



Special Topic Proposals

The purpose of a Special Topic course is to provide faculty with the opportunity to offer a course on a trial basis. It will also give faculty a better understanding of students' interest and need for the course, as well as the information needed to fully develop the course.

- *Special Topic courses may only be offered twice, regardless of campus offering.*
- *UCCC approval is required each time the course is offered.*
- *Split-level courses are proposed with one form.*

Syllabus

A detailed course syllabus accurate to the proposed semester must be included and contain the following elements:

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| ☐ Course number, name, and section | ☐ Learning outcomes (at least four) | ☐ General class information (attendance |
| ☐ Instructor name and title, contact information, and office hours | ☐ Course materials, required and optional | and late work policies required; all |
| ☐ Course description | ☐ Class assignments with due dates | must be in line with AOPs) |
| ☐ Class schedule with all university holidays and a final exam period | ☐ Methods of evaluation and standards of achievement, including points/percentages and course grading scale | ☐ Distance information, if applicable |
| | | ☐ Link to University Syllabus (found on Provost's website) |

Syllabi must also include an accounting of the total contact hours broken down by week. It is recommended that syllabi submitted as part of a Special Topic proposal include the required elements only. Visit cas.msstate.edu > Faculty & Staff > Curriculum Development or email curriculum@deanas.msstate.edu for a template.

Additional Considerations

Subtitle and Course Description

The subtitle entered on the Special Topic eForm will appear as such in the master class schedule. The course description should adhere to UCCC guidelines as shown in the example below. If needed, an expanded description may be included in the syllabus.

(Prerequisite: EN 1113 or equivalent). Three hours lecture. A multidisciplinary analysis of public policy issues involving engineering and technology and the use of policy science to explore complex policy issues. (Same as PS 2713).

Online/Distance

Courses proposed for online delivery should include detailed information on the measures that will be put in place to deter academic misconduct (random ordered questions, time sensitive exams, proctored exams, etc.).

Split Level

Proposals to offer a course split level should include one syllabus that covers both the undergraduate and graduate requirements. Additional rigor must be demonstrated for the graduate level. (For example, simply requiring more or longer papers is not sufficient.)

Justification

The Idea/Reasoning section of the eForm should address the need, intended audience, and how existing curriculum will benefit.

Approval Timeline

Once submitted, Special Topic eForms are routed to the department head, college, and UCCC chair for approval. If any edits are requested along the approval path, the eForm will be returned to the previous handler. Please allow 72 hours for review by the college.

To ensure inclusion on the master class schedule before advising begins each semester, Special Topic eForms must reach UCCC by February 15 for fall offerings and September 15 for spring offerings. The A&S deadline may be earlier to allow for sufficient review.

Once approved by the UCCC chair, the department may add the course to the master class schedule using the CLSS system. Please forward the UCCC approval notification to the A&S Academic Affairs office at the time of submission in CLSS.

Submission

Please see the next page for a visual guide. For further assistance, please email curriculum@deanas.msstate.edu.



Special Topic eForm Submission

Questions? Please email curriculum@deanas.msstate.edu.

STEP ONE:

Click the eForms tab in the Apps & Services menu on the left side of your Banner homepage.

The screenshot shows the 'Apps & Services' menu on the Banner homepage. The 'eForms' tab is highlighted with a yellow box. Other tabs visible include Home, Banner, Canvas, Microsoft 365, Outlook, and Service Desk.

STEP TWO:

In the Course eForms box, click Special Topic Course Proposal.

The screenshot shows the 'Course eForms' box. The 'Special Topic Course Proposal' link is highlighted with a yellow box. Other links visible include Instructor of Record Change Request, Grade Change Request, and Grade Appeal Request.

STEP THREE:

Verify your information is listed correctly at the top.

The screenshot shows the 'Special Topic Course Proposal' form. The top section, including the document overview and application details, is highlighted with a yellow box. The form includes fields for Application Date, Name, NetID, MSU ID, Department, Title, Email Address, Phone Number, and Campus Mailstop.

STEP FOUR:

Enter the appropriate course information and click Add.

The screenshot shows the 'Course Information' section of the form. The 'Add' button is highlighted with a yellow box. The section includes fields for Term, Subject, and Course.

STEP FIVE:

Attach a copy of the syllabus, add notes if needed (optional), and click Add.

The screenshot shows the 'Notes and Attachments' section of the form. The 'Attach File' button is highlighted with a yellow box. The section includes a text area for notes and a file upload area.

STEP SIX:

In the Action Requested drop-down menu, choose Next Recipient to Approve. Enter your department head's Net ID and click Add.

The screenshot shows the 'Action Requested' section of the form. The 'Next Recipient to Approve' option is highlighted with a yellow box. The section includes a drop-down menu for Action Requested and a search field for the Next Recipient.

STEP SEVEN:

Click Submit.

The screenshot shows the bottom of the form. The 'Submit' button is highlighted with a yellow box. Other buttons visible include Save, Save and Close, and Cancel.