**Junior Core Guidelines**

**Junior Core: Overview**

* PIO 201 is a pre-requisite (note: Junior Core is a pre- or co-requisite of the Capstone)
* Worth at least 3 credits
* Taught at the 300 level
* Normally will be fulfilled with a single course
* May be met through a combination of at most two courses, worth at least 3 credits combined, both taught at the 300 level, which together meet all other criteria specified for the Junior Core.
* The course must be taken in the major discipline, or in a closely-related discipline
* The course will count as a requirement in the major
* Students taking a double major are expected to complete the Junior Core in each major, unless this requirement is waived by the chair of a department in which one of the majors is housed
* Example syllabus is appended as a model

**While the specific content of the junior core will vary across programs, it should include the following three key components:**

* Students will demonstrate their knowledge of a range of ethical issues and how different ethical perspectives apply as related to responsibilities in their discipline. Ethics will compromise at least one third to one-half of the course (one-half recommended), with the understanding that ethics content could overlap with the communication and professional development components of the course.
	+ Ethical theories will be introduced.
	+ Ethical principles will be applied to examples in the discipline.
	+ Students will write on ethics issues (the aligned assignment will have an ethical reasoning component).
* Students will demonstrate enhanced written and oral communication skills. A portion of the course should be dedicated to communicating in the discipline.
	+ For writing, this may be accomplished by assigning a 10-page paper utilizing process writing, or comparable evaluated process writing assignments that might make up a portfolio consistent with the style of writing in the discipline.
		- Additional written work on ethics topics should be included.
		- Preliminary process assignments should be used for development of the culminating paper (e.g., topic, outline, annotated bibliography, rough draft, final draft). Feedback and/or grades should be provided for process work.
	+ For oral communication, this may be accomplished via the requirement of an extemporaneous (i.e. speaking from an outline) oral presentation, produced as the culminating product of evaluated process work. This speech should build on the 6-8 min speech that is produced in the PIO 201 course and should reflect the style of presentations common to the discipline.
		- Preliminary process assignments should be used for development of the culminating presentation (e.g., development of speech outline with cited sources, development of visual aids).
		- Extemporaneous in this context refers to speaking from an outline rather than reading a prepared speech.
		- Additional opportunities for oral communication are encouraged.
* Students will demonstrate their knowledge of profession-related skills. A portion of the course should be dedicated to professional development in the discipline.
	+ Each discipline will define the profession-related skills to be included in the Junior Core course.
	+ Some examples include resume-building, research methodology, and critical analysis of professional articles.

**Junior Core: Assessment**

* Assessment:
	+ Critical thinking OR Communication (Critical Thinking must be assessed in either the Jr. Core or the Senior Capstone).
	+ Ethical Reasoning & Responsible Citizenship, criteria 1-3
		- The aligned assignment will have an Ethical Reasoning component.

**Junior Core: Review**

* Review every three or four years by the Curriculum Committee, to evaluate whether Junior Core courses continue to meet the specified course requirements.

**Directions for Proposals**

**for Junior Core Designations**

1. Please submit 2 double-sided paper copies and an electronic copy to Records, recored@marietta.edu.
2. The Curriculum Committee will assume that the proposing Department or Program has resolved issues of staffing, and the adequacy of library, laboratory or technology resources, etc.
3. Proposers should carefully review the impacts of the proposal on other courses and programs, particularly in regards to prerequisites.
4. All proposals should include the cover page and the catalog changes page. Proposers are encouraged to use the Word (.doc) file and to expand or contract the spaces on these forms as necessary to provide the required information. Place checks in spaces where appropriate.
* After the proposal is approved, the Curriculum Committee will submit the catalog changes.
1. The proposal should also include the following information:
2. The rationale for Junior Core course designation and any associated changes to a major, minor, or other program.
* Whether this course is a new course or a current course, provide a clear rationale for how it meets all of the requirements for Junior Core designation. Please download the Course Approval Form here:

