Blank Worksheet
Faculty can utilize this blank worksheet to guide discussions on course tagging and copy information into the online [Course Tag Reflection Form for Existing Courses](https://syracuseuniversity.qualtrics.com/jfe/form/SV_eaJY3BhRTfTkF9k). Faculty can tag a course with up to three tags.

For each course, academic departments will need to provide the following information:

**Primary Course Contact**
This faculty/staff member will be the key point of contact for collaborating with the Ad Hoc Committee on Shared Competencies and communicating the course tag status to the academic program.

First Name:

Last Name:

E-mail:

 **Additional Course Contact**
This faculty/staff member will be another key point of contact for collaborating with the Ad Hoc Committee on Shared Competencies and communicating the course tag status to the academic program.

First Name:

Last Name:

E-mail:

**Course Information**

Department:

Course Prefix and Number (Example: SYR 123):

 **Syllabus:**

Upload the current course syllabus. Please include the course prefix and number in the file name, for example “SYR 123 Syllabus”

**If this course has a teaching rotation or is taught across multiple sections, have the participating faculty engaged in a conversation about how the course tag and assignments will be consistent year to year or across course sections?**

* Yes
* No
* This course does not have a teaching rotation

**Course Tagging Criteria**At this time, course tagging applies to undergraduate courses that are

* Required
* Offered regularly or at least once in three years
* 3 or more credits

Does this course meet the criteria?

* Yes
* No

For each tag, academic departments will need to provide the following information:

**Course Tag:**

* Ethics, Integrity, and Commitment to Diversity & Inclusion
* Critical & Creative Thinking
* Scientific Inquiry & Research Skills
* Civic & Global Responsibility
* Communication Skills
* Information Literacy & Technological Agility

**Identify the course learning objectives in the syllabus that are clearly aligned to the selected competency and respective assignment(s).**

**Explain the connection between specific assignment(s) and the selected competency. At least 30% of the course grade must engage students in the selected competency for the course to be tagged.**

**Describe in detail the instructional strategies faculty use to intentionally teach the selected competency in the course.**

**Describe the feedback tool(s) faculty use to support students' competency development on the selected competency.**