**Worksheet for Requesting a Core Element**

**Rationale.** All courses in the PLU Core Curriculum are aligned to meet particular Learning Outcomes. This alignment ensures a common experience for all PLU students, regardless of the course they use to achieve each core proficiency. The answers you provide below will help us understand how the proposal integrates the Core element you are requesting into the overall course design.

**Instructions.** Use this worksheet to outline how your course meets the Learning Outcomes for the element you are requesting for your course (e.g., IT, CX, etc.). See this [linked list](https://www.plu.edu/general-education/general-education-learning-outcomes/) of Learning Outcomes for each Core element. Submit this worksheet with your EPC proposal and the course syllabus to [facgov@plu.edu](mailto:facgov@plu.edu) (Carol Bautista).

**Pointers/ Reminders.** You must account for all of the element’s Learning Outcomes of the element you are requesting. If your course already has one Core element and you are requesting another, your materials (syllabus, this worksheet, assignment[s]) should reflect each element.

| **Instructor Name:** | **Unit**: |
| --- | --- |
| **Course Name/Number**: | **Core Element(s) requested**: |

**1. Describe how the course content will prepare students to demonstrate proficiency in the requested Core element’s Learning Outcomes.**

**2. Describe the assignment(s) by means of which you will assess your course for the Core element(s) you are requesting.** *Note: the assessment tool for your course may be a culminating project or a smaller assignment delivered in the middle of the course. It may stand alone or it may be part of a series of assignments. However, the assignment(s) should total at least 15% of the course grade to ensure that students have taken it seriously.*

* **Describe the primary assignment you plan to use for this assessment and/or attach the assignment prompt.**
* **What percentage of the course grade does this assignment(s) represent?**
* **How is/are the selected assignment(s) integrated into the course? Is it/Are they delivered at the beginning, middle, or end? What will students have learned that prepares them to complete this/these assignment(s) effectively?**
* **Explain how the selected assignment(s) demonstrate/s learning in each of the outcomes aligned with the requested Core element.**

**3. If your course will be offered at the 300-level, indicate whether the course assumes background knowledge or preparation on the part of students. If so, explain how the course or its prerequisites support(s) students who arrive without this knowledge or preparation.**