Brief guidelines for CAPA submissions in the College of Public Health

Proposals are generally due the first week of classes the semester prior to being effective.

DEADLINES: https://www.capa.uga.edu/Capa/CapaDeadlines.html

I. Faculty writing the proposal:

1) Obtain a current CAPA template from:
   https://www.capa.uga.edu/Capa/SampleApps.html
   You can browse any course on campus at the following site:
   https://www.capa.uga.edu/cgi/Capa/BrowsePrefix_ListPrefixes.exe?
2) Title & Description should be informative to the potential students
   Note that the course description is limited to 50 words... and they WILL return proposals that exceed this limit!
3) Course objectives & Learning outcomes – there need to be some & they need to relate to the course (not be completely generic). These do not need to be long.
4) Topical Outline: could someone reading the outline understand what will be covered in the course with some reasonable level of specificity? A list of 10-15 topics is generally sufficient.
5) If courses have non-standard repeat policy, variable credit, etc. is there a reasonable justification for this?
6) E-mail the CAPA submission to your departmental person who loads CAPA.

II. Heather McEachern:

7) Check course description is ≤50 words
8) Check that there are entries for credit, grading, format, etc.
9) Check overall format
10) Forward all compliant submissions to the CPH curriculum committee.

III. The CPH Curriculum committee:

11) Check Title & Description -- should be informative; if we don't get it, students won't get it.
12) Course objectives & Learning outcomes – there need to be some & they need to relate to the course (not be completely generic)
13) Topical Outline: could someone reading the outline understand what will be covered in the course with some reasonable level of specificity?
14) If courses have non-standard repeat policy, variable credit, etc. is there a reasonable justification for this?
15) Log-in to CAPA for voting: https://www.capa.uga.edu/capa/OnlineVoting.html
    Click the College/School button; Log-in with MyID and password with a departmental password (email cphadm@uga.edu for assistance).

IV. Heather will do a final check of the following before she sends it up the chain:

16) Add any needed updates from the submitting faculty
17) Check that the final course description is ≤50 words