SECTION 7- WORKSHOPS

Revised: 3-12-2016

7.1 Definition of Workshops

7.2 Workshop Restrictions and Requirements

7.3 Workshop Deadlines

7.4 Workshop Form

7.5 Approval Process

7.1. WORKSHOPS Definition - Workshops are intensive courses that focus on techniques and skills in a particular field. Many workshops are self-contained and may have little outside work required of the participants. They typically augment the curriculum with time-sensitive knowledge and are flexible in their design.

7.2. WORKSHOPS Restrictions and Requirements

Upon approval, a workshop may be taught for no more than two years. After two years it should be resubmitted to the Chair of the University Curriculum Committee for approval.

At the Curriculum Chair’s discretion, the workshop proposal can require review and approval of the full Curriculum Committee. An outline and schedule of the proposed workshop should be provided along with the days and hours the workshop is held, and a summary of workshop assignments.

Workshops have a specific numbering system set forth by the Board of Regents. They fall under an independent study designation with the numbering of 2920, 4920, 5920, and 6920. The specific designations for these numbers are workshops, festivals, and institutes from 1-5 credit hours (R470).

To determine if the workshop designation is appropriate the following criteria must be met:

1. Workshops are not part of a permanent curriculum.
2. The intended purpose is to augment the curriculum.
3. Workshops would not be required for graduation.
4. The format is normally a shortened intensive time period or the workshop addresses the needs of a unique population.

For each hour of credit, there should be a minimum of fifteen contact hours (50 min. periods) with significant outside work, or a minimum of 22.5 contact hours with little or no outside work.

The Workshop form is accessible from weber.curriculog.com in the alphabetical list under proposals and is titled Workshop Proposal.
7.3. DEADLINES
The Chair of the University Curriculum Committee is authorized to approve all workshops and then present the workshop proposal at a subsequent committee meeting. All workshops offered for credit must be approved prior to their beginning date.

In order for a workshop to be listed in the next schedule, it must be submitted to the Chair of the University Curriculum Committee at least two weeks before the schedule deadline.

7.4. WORKSHOP FORM
All workshop proposals need to be submitted through an academic department. A workshop form should be completed and submitted through Curriculog, where it will progress through the approval process. An outline and schedule of the proposed workshop should be provided along with the days and hours the workshop is held, and a summary of workshop assignments.

7.5. APPROVAL PROCESS
Department Chair
Dean of College
University Curriculum Committee Chair
Cattracks and Banner Review