Example Syllabus for Submission to IAI

The two most difficult jobs any IAI panel has are: 1) weeding through a syllabus for the few required bits of information necessary for panel decisions, and 2) assessing panel requirements without dictating exactly what a course/syllabus should look like. Always include a syllabus when submitting and resubmitting to panels. If it is a resubmission, please feel free to ==highlight== any additional or changed information.

Effective Date: e.g. 2016 Fall

The date of the materials tells the panel how recent the materials are. The panels need to see materials within 5 years; as recent as possible is preferred. The panels also need each syllabus to show the institution's course numbering and titling.

Prefix & Number: e.g. IAI 101

Course Title: e.g. My Special IAI Course

Credit Hours: e.g. 2 semester hours/3 quarter hours

This will be compared to the credit hours required by IAI and the panel.

Contact Hours: e.g. Lecture/Demonstration
2 Lab/Studio
6 Total contact hours per week 4
Credit Hours

The panel may not be able to approve a course in which there is insufficient seat time, or lab hours for the credit hours granted.

Prerequisite: e.g. ENG 101 – Writing 1 - C1 901
MAT 102 – General Education Mathematics – M1 904

Prerequisites should be included with departmental course information and full course titles as well as any IAI codes associated with prereq's. As a rule, IAI GECC courses should not have prereq's.

Catalog Description:
e.g. This ~~is~~ course is intended to present students with information on topics of particular importance to the Illinois Articulation Initiative.

An institutional catalog description *is used to assess the* ==*course's similarity to a particular IAI descriptor.*== *The panels look at similarities and breadth of topics in comparison with the IAI description. They also compare this to the course objectives and weekly topical outline to ensure consistency. If your institution does not include a catalog description on the syllabi, please add it or attach it as an additional document.*

Textbooks:

IAI Publishing, *The IAI Policy and Procedures Manual*, 2013 edition

http://www.itransfer.org

Measurable and assessable student learning outcomes

e.g. Students who complete this course will be able to:
- Define what IAI is and how it helps them in transfer
- Provide evidence of resources for transfer within the state of Illinois
- Distinguish between the type of transfer possible for students moving from one institution to the next

Method(s) of Assessing Student Outcomes, Assignments, and grade criteria:

e.g. Specifics on assignments and methods of Evaluation to include items such as: Quizzes, Exams and Final, Full details on any Essays, Writing Assignments, Homework, Discipline Appropriate Assignments, Lab work, etc.

3 Homework Assignments – 10%

1 Multi-sourced Research Paper - 3,000 words or more – 30%

2 Essays – 1000 words each – 20% ~~of grade~~

2 Short answer quizzes – 20%

1 Final Exam – 20%

A=90% B=80% C=70% D=60% F=59% or less

Detailed Weekly Topical Outline/Schedule:

<mark>**Not This!**</mark>

Week 1- Chapter 1, Section 1-5

Week 2- Chapter 2, Section 1-3

Week 3- Chapter 4, Section 2-7

No one knows what these mean except the course instructor. This is unacceptable as a Weekly Topical Outline, and a submission like this will be returned by the panels.

<mark>**This is better!**</mark>

CALENDAR

Note: Major assignments, events, and due dates are specified.

Week I

Transfer in the state of state of Illinois

Types of Transfer

The Illinois Articulation Initiative – what it is and a brief history

Homework: write a brief short story about a student transferring schools in some way, review types of transfer and transfer related definitions of iTransfer.org website

Read: History section in P&P

Week II

General Education Core Curriculum/GECC package

      What it does and how it works

      Tracking your coursework

      Why it matters to know these things

Homework: Find the single and multi-school worksheets on the iTransfer.org website, Be prepared to share an example of an incomplete package with the class

Read: Components of IAI section in P&P

Week III

The Majors in IAI

      What are they designed to do for students

      How do students use the recommendations provided by the panels

      What if a student knows where he/she wants to transfer

Read: Organizational Structure section of P&P for next week's discussions

Week IV - First 1,000 word Essay Assignment Due at the end of the week

Organizational Structure of IAI

      The Boards

      iTransfer Staff

      The Contacts at the Institutions

      Administrative Panels

      Faculty Driven Curriculum Panels

Essay Assignment – Write a 1,000 word essay summarizing what you have learned about IAI thus far that you didn't know prior to this class

Week V – Etc…………

Providing details such as topics discussed in lecture and labs, as appropriate, assist panels in evaluating that specific topics crucial to an IAI descriptor or discipline are included in the course content. A lack of detail in course outlines and schedules is a primary cause for courses being sent back for more information. When referencing text book readings, it is helpful to the panels ~~in~~ evaluation to include the specific topics in the chapter that will be focused upon in the lectures, tests, etc. e.g. Chapter 11 – The Renaissance – Emergence from the Dark Ages - What factors and events led to the revival of art, scientific knowledge and discovery, architecture, music, philosophy, and exploration.

Need additional samples of syllabi for course descriptors or even specific panels? Check the iTransfer website course descriptions by clicking "desc." here:
http://www.itransfer.org/IAI/faculty/Course/ListCourses.aspx?section=faculty&subsection=course&topic=desc
&
http://www.itransfer.org/IAI/faculty/Course/ListCoursesMajor.aspx?section=faculty&subsection=course&topic=desc
You can also find some samples created by panels in the "Panel Related Documents" section of the site:
http://www.itransfer.org/IAI/PanelRelatedDocuments.aspx. *Remember to use the drop box at the top to navigate between the different panels.*

Note to users: This syllabus is provided by IAI Staff. For more information, please visit the iTransfer.org site at http://www.itransfer.org.

Reviewed Fall 2017 – 08/31/2017 IAI Coordinator