Course Outline

8.0 Program outcomes and/or goals supported by this course

8.0 Consistent with Shell Course Outline
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10.0 Required Resources - Identify all resources needed to effectively teach this class and what students will need to complete the assignments. (Please provide detailed list of equipment, software, computer lab, data storage/retrieval requirements, special classroom, studio, shop, wet lab, work space or media requirements)

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Approval request date: This is the date that the college curriculum committee forwards this course to the appropriate optional course designation curriculum committee for review. The chair of the college curriculum committee is responsible to fill in this date.

Approval granted date: This is the date the optional course designation curriculum committee approves a course for the requested optional course designation. The chair of the appropriate optional course designation curriculum committee is responsible to fill in this date.