Volunteer Core Course Proposal Forms
Instructions

Volunteer Core Course Proposal forms can be found on various subcommittee pages of the
Volunteer Core website under the heading *Application*. For example, the Arts & Humanities
(AH) proposal form (used throughout these instructions as an example) can be found on the AH
subcommittee page.

Cover Sheet

Contact Information:

In this box, enter the name, department, email address, and phone number for the person to be
contacted for questions about the course proposal itself as well as for reminders about the
assessment of the course when approved.

Contact Information (please print or type):

Name: _____

Department: _____

Email: _____

Phone: _____

Course information:

In the box, provide the course subject, number, name, credit hour, description, and any other
information for the course as it appears (or will appear) in the university's undergraduate
catalog.

Provide full catalog entry for the course including course subject, number, suffix (if any), course
title, credit hours, course description, prerequisites/corequisites, credit restrictions, etc.

NOTES:
- *Courses in WC category **must** have the following prerequisite:*
  (RE) Prerequisite(s): English 102, 132, 290, or 298 *(plus any others for this course)*
- *Courses in AOC category:* We **strongly encourage** the oral communication general education
  requirement used in your program serve as a prerequisite for this course (e.g., CMST 210,
  240; CE 205; Phil 244)
- Courses may apply for either OC or AOC but not both categories.

Catalog entry for course:

Answer the questions about the course. Please note if the class is to be offered in the summer. Indicate *all* staff for the class in the last question.

Frequency of Course Offering (e.g., fall only, spring only):
Course Capacity per Semester *(per course & total if multiple sections):*
Course format (e.g., lecture, discussion, lab):
How is this class to be staffed (i.e., instructor, GTAs, graders etc.)?

"Applying for" Chart:

On the chart on page ii (see below):
- Indicate in the **second column** all areas in which the course is currently approved for general education credit.
- The **third column** is important for courses not currently approved for General Education but applying for approval for the current general education curriculum prior to the implementation of the Vol Core. Since catalogs are good for six years, program requirements and the corresponding general education requirements in the 2020-2021 catalog will be in effect through the 2025-2026 academic year. Therefore, if you are applying to have a course count as Vol Core that you would also like to have count for that same category in the 2020-2021 catalog for the overlap years, place an x in the third column.
- In the **fourth column**, indicate *all* categories you wish to have this course count for in the new Vol Core, which starts with the 2021-2022 catalog.

	Areas in which this course is already approved	Applying for inclusion in these categories for General Education through the 2020-2021 catalog	Applying for inclusion in these categories for Volunteer Core, which starts with the 2021-2022 catalog)
Written Communication (WC)			
Verbal Communication (OC)			
Applied Oral Communication (AOC)		N/A	
Arts & Humanities (AH)			
Applied Arts and Humanities (AAH)		N/A	
Natural Sciences (NS) – Lab			
Natural Sciences (NS) – Non-lab			
Quantitative Reasoning (QR)			
Social Sciences (SS)			
Global Citizenship-International (GCI)		N/A	
Global Citizenship-US (GCUS)		N/A	
Engaged Inquiries (EI)		N/A	
Cultures & Civilization (CC)			N/A

Things to consider:
1. All levels of courses (100-400 level) can be in Vol Core.
2. Vol Core credit is given at the *course level*, not at the section level; you cannot ask to have some sections receive Vol Core credit and others not. If you want to have only certain sections of a class be Vol Core courses, consider adding a new course for which you will ask for Vol Core Credit.
3. Courses can be listed in multiple categories. (For example, a course can be approved for WC, AOC, AH, SS and EI.) *However,*
   - A course cannot be both OC and AOC.
   - A course approved in more than one of the AH, SS, GCI, GCUS, and AAH categories can only be used by a student in one category in their DARS report.
   - When a course is assessed, it will have to be assessed for all categories in which it is listed.
4. A course transferred from other institutions or credit-by-exam awarded (such as AP, CLEP, or IB) will automatically receive the same Vol Core credit as the UT course equivalent.

Course Category Proposal Forms

Most forms have similar questions. These are discussed below.

Course Subject, Number, Suffix, and Title:

Since you entered the catalog copy on the cover sheet, all that is needed here is the course subject, number, suffix (R, S, or N), and title.

Please be sure to read the note about the Research (R), Service (S), and Internship (N) designated courses.

Course subject, number, suffix (S [service], R [research], N [internship]**) and title:**

NOTE: Courses with an S (service), R (research), or N (internship) designation will be equivalent to their base course for the Effective Communication and Expanded Perspectives Volunteer Core categories. The base course and suffix courses will be considered as different courses for Engaged Inquiries.

"Applying for" Questions:

Forms will vary in the number of questions that appear in this section. Check yes or no for all questions that appear. See notes in the *"Applying for" Chart* section above for more information.

If this is a brand new course (i.e., not in the catalog), then any approval for Vol Core credit is contingent upon curricular approval. If the catalog entry for the course changes significantly during the approval process, please contact the subcommittee chair(s).

Please check yes or no on each line:

Yes _____ No _____ Course is currently approved as an AH course.