<https://www.marietta.edu/sites/default/files/documents/cc_courseprpfrm.doc>

1. Attach a course syllabus. The syllabus should include:
2. all expected student-learning outcomes at the institution (ISLO), program (PSLO), and/or course (CSLO) level
3. course objectives; must include all objectives required of Junior Core courses
4. structure of course (e.g., lecture, lab)
5. types of assignments
6. grading policy, attendance policy, make-up policy
7. texts and/or reading materials
8. any expected additional cost to the student for required instructional materials
9. schedule and/or breakdown of topics and assignments so the committee can see how the course fulfills its goals; must include at least one-third of the semester in ethics, including ethical theories and application of ethical principles to the discipline; must include writing process work with a culminating paper of at least 10 pages; must include oral communication process work with a culminating oral presentation; must include additional profession-related skill work
10. Describe how one Aligned Assignment in the course aligns with one of the institutional-level outcomes identified on the cover page or a program-level outcome.
* The aligned assignment for the Junior Core course must have an Ethical Reasoning component.
* The eight institution level outcomes can be found on the Curriculum Committee web page, <https://www.marietta.edu/curriculum-committee>, at the “Institutional Student Learning Outcomes” link, <https://www.marietta.edu/sites/default/files/documents/mc-cap_islo_list_september_2016.pdf>.
1. In the rare case where a combination of two courses is being used to fulfill the Junior Core, forms and syllabi must be provided for both courses, together with a clear rationale for how all requirements are being met through this combination of courses.

**Proposal for Junior Core Course Designation**

1. **Name of Proposer**: Click or tap here to enter text. **Date**: Click or tap here to enter text.

**Email address**: Click or tap here to enter text. **Campus ext**.: Click or tap here to enter text.

**Name of Department** ***(or academic program of proposer)***: Click or tap here to enter text.

1. **Course Number (Dept. and Number)**: Click or tap here to enter text.

**Full name of Course**: Click or tap here to enter text.

**Short name** *(20 characters or less, including spaces, for use in course listing and transcript)*­­­­­: Click or tap here to enter text.

**Credit Hours**: Click or tap here to enter text. **Enrollment Cap**: Click or tap here to enter text.

1. [ ]  This course is currently an approved course in the MC curriculum.
2. The course being proposed will count toward (check all that apply and fill in name):

[ ]  **Major, name**: Click or tap here to enter text.

[ ]  **Minor, name**: Click or tap here to enter text.

[ ]  **Other Academic Program or Certificate name**: Click or tap here to enter text.

**5. Institutional Student Learning Outcomes**

The following course objectives ***MUST*** be included in the proposed junior core course designation. Include the aligned assignment that will be used to assess this ISLO. The prompt for the assignment ***OR*** a detailed description of the assignment must be included that reflects these ISLOs.

|  |  |
| --- | --- |
| **ISLO** | **Aligned Assignment** |
| Critical Thinking OR Communication | Click or tap here to enter text. |
| Ethical & Responsible Citizenship | Click or tap here to enter text. |

Please list any other ISLOs that will be addressed and assessed in your junior core course. Include the aligned assignment that will be used to assess this ISLO. Please note that it is recommended that the Critical Thinking be assessed if at all appropriate.The prompt for the assignment ***OR*** a detailed description of the assignment must be included that reflects these ISLOs.

|  |  |
| --- | --- |
| **ISLO** | **Aligned Assignment** |
| [ ]  Artistic Literacy | Click or tap here to enter text. |
| [ ]  Communication OR [ ]  Critical Thinking | Click or tap here to enter text. |
| [ ]  Inquiry  | Click or tap here to enter text. |
| [ ]  Integrative Learning  | Click or tap here to enter text. |
| [ ]  Knowledge of Diversity | Click or tap here to enter text. |
| [ ]  Quantitative Reasoning | Click or tap here to enter text. |

**6. Program Learning Outcomes**

Please list any Program Student Learning Outcomes (PSLOs) that will be addressed below, if applicable. Identify the aligned assignment that will be used to assess this PSLO. The prompt for the assignment ***OR*** a detailed description of the assignment must be included that reflects these PSLOs.

|  |  |
| --- | --- |
| **PSLO** | **Aligned Assignment** |
| Enter PSLO here. | Click or tap here to enter text. |
| Enter PSLO here. | Click or tap here to enter text. |
| Enter PSLO here. | Click or tap here to enter text. |
| Enter PSLO here. | Click or tap here to enter text. |

**7. Catalog Changes**

Please provide the exact wording for the college catalog and degree audit sheet as necessitated by this proposal.

1. New or Modified Course Description. Include the entire catalog copy for this course: i.e., course title, description (120 words maximum), prerequisites, and credit hours.

Click or tap here to enter text.

1. Change to the description of a major, minor or other program. Look at the catalog descriptions of any major, minor, or program affected by this proposal, and indicate how they will need to be changed.

Click or tap here to enter text.

1. Other catalog changes.

Click or tap here to enter text.

1. Modified degree audit (attach the old with revisions indicated on it)

**8. Signature of Department or Program Chair** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Chair’s signature indicates that all members of the department and other departments affected by the proposal have had an opportunity to review the proposal.***