****

Mason Core Proposal Worksheet:

Mason Apex

Category Overview

Mason Apex courses or in some cases, sequence of courses, provide Mason students with a high-impact culminating experience, requiring students to utilize critical thinking skills and preparing them for life-long learning. Students are challenged to draw connections across their Mason undergraduate academic experience. Mason Apex courses provide students opportunities to apply and communicate their knowledge, and involve integrative, applied or experiential projects.

***Required: A*** *minimum of 3 credits at the 400-level. It is suggested that students enroll after completing 85 credits. These courses maintain a faculty/instructor/mentor-to-student ratio of no more than 1:35.*

# Part I: General Information

|  |  |  |  |
| --- | --- | --- | --- |
| *Course Number* |  | *Course Title* |  |
| *Proposal Contact* |  | *Contact Email* |  |

**Required Documentation for Proposal**

* Syllabus with statement that this course meets the Mason Apex Mason Core requirement AND a list of the category learning outcomes, clearly marked
* Completed proposal worksheet (this form)
* Specific assignment prompts and/or test questions to support the Assignment Map. Please highlight the specific assignment prompts/questions that relate to each learning outcome.

Please keep in mind:

* Mason Core Committee members are a cross-section of the University. Please avoid discipline specific terminology and provide as much context as possible to facilitate the review process. Fully explain any terms that are unique to your area.
* As a part of the Mason Core on-going assessment process, you will be asked to regularly submit assignments that directly link to the category learning outcomes. Student work samples will be requested as well.
* Proposed courses must meet the Mason Core Standards to obtain and maintain Mason Core designation. In particular, courses must be consistently offered, accessible to every student, and all instructors must participate in assessment. Read more about [Mason Core Course Standards](https://masoncore.gmu.edu/faculty-resources/mason-core-course-standards/) for additional requirements.

*More proposal resources available on our website:*

[**https://masoncore.gmu.edu/faculty-resources/course-submission/**](https://masoncore.gmu.edu/faculty-resources/course-submission/)

# Part II: Rationale

Please provide a succinct explanation (no more than 300 words) of: (a) how this course fits the broad category description and (b) how the content related to this category and the learning outcomes are integrated into the course as a whole. Mason Core learning outcomes are expected to be a significant focus of the course and should be thoughtfully integrated. ***Please also discuss how this course meets the expectation of a culminating experience and how it will rely on previous undergraduate course work.***

|  |
| --- |
|  |

# Part III: Assignment Map

**Instructions:** For accreditation, we must be able to collect at least one assignment from each individual student that demonstrates whether or not that student achieved the associated learning outcome. There can be one assignment for each outcome, or there may be an assignment that covers multiple outcomes. For a class to be added to Mason Core, the Mason Core Committee must be able to evaluate whether each outcome has a clear assignment that can be independently reviewed to evaluate achievement of the outcome.

Below, for each learning outcome, fully describe the assignment, clearly explain how the assignment asks the student to demonstrate the learning outcome, and discuss how the assignment will be assessed to provide evidence the learning outcome was met. Keep in mind that assessment, in this context, refers to the achievement of the related learning outcome, not how the entire assignment will be graded.

***Assignments, including exam, test, or quiz questions, must be uploaded into CIM, either as part of the syllabus or as separate documents, for review. Proposals without these materials cannot be reviewed.*** Please refer to the [Mason Core website](https://masoncore.gmu.edu/faculty-resources/course-submission/) for additional resources.

|  |  |  |  |
| --- | --- | --- | --- |
| **Outcome**  Please meet all learning outcomes. | **Assignment**  Describe the specific assignment you will use to support this outcome. *(Be sure to upload the assignment prompts or exam, test, or quiz questions.*) | **Explanation**  Provide a clear explanation of how this assignment will support the outcome, providing important details that committee members outside of your discipline might need to fully understand the connection. | **Assessment**  Clearly articulate how you will know whether students have met the outcome. Please note assessment is different from grading. |
| 1. Integrate skills, abilities, theories, or methodologies gained across a Mason student’s undergraduate education to explore complex issues in original ways. |  |  |  |
| 1. Communicate effectively the results of the student’s work with awareness of audience, purpose, and context using an appropriate modality (for example: written, oral, visual, material, embodied, multimodal). |  |  |  |

# Part IV: Course Management Plan

Please provide who will continue as the primary contact and/or course administrator for this course going forward.

|  |  |
| --- | --- |
| **Name** | **Email Address** |
|  |  |

Please provide the person in your unit who is responsible for coordinating your curriculum.

|  |  |
| --- | --- |
| **Name** | **Email Address** |
|  |  |

Mason Core classes should be routinely available. Furthermore, each time a Mason Core course is offered, the learning outcomes must be included and assessed appropriately, regardless of the instructor of the course, to maintain consistency across sections and to provide a similar student learning experience. Below, please describe a course management plan that will ensure that this is the case. This may need to be completed in consultation with your curriculum coordinator/undergraduate program director or department chair. Please respond to all prompts thoroughly.

1. How often will you offer this course? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. How many sections do you anticipate offering each year? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What is the anticipated enrollment for each section? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Mason Apex courses should maintain a faculty/instructor/mentor to student ratio of no more than 1:35.
* If overall course enrollment is more than 35, please provide an explanation of how the required ratio will be maintained.

1. Will common assignments be used across sections? If not, how will the department ensure the Mason Core learning outcomes are met in each section?
2. General education courses can be challenging to teach, particularly since students may be new to the university experience and are likely non-majors with no related academic background on which to build. Faculty greatly benefit from additional professional development to help them navigate these challenges. Various [Mason Core-specific professional development opportunities](https://masoncore.gmu.edu/faculty-resources/) are regularly offered, and we hope you encourage your instructors to participate in them. In addition to these opportunities, please respond to the following:

A) What professional development will you provide to new instructors in preparation for teaching the course?

B) How will your academic unit provide on-going support for faculty who are regularly teaching this course?