



UF QUEST

HOW TO SUBMIT A NEW TEMPORARY QUEST COURSE REQUEST

Step 1: Start a New Temporary Quest Course request by clicking on the following weblink:

<https://approval.ufl.edu/start-new-request/new-course-quest-temporary/>

Or go to approval.ufl.edu, click on **Quest Courses**, click on **Temporary Approval**, click on **Go to New Temporary Quest Course**.

Course Specialization Major Certificate Minor Degree program ALC/AAP

- Create a new course
- Modify or close a course
- Quest Courses
 - Temporary Approval
 - Use this process to create a temporary course for the Quest Program. All Quest courses must first obtain temporary approval before seeking a permanent course number.
 - Go to New Temporary Quest Course
 - Permanent Approval

On the next page, read the instructions, scroll down, and click **“Start Approval Process.”**

Step 2: Course Details

Course Details

Course Prefix and Number Required
Temporary Quest courses must use IDS 2935 for the course prefix and number. Please confirm this request is for a temporary designation by selecting the IDS 2935 option below.

IDS 2935 **Click on the button “IDS 2935”**

Permanent

Course Title Required
Enter the title of the course as it should appear in the Schedule of Courses (30 characters max, including spaces and punctuation).

NO MORE THAN 30 CHARACTERS **Enter the title of your course (30 characters max, including spaces and punctuation).**

Department Required
Please enter the home department for this course.

Your Dept/School **Enter the name of YOUR department or school.**

Delivery Method Required
Please indicate the delivery methods for this course (check all that apply). Please note that content and learning outcome assessment must be consistent regardless of delivery method.

Classroom **Click Classroom, if all your contact hours will be in the classroom, in a face-to-face format.**
 Hybrid **Click Hybrid if some contact hours will be online.**

Class Size / Format Required

Please select your top two preferences for class size and format you may **only select two options**.

- Face-to-Face, 35 students, no TAs, no break-out sections.
- Face-to-Face, 46 students, 1 TA @ 0.25 FTE, no break-out sections. The TA Will be
- Face-to-Face, 66 students, 1 TA @ 0.50 FTE, with break-out sections.
- Face-to-Face, 76 students, 1 TA @ 0.50 FTE, without break-out sections.
- Face-to-Face, 132 students, 2 TAs @ 0.50 FTE (each), with break-out sections.
- Hybrid, 76 students, 1 TA @ 0.50 FTE, with break out sections.
- Hybrid, 152, 2 TA @ 0.50 FTE (each), with break-out sections.

Saved

Indicate your preferred teaching formats. Please consult with your home department before selecting options that include TA support since your department will be responsible for selecting and appointing a graduate student to be a TA for your class. TAs hired at 0.25 FTE will need to have an additional appointment in order to reach the required 0.50 FTE. Such arrangements will need to be worked out by the home department.

Effective Term Required

Enter the term (semester and year) that the course would first be taught with the requested change(s).

Earliest Available

Saved

Enter "Earliest Available" for Effective Term.

Effective Year Required

Earliest Available

Saved

Enter "Earliest Available" for Effective Year.

Amount of Credit Required

Quest courses may only be offered for 3 credit hours, please confirm that this course is a 3 credit hour course.

- 3 credits

Saved

Enter N/A for "Prerequisites." This is a required field.

Prerequisites Required

If no prerequisites please enter N/A in the field below.

N/A

Saved

Step 3: Quest Details

Requesting Temporary or Permanent Quest Program Approval Required

Select the type of Approval desired for this request submission.

A 'Temporary', Quest/General Education designation is only allowed to select for 3 semesters at this time, please make the appropriate selection.

Reminder: only courses which have already gone through the **Temporary** process may request **Permanent** approval.

Temporary-3 semesters

Saved

Quest courses can be taught 3x with the temporary designation.

Which level of Quest will this course be offered under? Required

Quest 1

Saved

Don't forget to specify whether your course will be taught in Quest 1 or Quest 2.

Approved Colleges - Quest 1 Required

Only faculty from the following colleges are eligible to propose Quest 1 courses at this time. Please confirm that you are a faculty member from one of these colleges. If you are a faculty member from another college, you may request spons
Woipert, Director of UF Quest.

- College of Liberal Arts and Sciences (CLAS)
- College of the Arts (CoTA)
- College of Design, Construction and Planning (DCP)

If you specify that your course will be taught as a Quest 1 course, Quest 1 Approved Colleges will appear. Confirm you are a faculty member from an Approved College.

Quest 1 Theme Required

Quest 1 courses should fall naturally within one of the five themes and examine essential questions relevant to that theme.

Select the appropriate theme for this course, more information on Quest 1 Themes.

If you are teaching a Quest 1 course, you will need to specify the Quest 1 Theme for your course.

