

## NEW COURSE SYLLABUS CHECKLIST

Course Title: CRIM XXXX – Juvenile Justice	Date of Submission: 7-27-16
Course Developer and/ or Instructor: Melissa Stevens/Jane Howard	Timing of Course Offering: Spring 2017(semester/cycle/approximate date)

### CLASSIFICATION OF COURSE

Academic	Career and Technical	Community Education	Other
<input type="checkbox"/> General Education <input type="checkbox"/> Program requirement <input type="checkbox"/> Elective	<input type="checkbox"/> Military Programs <input checked="" type="checkbox"/> Program requirement <input type="checkbox"/> Elective <input type="checkbox"/> Program Alignment	<input type="checkbox"/> Customized training <input type="checkbox"/> Seminar / workshop <input type="checkbox"/> Continuing education <input type="checkbox"/> Lifelong learning	<input type="checkbox"/> Public Offering <input type="checkbox"/> Business and Industry <input type="checkbox"/>

### PLANNING GRID FOR NEW COURSE PROPOSAL

Please complete the following grid when developing a new course. Course developers may attach documentation as needed. Consult the Strategic Plan calendar for syllabus submission due dates and subsequent attendance at LICC.

PHASE	PROCESS	COMMENTS	✓
<b>COURSE DEVELOPMENT</b>			
Administrative Support	Originator discusses syllabus within department(Faculty, Coord., Director/ED, Dean)	Date of Conversation(s): This new course resulted from review of the existing Associate of Science to an Associate of Arts. Discussions were held with the following individuals: Elaine Simmons, Dean of Workforce Training and Economic Development – Jane Howard, Executive Director of Business, Technology & Community Education, Melissa Stevens, Instructor and Coordinator of Criminal Justice and Karen Kratzer with Advisement.	
Marketing	Conduct market research to determine if there is a market for this course.	Summarize research: This course is needed to supplement other course offerings to cover the Juvenile Justice subject area as to sentencing, etc.	
	Describe the market this course will serve.	Customer market: Any students interested in Criminal Justice	
Research of Comparability	Are comparable courses offered at other institutions? If so, how do you envision this course transferring? (consider credit hours, program and/or sequence of comparable course) <b>Enter N/A if not applicable.</b>	Comment:	
<b>SYLLABUS DEVELOPMENT</b>			
Support	Develop the syllabus for the proposed course using the syllabus template and by conferring with full-time and/or associate faculty in the curriculum area.	Names of faculty consulted: This syllabus was developed by Melissa Stevens, Instructor/Coordinator of Criminal Justice	

PHASE	PROCESS	COMMENTS	✓
Course Outcomes	Describe how the course outcomes fit into an existing Barton program or core/sequence of existing courses. <b>Enter N/A if not applicable.</b>	Explain: N/A	
	State the <b>Course outcomes</b> as <i>overarching</i> goals for students to achieve by the end of the course. They should relate directly to the course description and course competencies.		
Course Competencies	State the <b>Course competencies</b> as <i>measurable</i> goals for students to demonstrate attainment of a course outcome. Competencies should be stated in terms of measurable behaviors, more specific than outcomes, but not as detailed as daily objectives.		
<b>COURSE INTEGRITY</b>			
Assessment	Develop a plan for assessing course rigor and course competencies? (attach assessment plan and/or instruments as a separate document)	Summarize assessment plan: This will be a required course within the AA for Criminal Justice. Assessment of this course will follow assessment of all other required Criminal Justice courses	
Resources	Determine whether there are adequate instructional, physical, equipment, technology, and library* resources to support this course. (*A Library Curriculum Assessment sheet is posted on the Learning & Instruction website for developers to use as needed.)	Analysis of Support: No additional resources are needed to instruct this course. Melissa Stevens will instruct the course face to face on the Great Bend Campus. An online instructor (either adjunct or Melissa Stevens) will teach this course via BOL	
Approval	Gain Dean's approval for the Course to be presented to the Learning, Instruction, and Curriculum Committee.	Date of Approval: July, 2016	