

## Appendix A

### Guidelines for Submitting a New Degree Proposal to the PH Curriculum Committee

Adopted May 2019

1. Executive Summary (that will be sent forward to Grad Council/BOV)
2. Program Background
  - a. Introductory paragraph
    - i. Type of degree
    - ii. Sponsoring academic unit
    - iii. Proposed initiation date
  - b. Second paragraph
    - i. Purpose
    - ii. Graduates prepared to serve the community/job market
    - iii. Degree program will prepare students to do what?
    - iv. Program will expose students to what (specific skills and/or knowledge)?
    - v. To address what specific need or issue(s)?
  - c. Subsequent paragraphs
    - i. State of the Field
    - ii. Note if the degree is emerging, cutting edge, interdisciplinary
    - iii. Description of the program area
    - iv. Provide a brief, history of the evolution of the discipline, if needed
3. Accreditation (if applicable)
4. State Licensing Agency (if applicable)
5. Admission Criteria
6. Curriculum
  - a. First paragraph
    - i. Program name
    - ii. Number of credits required
    - iii. Thesis/Non-thesis
    - iv. Focus and intent of curriculum
  - b. Second paragraph
    - i. Uniqueness or particular strength of core curriculum
    - ii. Articulate knowledge derived from core/required coursework
  - c. Third paragraph
    - i. Indicate experiential learning opportunities that will be required
    - ii. Knowledge/skills the opportunities will provide to students
7. Curriculum Appendices
  - a. Sample plan of study for full-time (and, if applicable, part-time students)
  - b. Course descriptions for new and existing required common core courses and restricted elective courses.
  - c. If curriculum is designed to address accrediting body standards, an abbreviated version of standards or requirements should be placed in the appendix.

- d. If sites for practicum/internship are needed, include site name and full address.
- 8. Student Assessment
  - a. Learning Outcomes
  - b. Employment Skills/Workplace Competencies
  - c. Program Assessment