Signature Experience Courses
Goal 1 of Georgia State’s Strategic Plan calls for our institution to become a national model for undergraduate education by demonstrating that students from all backgrounds can achieve academic and career success at high rates (http://strategic.gsu.edu/preamble/goal-1/). Initiative 3 under this goal is to establish Signature Experiences for undergraduates, and to promote engagement in at least one Signature Experience course by each student by the time of graduation. Real-world application or derivation of course content is often what engages faculty, staff, and students most effectively in our disciplines. The Signature Experiences initiative encourages all of us to spark and sustain excitement about teaching and learning through immersion in such applied academic pursuits. Initial categories for our Signature Experience courses include Arts, City, Global, Professional, Research, and Service, with cross-cutting experiences and new areas anticipated in the future. Signature Experiences can be targeted for any stage in a student’s tenure at Georgia State, any number of credit hours, and may be based in a Department, College, or Program. This form requires information about course logistics, content, budget, expected outcomes, and the “signature” nature of the course. If the proposed Signature Experience fits into any existing program at Georgia State, then use the appropriate proposal forms and approval routing already in place before submission to the Office of Special Programs. For example, if the Signature Experience course involves travel outside the United States, then route through the Study Abroad program. If the course is within the College of Arts and Sciences and offers a field study within the U.S., then use the Domestic Field Study program. If the course involves Student Teaching, then route through the College of Education Field Placement Office. Consult staff in Special Programs for direction, as needed.

1. Please provide contact information below.
   Name
   Position
   Email
   Phone
   Office Location

2. Briefly describe the Signature Experience course.

3. Please attach a copy of your college-level proposal form.

4. Please attach a copy of the syllabus for the course.

5. Should this course be designated as a permanent Signature Experience course or will it vary by section and/ or semester?

6. Provide justification that the proposed course qualifies as a Signature Experience, including the ways in which the course provides the elements listed below. (Final products include, but are not limited to, research papers, conference presentations, presentations of works of art, portfolio development, case studies, and/or reflection papers.) Demonstrate that the
Signature Experience is not simply tacked on to an existing course, but changes the nature of the course and/or replaces traditional work with real-world learning.

- Students extend beyond the classroom to apply what they are learning.
- Students engage in an experience over a sustained period of time (not merely a day or a week).
- Students learn through experiences that are not typically encountered in the standard classroom.
- Students submit a final product that is evaluated by a faculty member.

7. Explain how the central learning outcomes listed in the syllabus focus on applications of knowledge and/or skills outside the traditional classroom context.

8. Describe the approach to grading student performance or engagement in the Signature Experience course, with a focus on how the final project will be evaluated by the Instructor.

9. Provide assurance that the Signature Experience contributes to student progress toward graduation, e.g. describe integration with or replacement of existing required or elective courses.

10. Describe the post-graduation benefits of the Signature Experience, if any (e.g. professional networking, professional experience, job prospects).

11. Does the course require off-campus activity?
   - Yes
   - No

12. If so, briefly describe the location(s).

13. Briefly describe the kinds of off-campus activities in which students participate.

14. Will the faculty instructor provide transportation for the off-campus activities?
   - Yes
   - No

15. Will the students use personal transportation for the off-campus activities, as opposed to using public transportation only?
   - Yes
   - No
16. Does this course require a defined relationship with an entity outside the University, e.g. an internship organization, host university, vehicle rentals, etc.?
☐ Yes
☐ No

17. Do you already have any Memorandum of Agreement or other type of contract already in place?
☐ Yes
☐ No

18. Please attach a sample Memorandum of Agreement if you have one.

19. If you do have a MOU, in what year was this agreement established?

20. If not yet arranged, briefly describe the nature of the required agreement(s) and your plans for establishing them.

21. To the best of your knowledge, will students in this course be subject to any of the following risks, beyond that which they would experience in their daily lives?

<table>
<thead>
<tr>
<th>Risk</th>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td>Work in a high crime neighborhood</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Work around hazardous materials</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Access to chemicals or other potentially harmful substances</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Exposure to communicable diseases</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Interaction with individuals with a history of violence</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Interaction with individuals that may be under the influence of drugs or alcohol</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Interaction with minors</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Other</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

22. For any possible risks recognized above, briefly describe the types of activities that introduce risk beyond daily experience.

23. List the training and documentation required of students to engage in these activities.
24. Does the course involve student interactions with human research subjects or animals in research?
   ☐ Yes
   ☐ No

25. If yes, briefly describe the research.

26. Describe how student involvement is covered by a protocol with the Georgia State University Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC).

27. Will the students have access to confidential information about service recipients, clients, or others individuals associated with the course?
   ☐ Yes
   ☐ No

28. If yes, please describe the kind of confidential information and the student's access to it.

29. Will the students work independently without supervisory presence?
   ☐ Yes
   ☐ No

30. Please explain why and when a student may work independently without supervisory presence.

31. Will the students’ projects or activities be made public (e.g. poster presentations, class presentations, portfolios, client products, etc.)?
   ☐ Yes
   ☐ No

32. Please briefly explain how and when student works would be made public.

33. Will students be eligible to receive payment for activities associated with this course?
   ☐ Yes
   ☐ No

34. Describe the amount, form, and conditions of payment (Student payments require review by the Grants and Contracts Department of the Office of Legal Affairs).