

**General Education Checklist**

**The General Education Review Team will use this checklist to assist in determining if courses meet the criteria needed to be certified as a General Education course. Each General Education area has its own set of criteria that must be met for certification to be granted.**

**Check the box next to the criteria that the course meets. If all criteria are met within one area, the course meets the requirements for general education certification within that area.**

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| Writing |
| College-Level Writing Course  All course outcomes on the course outline are met with a rating of complete (C) or substantially (S)  A course in Writing should:  create a learning environment that fosters respectful and free exchange of ideas  include college-level readings that challenge students and require the analysis of complex ideas  provide guided discussion and model practices that help students listen to, reflect upon, and respond to others’ ideas  foster students’ ability to summarize and respond in writing to ideas generated by reading and discussion  require a substantial amount of formal and informal writing  emphasize writing as a recursive process of productive revision that results in complete, polished texts appropriate to audience needs and rhetorical situations  foreground the importance of focus, organization, and logical development of written work  guide students to reflect on their own writing, to provide feedback on peers’ drafts, and to respond to peer and instructor comments  direct students to craft clear sentences and to recognize and apply the conventions of Edited Standard Written English  provide students with practice summarizing, paraphrasing, analyzing, synthesizing, and citing sources using a conventional documentation system  require appropriate technologies in the service of writing and learning |
| Speech and Communication |
| College-Level Course  All course outcomes on the course outline are met with a rating of complete (C) or substantially (S)  A course in Speech and Communication should provide:  instruction in fundamental communication theories  instruction and practice of appropriate oral communication techniques  instruction and practice in the listening process  instruction and practice in comprehension, interpretation, and critical evaluation of communication  instruction and practice in adapting verbal and non-verbal messages for the listener and communication contexts  instruction in the responsibilities of ethical communicators  instruction in the value and consequences of effective communication |
| Mathematics |
| College-Level Course  All course outcomes on the course outline are met with a rating of complete (C) or substantially (S)  A collegiate level Mathematics course should require students to:  use the tools of arithmetic and algebra to work with more complex mathematical concepts  design and follow a multi-step mathematical process through to a logical conclusion and judge the reasonableness of the results  create mathematical models, analyze these models, and, when appropriate, find and interpret solutions  compare a variety of mathematical tools, including technology, to determine an effective method of analysis  analyze and communicate both problems and solutions in ways that are useful to themselves and to others  use mathematical terminology, notation and symbolic processes appropriately and correctly  make mathematical connections to, and solve problems from, other disciplines |
| Humanities, Arts & Letters |
| College-Level Course  All course outcomes on the course outline are met with a rating of complete (C) or substantially (S)  A course in Arts & Letters should:  introduce the fundamental ideas and practices of the discipline and allow students to apply them  elicit analytical and critical responses to historical and/or cultural works, such as literature, music, language, philosophy, religion, and the visual and performing arts  explore the conventions and techniques of significant forms of human expression  place the discipline in a historical and cultural context and demonstrate its relationship with other discipline  A course in Arts & Letters should do at least one of the following:  foster creative individual expression *via*analysis, synthesis, and critical evaluation  compare/contrast attitudes and values of specific historical periods or world cultures  examine the origins and influences of ethical or aesthetic traditions |
| Social Sciences |
| College-Level Course  All course outcomes on the course outline are met with a rating of complete (C) or substantially (S)  Approved courses will help students to:  understand the role of individuals and institutions within the context of society  assess different theories and concepts and understand the distinctions between empirical and other methods of inquiry  utilize appropriate information literacy skills in written and oral communication  understand the diversity of human experience and thought, individually and collectively  apply knowledge and skills to contemporary problems and issues |
| Science |
| College-Level Course  All course outcomes on the course outline are met with a rating of complete (C) or substantially (S)  A General Education course in Science should:  analyze the development, scope, and limitations of fundamental scientific concepts, models, theories, and methods  engage students in problem-solving and investigation, through the application of scientific and mathematical methods and concepts, and by using evidence to create and test models and draw conclusions. The goal should be to develop analytical thinking that includes evaluation, synthesis, and creative insight  examine relationships with other subject areas, including the ethical application of science in human society and the relevance of science to everyday life  engage students in the design of algorithms and computer programs that solve problems |