FLORIDA A&M UNIVERSITY

PROCEDURE FOR COURSE REQUEST SUBMISSION

**Department** submitting request should:

1. Complete the appropriate State Course Numbering System (SCNS) course transmittal form
2. Produce and attach a one page course syllabus (outline form)
3. Complete course request routing form
4. Submit items 1 through 3 to its academic unit curriculum committee for review

**Unit Curriculum Committee** should:

1. Check for duplication of course content
2. Impact of course action on departments within the unit and the university
3. Check for the units special requirements e.g. CORE curriculum.
4. On approval by the committee, the chair should sign on the routing form and forward package to the unit Dean/Director

**Unit Dean/Director** should:

1. Review package. On approval, sign the routing form
2. Forward package to the Faculty Senate office, attention of the chair of the University curriculum committee. Request should reach the office on or before the 1st working day of the month in order for the University committee to review the request at its next meeting.

**University Curriculum Committee:**

1. Meet 2nd Tuesday of every month to review requests from a university perspective. Check for duplication of course content
2. Impact of course action on departments within the unit and the university
3. Check for the units special requirements e.g. CORE curriculum.
4. Other
5. Obtain Provost’s signature on routing form, file completed routing form and copy of one-page course syllabus in faculty senate office, forward package to the Registrar’s office for transmittal to the State Course Numbering System office, State Department of Education.

Faculty Senate Office is located in Lee hall facing Palmer street and across from the Ware-Rhaney building.

*Reach Dr Soronnadi Nnaji, Chair of University Curriculum Committee at 850-410-6127 or nnaji@eng.fsu.edu OR Contact your Unit’s University Curriculum Committee members with any questions.*
FLORIDA A&M UNIVERSITY

COURSE REQUEST ROUTING FORM

[The completed Routing form; SCNS course transmittal form, and accompanying course syllabus should be forwarded by the Academic Unit* to the University Faculty Senate office in Lee hall]

Date: _______________________

<table>
<thead>
<tr>
<th>Department Submitting Request:</th>
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<tbody>
<tr>
<td>Type of Request:</td>
</tr>
<tr>
<td>New course [ ]</td>
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<tr>
<td>Course change [ ]</td>
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<tr>
<td>Course termination [ ]</td>
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<tr>
<td>Proposed listing (new course / course change):</td>
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<tr>
<td>Title: _________________________</td>
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<tr>
<td>Prefix &amp; number: ______________</td>
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<tr>
<td>Current listing (course change / course termination):</td>
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<tr>
<td>Title: _________________________</td>
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<tr>
<td>Prefix &amp; number: ______________</td>
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</tbody>
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| Submitted by: ______________________ | Date: ______________ |
| Chairperson / Division Director |

| Approved by: ______________________ | Date: ______________ |
| Academic Unit Curriculum Committee |

| Dean Academic Unit | Date: ______________ |
| University Committee Chair | Date: ______________ |
| President, Faculty Senate | Date: ______________ |
| Provost or Designee  | Date: ______________ |

* Academic Unit is the Department's / Division's College, School or Institute.
SAMPLE COURSE SYLLABUS IN OUTLINE FORM

Course Number and Title: EGN 1382 - Engineering Concepts

Catalog Data: Introduce Internet and WWW resources and applications, engineering disciplines, evolution of engineering, professional responsibilities, engineering design process through case studies and hands-on computer utilization

Textbook: "Exploring Engineering" module by Joe King and "Engineering Design and Problem Solving" by Steven Howell, Addison-Wesley Select Edition

Instructor: Soronnadi Nnaji, Professor

Objectives: Expose students to concepts in engineering including academic content and success skills through case studies and guided design assignments and the use of the Internet and WWW resources.

Topics Covered:
1. Internet and the WWW resources
2. University and College Instructional Resources (Course Info)
3. Library orientation and research
4. Engineering profession and discipline
5. Evolution of the engineering profession (ancient to modern technologies)
6. Career possibilities and planning
7. Professional responsibilities
8. Engineering problem solving
9. Engineering design process
10. Student design project
11. Computing and problem solving
12. Mathcad as a problem solving tool

Level of computer usage: None Elementary Intermediate Advanced

Modes of Instruction: Lecture Lab DIS Discussion Other

Core Curriculum Course: Yes No

Availability to other Majors: Yes No