



**Sponsor Designed Course Proposal Checklist:**  
*Please 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 revised 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:
  - Course Prefix** (if know) 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.
  - Evaluation standards** that include documentation of learning for academic credit—this may be formal papers, activities, reports, exams, portfolios or special projects. Specific assignments, the due dates for assignments and the grade percentage must all be listed
  - Final deadline** for all work
  - 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.