

Guidelines for Preparing Course Entries for the K-State Catalog

This material is intended to provide guidance for preparing course descriptions for the K-State catalog. In addition to the following material, you can check the section on “Course Description Key and Glossary” in the K-State Graduate Catalog or go to the following website: <http://www.k-state.edu/grad/gscurrent/catalog/crsdesc.htm>.

Here is a sample course description:

ECON 710. History of Economic Thought. (3) I. Development of economic ideas and doctrines and the relation of these to conditions existing when they were formulated. Pr: ECON 110.

Course Prefix

Use the capital letters that indicates the department or program area where the course is to be offered (e.g., AGRON, AP, ARCH, CHE, EDEL, FINAN, HIST, HN). Check with the University Registrar if a new course prefix needs to be created.

Course Number

Follow the university guidelines for the level of the course:

000-099	Not applicable toward degree requirements.
100-299	Lower division undergraduate. Designed as a freshman or sophomore course.
300-499	Upper division undergraduate. Designed as a junior or senior course.
500-699	Upper division undergraduate. Primarily for a junior or senior. A 500-level course may be taken for graduate credit only in a minor field. A course numbered 600 may be taken for credit in a graduate student's major.
700-799	Graduate and upper division, primarily for graduate level.
800-899	Graduate level for master's courses or professional courses beyond the undergraduate level.
900-999	Graduate level, primarily for doctoral candidates.

Number of Credits

The number in parenthesis following the course title indicates the units of credit given for the course. Each credit unit usually represents one 50-minute period of lecture or recitation each week of the semester. Here are the options:

- Indicate a specific number of credits (e.g., 0, 1, 2, 3, 4, or 5)
- Indicate a specific range of credits (e.g., 1-3, 2-3, 1-6)
- Indicate an open-ended range of credits—this should show *variable* credit (e.g., Var.)

Semesters to be Offered

The I, II, or S following the course title indicates the semester, or semesters, when each course is usually offered:

- I for the fall semester
- II for the spring semester
- S for the summer session

Certain courses are offered only once every two years. In those cases, indicate the semester and the year (e.g., II, in even years). The use the phrase “on sufficient demand” is discouraged. It does not aid students when planning their program of study. Such a phrase would require a justification.

Course Description

Here are some general guidelines for preparing course descriptions:

Do:

- Include key terms to indicate the primary content in the course.
- Recognize that the statements do not necessarily need to be in complete sentences.
- Consider the following examples when beginning the catalog description:
 - An examination of
 - A survey of
 - Principles of
 - Application of
- Keep the length of the entire course description to no more than 340 characters (approximately 50 words.)
- Mention required labs, recitations, field experiences, practica, or other unique features of the course. You may want to include the minimum number of clock hours for these experiences. (e.g., two hours of rec. and three hours of lab each week)

Don't:

- Do not include statements about course requirements or activities.
- Do not have extended course descriptions more than 50 words.

Prerequisites

Prerequisites are courses that students should have completed before enrolling in the given course. Some courses may allow or require concurrent enrollment with other courses.

Here are the symbols:

- Pr. The symbol for Prerequisite
- Conc. The symbol for Concurrent enrollment

Here are some guidelines about prerequisites:

- Prerequisites courses typically have a lower course number than the given course.
- Avoid the use of "permission of the instructor" and "or equivalent." Such phrases would require a justification.

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