

Variable Sub-Title Course Request Form
Workshops, In-Service Courses, Tours, Courses and Similar Group Experiences
Minnesota State University, Mankato

COURSE _____
Program Number Title Credits

COURSE DIRECTOR _____ Tech ID _____
Overload _____ Part of Load _____

Term/Year _____ Time _____

Dates _____ Contact Hours _____

LOCATION: Town _____

Building and Room _____

Will the enrollment be limited? _____ If so, state limit _____

Has the course been offered by your academic unit in previous years? _____

If yes, list years and enrollment _____

PURPOSE OF OFFERING (Be brief, attach syllabus):

GROUP(S) TO WHICH OFFERING IS DIRECTED:

CONTENT OF COURSE (For publications. Be brief):

ASSESSMENT OF STUDENT LEARNING/ASSIGNMENTS (If dual number courses, differentiate between graduate and undergraduate):

METHOD OF STUDENT EVALUATION (Include type of grading. A/F option must be included for graduate students.)

CONSULTANTS (Name, position, source and amount of funding):

TO WHAT EXTENT WILL OUTSIDE AGENCIES BE INVOLVED:

APPROVAL

DATE

Department Chairperson _____

College Dean _____

Graduate Dean _____

Academic Affairs _____

(If graduate courses are involved, see reverse side.)

**GUIDELINES FOR UNDERGRADUATE OR GRADUATE EDUCATIONAL OFFERINGS
DESIGNATED AS WORKSHOPS, IN-SERVICE COURSES, TOURS, SELECTED TOPICS
OR SIMILAR GROUP EXPERIENCES.**

1. Each educational offering shall be approved each time it is offered by the academic unit, the school dean and, where graduate credit is given, the graduate dean. (With the exception of In-Service subtitles approved prior to 1/25/77.)
2. The MSU faculty member of record is ultimately fully responsible for the educational offering. Even when other instructors, consultants or units are assisting, he/she shall be heavily involved in planning the content of the offering and in evaluating student performance. His/Her role in the instructional process may vary with the type of learning experience as follows:
 - a. In learning experiences where the students meet regularly as a group, the faculty member of record shall be present at a minimum of three-fourths of the class sessions. Thus, even when other faculty members, consultants, or other participants are instructing the faculty member of record shall generally be present.
 - b. In learning experiences where the students are meeting in sub-groups or performing integral individual learning tasks the faculty member of record must be significantly involved directly with the student in an instructional capacity.
 - c. In all cases, the faculty member of record is accountable for adequate monitoring of all instructional experiences.
3. When an offering involves cooperation with other groups (i.e. State Department of Education units), all publicity and activity of these groups shall clearly recognize the MSU faculty role in planning, instruction and evaluation.
4. Registration and payment of tuition and fees shall be made directly with MSU.
5. All faculty members teaching graduate offerings must have approval to teach at the graduate level.
6. The credit hour value of these educational offerings shall conform to the following criteria: (With the exception of "Selected Topics" and "In-Service Courses" taught within the format of a regular course offering for a full term or summer session).
 - a. A minimum of eighteen (18) teacher-contact hours shall be required for each credit hour offered*;
 - b. A maximum of two (2) credits will be approved over one (1) calendar week of class time (five to seven days);
 - c. A maximum of four (4) credits will be approved over two (2) calendar weeks of class time;
 - d. Subject to the minimum requirements of 6 (a) above, a maximum of one (1) credit may be approved for each two (2) days of class time with a maximum of two (2) credits for one (1) calendar week and four (4) credits over a two (2) calendar week period;
 - e. Credit courses extending beyond a two (2) calendar week period of class time will be subject to the same number of contact hours required for courses offered during the regular academic year.

*Workshops require additional meeting time because all of the coursework is designed to be completed within the class meetings. Courses of other types may require assignments to be completed outside of the class meetings.