

General Education Course Proposal Guidelines and Cover Sheet

**COVERSHEET**

*Attach completed Cover Sheet to front of proposal submission following the Guidelines below.*

Name of faculty submitting proposal:

Department:

Proposed course title:

Name of GE Track submitted:

Check One:

\_\_ YES, I am submitting an IIP Grant to CAT to fund a GSR to support the course development.

\_\_ I am NOT submitting an IIP Grant in conjunction with this GE course proposal.

For Instructional Improvement Program (IIP) Grants information click here: IIP Grant Application

**GE COURSE PROPOSAL GUIDELINES**

*Ensure that all required proposal elements 1-6 listed here are included in proposal submission.*

**PROPOSAL NARRATIVE**

A proposal narrative (maximum 3 pages) must include the following components:

1. Course Goals and Rational
2. Explanation of how the course satisfies UCLA undergraduate GE requirements
3. Specific tasks required to complete the course development (e.g., background research, syllabus development, creation of instructional materials, etc.)

**BUDGET**

1. A complete budget and brief justification on a fourth page
2. A proposed **GE Track** of thematically related courses which would include the proposed course if funded. Click here to[**see examples of existing GE Tracks**](https://www.seasoasa.ucla.edu/undergraduate-ge-tracks/) for Engineering undergraduate students.

**LETTER OF SUPPORT**

1. A letter from the department chair or division dean is required, indicating that if created, the course will be offered at least once in the 2021-2022 or 2022-23 academic year. Additionally, the letter must include a statement of good faith to continue offering the course if enrollments are reasonable.

Proposal Due Date: **November 12, 2021, 5:00 pm**

Submit proposal online at [**Teagle Grant GE Course Proposal**](https://teagle.seas.ucla.edu/funding-to-develop-new-ge-classes/)

Questions? contact: Pilar O’Cadiz , UCLA Teagle Project Coordinator at mpocadiz@tanms.ucla.edu