



General Guidelines for IAI Course Submissions

If one of your general education or major courses is called for review by the Illinois Articulation Initiative/IAI, you will need to provide the following:

- A representative, instructor syllabus
- The catalog course description
- The modality by which the course is offered, broken down by percentages (see modality decision tree)
- Additional material as appropriate to the course (e.g., labs and studio courses may have additional requirements)

GENERAL ITEMS NEEDED FOR EVERY SUBMISSION:

- Course Information including department code, course number, and course title
- If prerequisites are required for a course, please include the institutional course number, institutional course name, and when IAI approved, IAI code. Important note, as a rule general education courses in IAI should not have prerequisites. There are a few exceptions to this rule. Major courses may have prerequisites as appropriate.
- Official institutional catalog course description and modality of offering (see modality decision tree)
- Textbook information including edition, etc. If any online reading or resource materials are used, a complete working URL or bibliographic citation (embedded hyperlinks are acceptable) must be provided. This site/resource must be active, working, and viewable by the panel.
- Student learning outcomes
- A detailed topical outline and weekly schedule that goes beyond chapter numbers and titles from a textbook
- Methods of evaluation of student learning directly linked to course objectives and outcomes
- Grading criteria and scale
- Description and details of assignments, readings, writing assignments, and projects. This should be clearly evident and referenced.
- All materials submitted for panel review must be recent and representative, as recent as possible and not more than 3 years old
- Check the official IAI course description for the course to ensure the syllabus provided contains all necessary topics and content. These descriptions can be found here: GECC Courses <http://ittransfer.org/courseinformation/geccdescriptors.php> and Major Courses <http://ittransfer.org/courseinformation/majordescriptors.php>.
- Check the panel's course approval criteria that was shared with you. This is the information that the panel will adhere to in evaluating the course information you provide. It is a good idea to review the document you are providing against this criterion and work with the AASP Office to make appropriate revisions to meet the panel's expectations. These documents can change over time, so please ensure you are comparing to the most up-to-date document, available on the iTransfer website.

ITEMS FOR LAB COURSES:

- A lab outline is required if the course is a lab course. If the course is a lab course, panels need details such as methods and materials included in the labs and associated outcomes the student is expected to gain from a particular lab activity. A specific lab form is not required. Most panels with labs require a lab outline that provides these details. Incorporate the lab outline into the topical /lecture outline or create a separate outline/schedule.
- If the lab manual is custom/in-house manual, then three (3) sample labs are required by every IAI science panel. Sample lab materials are the handouts or details given to the student about the lab activity.

ADDITIONAL INFORMATION IN THE PROCESS:

- IAI provides the following generic sample syllabus for reference:
- It is possible that curricular revisions will be necessary to address the panel requirements. You will need to work with the AASP Office if this is necessary. Please reach out to Dr. Amy Mossman ap-mossman@wiu.edu or aasp@wiu.edu if you have any concerns as you review the information you have on the course and the details provided by IAI and the panel.

As a fully participating member of the Illinois Articulation Initiative, an important tool for students transferring within the state of Illinois, we are significantly benefitted in maintaining our courses within the program. Thank you for your work and cooperation!