

# SYMBOLIC AND ORAL COMMUNICATION (AREA I) GENERAL EDUCATION COURSE PROPOSAL FORM

Course Prefix and Number:

Course Title:

New Course (PACGEO only approves courses for general education status. Visit the [Academic Programs Council](#) website to begin process for new course approval.)

Existing Course    If existing, list semester course first offered:

Semester course will first be offered as gen ed (if approved):

Frequency of the course offering:

The prerequisites for the course (if any) are:

The number of sections is estimated to be:                      per semester.

Note: An enrollment limit of approximately 50 is imposed on upper division (3000-4000) general education courses. There is no maximum section size for lower division (1000-2000) courses.

The enrollment per section is estimated to be:                      per semester.

Instructor

Title

Department

Department Contact

Phone number

Chair/Director Signature

Date

## SUBMIT TO:

Provost's Advisory Committee on General Education Oversight (PACGEO) - c/o Senior Vice Provost  
Mark Morvant, Evans Hall, Room 104

OR email an electronic copy to: [gened-petitions@ou.edu](mailto:gened-petitions@ou.edu)

For questions relating to the approval process contact Shearon Wood ([skwood@ou.edu](mailto:skwood@ou.edu)) at 325-3221.

## CRITERIA FOR SYMBOLIC AND ORAL COMMUNICATION GENERAL EDUCATION COURSES

Responses to 1-4 are required.

1. In what way is this course suitable for general education, beyond serving as an introduction to a distinct discipline? Can the case be made that an educated person ought to know this material, even if not intending to major in the subject?
2. Explain how your course examines the principles and methodology that govern the discipline?
3. How does the course examine the place of the discipline within wider areas of knowledge and within society and culture, including major ethical and political issues connected with course content or methodology?

4. Writing is central to general education at OU. A writing component is, therefore, required for every general education course. You are also strongly encouraged to engage students in a revision/drafting process. Listed below are the minimum writing requirements for both lower and upper division courses.

**Lower Division:**

- Five page minimum scholarly/academic paper, written outside of class, with references to course materials and/or materials researched outside of class including the number and type of references required and the citation style preferences
- Other writings (can be in class) such as: responses, book reviews/reports, journals, essay exams, in-class feedback or peer review

**Upper Division:**

- Ten page minimum scholarly/academic paper, written out of class, must include references to materials researched outside of class including the number and type of references and the citation style preferences
- Other writings (can be in class) such as: responses, book reviews/reports, journals, essay exams, in-class feedback or peer review

Please provide a detailed description of the writing assignments for this course:

# General Education Course Proposal Checklist

All general education proposals must include the items listed below to be considered complete. Syllabus should include all things required by section [4.25](#) of the Norman Campus Faculty Handbook. Incomplete submissions will be returned without review.

1. Completed form specific to the general education category you are applying to with all questions answered.
2. Syllabus and all associated materials, including:
  - a. Complete course description, including major course goals
  - b. Course schedule by week
  - c. Writing assignments – Provide PACGEO with a full description of each. If this is in a separate document, you must provide this to the committee.
  - d. List of readings – If using a course packet, you must provide PACGEO with a full list of items included.
  - e. Tests/Exams/Projects – full description of all graded assignments with approximate due dates and percentage each contributes to the final grade. If a separate document, please include.
  - f. Instructor's office hours
  - g. University policies regarding reasonable accommodations and codes of behavior
3. Syllabus should be compared against the rubrics for the general education category being sought for the course.

It may be helpful to include the following statement about the [OU Writing Center](#) on your syllabus:

Most universities have a writing center, a place for students, faculty, and staff to meet and talk about writing. The Writing Center here at OU is a resource I encourage you to use. As a writer you will want to seek feedback from many different readers. The writing consultants at the writing center are able to talk with you about your writing--at any stage in the process and for any course you are taking.

You can make an appointment ([online](#) or by phone 405-325-2936) and you can drop in whenever they are open. I urge you to visit the web site for more information. (<https://www.ou.edu/writingcenter>)