

# STAFF Focus Designation Proposal Form

Summer 2008

for departments with unstaffed sections of courses that traditionally have a Focus designation<sup>1</sup>

**Instructions.** Submit this form along with a syllabus<sup>2</sup> to the General Education Office (fax 956-9170). A Faculty Board will review the materials and contact you if needed.

**Deadline. FRIDAY, JANUARY 18, 2008**<sup>3</sup>

|                       |                        |                            |
|-----------------------|------------------------|----------------------------|
| Subject:              | Course #:              | Section #(s): <sup>4</sup> |
| _____                 | _____                  | _____                      |
| Cross-listed subject: | Cross-listed course #: | Cross-listed section #(s): |
| _____                 | _____                  | _____                      |
| Course Title:         |                        | # of credits:              |
| _____                 |                        | _____                      |

**FOCUS AREA(S) REQUESTED**<sup>5</sup>

- Contemporary Ethical Issues
- Oral Communication
- Writing Intensive

**Attach a syllabus**, clearly marking the sections that show how the Hallmarks of the E, O, and/or W Focus designation are being met.

I am submitting this request for a Focus designation because a Summer 2008 instructor has not yet been assigned. I understand that whoever is assigned to teach the course must do so according to the Hallmarks of the Focus area(s) being requested. Once the instructor is assigned, I will forward his/her name, e-mail, and phone number to the General Education Office. The instructor will be required to complete the Focus Designation Proposal form. If the Proposal form and information submitted are inadequate, I understand that future "staff" approvals for this course will be denied.

|                                   |                 |          |
|-----------------------------------|-----------------|----------|
| Department Chair's printed name:  | Signature:      | Date:    |
| _____                             | _____           | _____    |
| Department Chair's email address: | Campus address: | Phone #: |
| _____                             | _____           | _____    |

**Fax this completed form and a course syllabus to 956-9170.**

**Important Points to Note:**

- Only courses that have a track record of being offered with the Focus designation(s) marked above are eligible when an instructor has not yet been assigned to teach the course.
- The department is responsible for informing the General Education Office when an instructor has been assigned. At that time, the assigned instructor will be expected to complete and submit a "Focus Designation Proposal Form" if he/she does not have active Focus approval for the course.

Footnotes

<sup>1</sup> This form should be completed by the Department Chair or the Focus Coordinator if the instructor of the section is not yet assigned. Assigned instructors should use the "Focus Designation Proposal Form" to request a Focus designation for their Summer 2008 section(s).  
<sup>2</sup> The syllabus should be clearly marked to show how the Hallmarks of the requested Focus designation(s) are traditionally met.  
<sup>3</sup> The Faculty Boards will accept late proposals through March 7, 2008. However, submitting a late proposal may not allow time for the negotiation that is sometimes necessary to secure approval.  
<sup>4</sup> If the section number is not yet available, leave blank.  
<sup>5</sup> Unstaffed sections cannot be proposed for a Hawaiian, Asian, & Pacific Issues (H) Focus designation. All H requests must be submitted by the assigned course instructor, using the "Focus Designation Proposal Form."