Sponsor Designed Course Proposal Checklist:

Please contact the office of Lifelong Learning for a course syllabus template.

In reviewing Lifelong Learning Sponsor Designed course proposals for academic credit, the following criteria should be met:

- **Number of contact hours per credit (at least 15 classroom hours for each credit)**

- **Location of course.** Unless it is an online course, the site location must be in one of the states in which UI&U is currently licensed to operate: Ohio, California, Florida, and Vermont.

- **A syllabus with current dates and locations must be included (even if the course has been previously approved for academic credit through UI&U).** A course syllabus must include the following:
  - **Header with sponsoring organization name and logo**
  - **Course Prefix** (if known) and **Title**
  - **Instructor Name**, title, contact information
  - **Class Location**
  - **# and type of credits** (e.g. 3 Graduate)
  - **Seminar Abstract**
  - **Course Description** including specific course dates, the topics to be covered on those dates and the assignments due.
  - **A detailed list of Learning Outcomes and Competencies.** This list should include course assignments that will fulfill each competency.
  - **Required books, materials and other learning resources**

- **Resume(s) of instructor(s) attached.** Instructors must have at least a Master’s degree to teach Lifelong Learning undergraduate and graduate courses. Instructors must have obtained a degree at the Master’s level or higher in the subject area of the course, or a Master’s degree and substantial coursework, work experience or other validated expertise in the subject area of the course. Validation of the instructor’s highest degree completed is the responsibility of the sponsor organization, which is subject to review and verification upon request by UI&U.