

COURSE-Based Focus Designation Proposal Form

Fall 2012

for departments with a course that inherently meets the Focus Hallmarks¹

Instructions. Submit this form along with the requested information (p. 2) and syllabi to the General Education Office (fax 956-9170). A Faculty Board will review the materials and contact you if needed.

Deadline. FRIDAY, FEBRUARY 2, 2012²

Subject:	Course #:	Section #(s):
_____	_____	_____
Cross-listed subject:	Cross-listed course #:	Cross-listed section #(s):
_____	_____	_____
Course Title:	# of credits:	Mode(s) of instruction:
_____	_____	_____

FOCUS AREA(S) REQUESTED

- | | | | |
|---------------------------------------|--------------------------|------------------------------------|--------------------------|
| Contemporary Ethical Issues (E) | <input type="checkbox"/> | Oral Communication (O) | <input type="checkbox"/> |
| Hawaiian, Asian, & Pacific Issues (H) | <input type="checkbox"/> | Writing Intensive (W) ³ | <input type="checkbox"/> |

As Faculty Course Coordinator and Department Chair, we understand that we are responsible for
 a) ensuring that all course instructors are aware of the course's Focus designation,
 b) providing the General Education Office (GEO) with a complete list of the course's instructors and section numbers each semester, and
 c) collecting and reviewing all course syllabi to make sure that all sections are taught in accordance with the Focus Hallmarks each semester.

Department Chair's printed name:	Signature:	Date:
_____	_____	_____
Course Coordinator's printed name:	Signature:	Date:
_____	_____	_____
Email:	Campus address:	Phone #/Fax #:
_____	_____	_____

FAX this completed form and the requested information (see p. 2) to 956-9170. Please keep the original form for your records.

Important Points to Note:

- All sections of the course must meet the Hallmarks of the Focus designation requested, either because a) course content dictates it or b) department policy dictates it.
- The course must have been offered with the requested Focus designation by two or more instructors.
- The course must have a department-designated coordinator (a faculty member) who will ensure that all course instructors are aware of the course's Focus designation and teach the course in accordance with the Focus Hallmarks.

Footnotes

¹ This form should be completed by the Department Chair or the Focus Coordinator to request a Focus designation for all sections of a course. Individual instructors who want to request a Focus designation for their section(s) should use the "Focus Designation Proposal Form" (found at www.hawaii.edu/gened).
² The Faculty Boards will accept late proposals through Monday, March 19, 2012. However, submitting a late proposal may not allow time for the negotiation that is sometimes necessary to secure approval.
³ Topics courses (e.g., PSY 429 Experimental Psych: Advanced Topics) are not eligible for a course-based W Focus.

Course-Based Focus Designation Criteria

Requests for course-based Focus designations must show how the course meets the Focus Hallmarks and the following three criteria:

1. FOCUS HISTORY. The course has been offered with the requested Focus designation by two or more instructors.
2. INHERENCY OF FOCUS.¹ All course syllabi demonstrate that the course meets the Hallmarks of the Focus designation requested, either because the Focus is inherently a part of the course content, or because the department has dictated that all sections of the course will meet the Focus Hallmarks.
3. FOCUS COURSE COORDINATOR. The course has a department-designated coordinator who will ensure that all course instructors are aware of the course's Focus designation and teach the course in accordance with the Focus Hallmarks.

1. List the names of at least two instructors who have taught the course with the requested Focus.

2a. Explain how the course inherently¹ meets each Hallmark of the [E](#), [H](#), [O](#), or [W](#) Focus designation you are requesting. (Click on the Focus area to view the Hallmarks or go to www.hawaii.edu/gened/focus.htm.)
IMPORTANT: If requesting a **W** Focus, please provide this information by completing the chart on page 3.

2b. Include the course's catalog description here. The description must reflect the Focus area. ([Click here](#) to see examples of approved course descriptions or go to www.hawaii.edu/gened/coursedescriptions.htm.) If the department will modify an existing course so that it will inherently meet the Focus Hallmarks, include a draft of the proposed course description.²

2c. Attach at least two sample syllabi. Mark the sections of the syllabi to show how each Focus Hallmark is being met (e.g., "E1" for Contemporary Ethical Issues Hallmark #1).

Footnotes

¹ Notes on the "Inherency of Focus" criterion

- a. The course may meet the Hallmarks either because a) course content dictates it or b) department policy dictates it.
- b. Courses that involve content relating to a Focus area but can be taught without meeting all of the Focus Hallmarks do not meet the inherency criterion. For example, a course may involve writing but provide little guided writing instruction. That course is not inherently W.
- c. Courses for which one instructor has developed a syllabus that meets the Focus Hallmarks, but which other instructors can teach without meeting all of the Focus Hallmarks, do not meet the inherency criterion.

² A UHM-2 form is required to change the official course description. If the Focus designation is approved and the course description needs modification, the General Education Office will send the department a UHM-2 form for the chairperson's signature and processing.

Request for a **COURSE-Based Writing-Intensive (W) Focus Designation**

Also online at www.hawaii.edu/gened/focus/w.htm

To request a course-based W Focus designation, please complete the chart below for each of the sample syllabi you are submitting. The information will allow the W Focus Board to determine whether the course meets the W Focus Hallmarks. You will be contacted if clarification is needed.

	Sample Syllabus #1	Sample Syllabus #2
<p><u>Hallmark #1</u>: The class uses writing to promote the learning of course materials.</p> <p>List type(s) of assignment(s) that involves the W Focus (e.g., prospectus, literature review, research paper, critical analysis). Each version of the course will involve at least one of the types of assignments listed here.</p>		
<p><u>Hallmark #2</u>: The class provides interaction between the instructor and students [e.g., conferences, written feedback] while students do assigned writing.</p> <p>Method(s) instructors will use as they work with the students to help them successfully complete the writing assignment(s) (e.g., give written/oral feedback, do in-class writing workshops, provide the opportunity to revise). Each course instructor will employ at least one of the methods listed here.</p>		
<p><u>Hallmark #3</u>: Written assignments contribute significantly to each student's course grade.</p> <p>Percent of student's grade attributed to writing (must be 40% or more)*</p>		
<p><u>Hallmark #4</u>: The class requires students to do a substantial amount of writing—a minimum of 4,000 words, or about 16 pages.</p> <p>Total number of pages of writing required of <u>each</u> student for the course (can be a range)</p> <p><i>NOTE: Do not include in-class exams or count multiple drafts more than once.</i></p>		
<p>Indicate on which page(s) of the syllabus the information can be found. (Syllabi should also be marked.)</p>		

Hallmark #5: To allow for meaningful professor-student interaction on each student's writing, the class is restricted to 20 students.
W classes can have no more than 20 students, or a 20:1 student-to-teacher ratio.

* If written work does not make up at least 40% of a student's course grade, your syllabus must include the following statement: "Students must adequately complete all writing assignments to pass the course with a D grade or better. Students who do not complete all writing assignments will get a D- or an F and will not earn W Focus credit."