Yes _____ No _____ Applying for inclusion in AH for Gen Ed **through the 2020-2021 catalog**

Yes _____ No _____ Applying for inclusion in AH for Volunteer Core, which **starts with the 2021-2022 catalog**

Yes _____ No _____ This is a new course. (Approval for general education will be contingent on curricular approval.)

Contact Information:

This contact may be the same as that on the cover sheet or may be the instructor of the course.

Contact Information (please print or type):

Name: _____

Department: _____

Email: _____

Phone: _____

Learning Outcome Questions:

Answer the questions for each Volunteer Core learning outcome for the category you are applying for. On most forms, the following two questions will be present. (Some forms have additional questions.)

Outcome 1: Students will demonstrate the ability to identify and describe prominent works, figures, and/or schools of thought in the arts and humanities.

    a. How does the course meet this learning outcome?

    b. What is the assessment plan* for this Volunteer Core outcome?

    1. Provide a **description of the (most likely one example of) student work** that will be used to assess this learning objective.

    2. Provide a description of how you will **obtain the sample of student work.**

a. How does the course meet the learning outcome?

State in general terms how the content of this course fits the specific learning outcome. This should also be reflected in your course syllabus. You do not need to have the learning outcome on your syllabus verbatim.

b. What is the assessment plan for this learning outcome?

According to the revised General Education guidelines, all approved Volunteer Core courses must be assessed according to the guidelines and timeline set by the General Education Committee. You can refer to the Volunteer Core assessment document and rubrics on the Volunteer Core website.

All Volunteer Core courses are assessed at least once every ten years. It is up to the department or school in which the course resides to determine the schedule for assessment of Volunteer Core classes. (Assessment document, 4)

On the Volunteer Core Course Proposal Form, the following question is asked for each learning outcome: To answer the "What is the assessment plan for this Volunteer Core outcome?" questions, provide the following:

(From the Vol Core Assessment Document, 5-6:)

1. A general **description of the student work** that will be used to assess each learning objective.

   - The student work may be an exam, an essay, a lab report, a reaction paper, a set of homework problems, a short-answer response provided on a mid-term exam, selected multiple-choice questions from a quiz, etc.
   - If there are multiple sections of the course and the different sections of the course don't share identical assignments, **select student work for each section that as closely resemble each other as possible.**
   - More than one learning outcome can be assessed by the same student work.
   - The assignment/exam/paper/etc. does not have to be made specifically for the purpose of this assessment. In fact, it is *preferable* that the student work be an assignment or test that is a normal part of the course.
   - Do not use an extra credit assignment; the work needs to be something that *all* students in the course or section complete.
   - Do not assess rough drafts; use final versions only.

2. The **sampling method to be used for the assessment**. The sample should be as representative of the student population in the course as possible. The sampling method used is based on the number of students that are predicted to take the course:

   - Randomly collect at least 20% of the student work from *all sections* of the course OR work from *all students* in 20% of the sections of the class.
   - If the 20% sample represents 50 or fewer students, at least 50 samples should be collected.

- If the course enrollment is below 50, student work from every student in the course should be collected.

Rubrics for Student Assessment of Learning Outcomes

Rubrics for the assessment of the Vol Core learning outcomes will be provided by the Vol Core Assessment Subcommittee; rubrics will not need to be developed by the department or the instructor. Rubrics are provided on the Volunteer Core website and on the subcommittee pages.

Multiple sections question:

Multiple sections refer to more than one section taught by different teachers in the same semester or one section each semester but taught by different instructors.

For this question, provide information on the oversight of these multiple sections/instructors to ensure that all sections are taught as Vol Core courses and will meet the Vol Core learning outcomes.

II. What process is used to monitor/oversee that each section of this course is meeting the learning outcomes if multiple sections are taught to ensure consistency semester to semester?

To submit your proposal

Make sure that you include with the cover sheet and the course proposal form all other materials needed for the proposal. Make sure you read the Attachments section at the bottom of the proposal form for what to include.

Attachments: Please attach: ● a representative **course syllabus** (including a clear indication that the course is a General Education and/or Volunteer Core course, and course objectives that include the General Education and/or Volunteer Core student learning outcomes)   ● a sample of at least one **significant assignment** that demonstrates the critical interpretation of prominent works or accomplishments studied in the course.

When your form is complete, submit it and all other materials (e.g., syllabus and sample assignment) as follows:

To Submit:	Please place all documents (i.e., cover sheet, proposal form, syllabus, and supporting documents) into a folder named with course subject and number (e.g., PSYC 101) and put in the folder at http://tiny.utk.edu/VolCoreProposalDrop. If you have any problems, please contact the chair of the General Education committee.

If you are submitting more than one course proposal, it would help us to put the different attachments needed for each proposal submission in a different folder.

Questions?

Try looking on the [Volunteer Core FAQs](#) page to see if your question is answered here.

If not, contact the [General Education chair](#) ([gened@utk.edu](#)). Please include "Vol Core" in your subject line.

Also contact the General Education chair if you experience any problems in the submission process. Please include "Vol Core" in your subject line.