

IAI Art Major Panel

Course Approval Criteria & Checklist

Course Review Procedures:

A current representative syllabus, including a detailed weekly topical outline, is required. If the course has yet to be taught at an institution, a sample syllabus developed by the instructor is to be submitted.

The course syllabus should clearly indicate the following:

- Course title and number
- Course delivery Modes
- Course description
- Prerequisites, if any. State "NA" if none are required.
- Credit hours and contact/studio hours
- Textbooks, learning resources, and materials used. Texts reflect and support writing, speaking or content outcomes and requirements. As institutions pursue the opportunity to expand into online/open resource electronic text material, the panel has sought to provide some necessary guidance on citing these learning resources in submitted syllabi and documents. If any online reading or resource materials are used, provide accessible evidence which may be a complete working url or bibliographic citation. This site/resource must be active, working, and viewable by the panel. Active hyperlinks are acceptable but cannot be embedded in an online learning system.
- Learning outcomes (objectives)
- Detailed weekly topical outline. **This should go beyond chapter numbers and titles.**
- Methods of evaluation of student learning to include grading distribution and grading scale.
- A list of media/materials used in the course. **Sketchbooks are strongly recommended for all of the core courses.**

Syllabi preparation information to facilitate approval:

Syllabi must include the content specified in the IAI course descriptions; syllabi submitted to the panel for review shall provide clear evidence that all required topics specified in the IAI major course descriptions are being covered and at an adequate level for the course.

The following are IAI requirements for all art studio course syllabi. Please check that you have some sort of written statement covering these topics in the syllabus.

General topics to be included in ALL studio syllabi:

- ✓ The topic of Health and Safety in the Studio will be addressed in the course.
- ✓ Assessment methods will include group and individual critiques. (Please note: individual critiques may simply be the instructor visiting with each student during work times).
- ✓ **Studio courses must meet for no less than 6 contact hours per week.**
- ✓ Please include a weekly schedule of covered topics
- ✓ Historical and contemporary references must be clearly stated in course content.

Course-specific Checklists:

DRAWING I

- ✓ Emphasis on black and white media
- ✓ Sketchbooks are strongly recommended for this course

DRAWING II

- ✓ Prerequisite of Drawing I
- ✓ Emphasis on color media
- ✓ Sketchbooks are strongly recommended for this course

DESIGN I (2-D Design)

- ✓ Black and white **and** color media
- ✓ Computer generated practice in image editing software is encouraged; a digital component must be present in this class
- ✓ Sketchbooks are strongly recommended for this course

DESIGN II (3-D Design)

- ✓ Instruction on the use of hand and power tools is integral to this course
- ✓ Sketchbooks are strongly recommended for this course

Most common reasons submissions to this panel are denied:

- Missing Health & Safety statement
- Critiques (group and/or individual) missing or insufficient
- Missing list of media/materials used in the course
- Missing historical and contemporary references