

From: [Neff, Jennifer](#)
To: [Ernst, Joe](#); [Hashamova, Yana](#)
Cc: [Dugdale, Tom](#); [Podalsky, Laura](#); [Vankeerbergen, Bernadette](#); [Steele, Rachel](#); [Hilty, Michael](#)
Subject: Polish 5195
Date: Thursday, May 2, 2024 11:53:00 AM
Attachments: [image001.png](#)

Good morning,

On Wednesday, April 24th, the Arts and Humanities 2 Subcommittee of the ASC Curriculum Committee reviewed a new course proposal for Polish 5195.

The Subcommittee unanimously approved the request with *five recommendations*:

- The Subcommittee fully approves of this Topics course and offers the following friendly feedback in terms of general syllabus elements:
 - *Recommendation:* The Subcommittee notes that the sample syllabus for *Polish economy, economic policy and relations with the European Union* includes several required texts and they recommend that the unit consider costs to students.
 - *Recommendation:* The Subcommittee recommends that the unit implement a general prerequisite for this topics course (e.g., junior or senior standing) to prevent students from enrolling who are not ready for this level of coursework.
 - *Recommendation:* The Subcommittee recommends that the unit indicate the weekly time each course will spend on direct instruction each week by either including a credit hour and work expectations statement (e.g., For this 3-credit hour course, students should expect around 3 hours per week of in-classroom time in addition to 6 hours per week of homework) or by stating the length and frequency of the course meetings (e.g., 80 minutes twice weekly). This not only helps students understand the time expectations, but also shows that each course is satisfying the weekly required hours of instructional time.
 - *Recommendation:* The Subcommittee encourages the unit to list the mark of “E” on the grading scale in their syllabi rather than “Failed” for a grade of 59 or lower.
 - *Recommendation:* The Subcommittee offers the friendly reminder to the unit to update the university statements (Religious Accommodations, Student Life Disability Services, mental health, etc.) in the final version of their syllabi. The up-to-date versions of these statements can be found in an easy to copy/paste format on the [Arts and Sciences Curriculum and Assessment Services website](#).

Please note that the ASCCAS staff has noticed that the sample syllabus for *Poland, Central Europe and the Balkans: Identity, Nationalism and Geopolitics* lists the wrong course number (5194) and also states that it is cross listed with International Studies. We ask that the final syllabus reflect the proper course number and offering units along with the *recommendations* above.

Polish 5195 will continue through the approval process to the Graduate School.

Should you have any questions about the feedback of the Subcommittee, please feel free to contact Tom Dugdale (acting faculty Chair of the A&H2 Subcommittee; cc'd on this e-mail), or me.

Best,
Jennifer



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Pronouns: she/her/hers