Quest 1 Objectives Required

Please confirm that you have read and understand the [Quest 1 Course Objectives](#) and that these objectives are incorporated into the proposed course. These items must be included in the submitted syllabus.

Objectives:

- Address the history, key themes, principles, terminologies, theories, and methodologies of various arts and humanities disciplines that enable us to ask essential questions about the human condition.
- Present different arts and humanities disciplines' distinctive elements, along with their biases and influences on essential questions about the human condition.
- Explore at least one arts or humanities resource outside their classroom and explain how engagement with it complements classroom work.
- Enable students to analyze and evaluate essential questions about the human condition clearly and effectively in writing and other forms appropriate to the discipline.
- Analyze the role arts and humanities play in the lives of individuals and societies and the role they might play in students' undergraduate degree programs.

If you are teaching a Quest 1 course, you will need to acknowledge you have read and understand Quest 1 objectives.

Required

Quest 1 Student Learning Outcomes Required

Please confirm that you have read and understand the [Quest 1 Student Learning Outcomes](#) and that these outcomes have been incorporated into the proposed course. These items must be included in the submitted syllabus.

Student Learning Outcomes:

- **Content:** Identify, describe, and explain the history, theories, and methodologies used to examine essential questions about the human condition within and across the arts and humanities disciplines incorporated into the course.
- **Critical Thinking:** Analyze and evaluate essential questions about the human condition using established practices appropriate for the arts and humanities disciplines incorporated into the course.
- **Communication:** Develop and present clear and effective responses to essential questions in oral and written forms as appropriate to the relevant humanities disciplines incorporated into the course.
- **Connection:** Connect course content with critical reflection on the role of arts and humanities in the lives of individuals and societies and the role they might play in students' undergraduate degree programs.

If you are teaching a Quest 1 course, you will need to acknowledge that you have read and understand Quest 1 Learning Outcomes.

Which level of Quest will this course be offered under? Required

If you specify that your course will be taught as a Quest 2 course, Quest 2 Approved Colleges will appear.

Saved

Approved Colleges - Quest 2 Required

Only faculty from the following colleges are eligible to propose Quest 2 courses at this time. Please confirm that you are a faculty member from one of these colleges. If you are a faculty member from another college, please contact [Dr. Andrew Wolpert, Director of UF Quest](#).

- College of Liberal Arts and Sciences (CLAS)
- College of Agricultural and Life Sciences (CALS)
- College of Health and Human Performance (HHP)
- College of Design, Construction and Planning (DCP)
- College of Education (COE)
- College of Journalism and Communication (CJC)

Only faculty from one of the listed participating colleges is eligible to teach Quest 2 courses. Click your college. If it doesn't appear here, contact Andrew Wolpert, Director of UF Quest.

Quest 2 Objectives Required

Please confirm that you have read and understand the [Quest 2 Course Objectives](#) and that these objectives are incorporated into the proposed course. These items must be included in the submitted syllabus.

- Address in relevant ways the history, key themes, principles, terminologies, theories, or methodologies of the various social or biophysical science disciplines that enable us to address pressing questions about the human condition and/or the planet.
- Present different social and/or biophysical science methods and theories and consider how their biases and influences shape pressing questions about the human condition and/or the planet.
- Enable students to analyze and evaluate (in writing and other forms of communication appropriate to the social and/or biophysical sciences) qualitative or quantitative data relevant to pressing questions about the human condition and/or the planet.
- Analyze critically the role social and/or the biophysical sciences play in the lives of individuals and societies and the role they might play in students' undergraduate degree programs.
- Explore or directly reference social and/or biophysical science resources that address pressing questions about the human condition and/or the planet.

If you are teaching a Quest 2 course, you will need to acknowledge you have read and understand Quest 2 objectives.

Quest 2 Student Learning Outcomes

Please confirm that you have read and understand the [Quest 2 Student Learning Outcomes](#) and that these outcomes have been incorporated into the proposed course. These items must be included in the submitted syllabus.

- **Content:** Identify, describe, and explain the cross-disciplinary dimensions of a pressing societal issue or challenge as represented by the social sciences and/or biophysical sciences incorporated into the course.
- **Critical Thinking:** Critically analyze quantitative or qualitative data appropriate for informing an approach, policy, or praxis that addresses some dimension of an important societal issue.
- **Communication:** Develop and present, in terms accessible to an audience, a clear and effective response to an important societal issue.
- **Connection:** Connect course content with critical reflection on the role of social and/or biophysical sciences in the lives of individuals and societies and the role they might play in students' undergraduate degree programs.

If you are teaching a Quest 2 course, you will need to acknowledge that you have read and understand Quest 2 Learning Outcome.

Step 4: General Education Details

General Education Component Details

For more information on the General Education program at the University of Florida, please visit the [General Education homepage](#).

Requested GE Classification for Quest 1 Required
Indicate the **requested** general education subject area designation(s) requested for this course. International and Diversity designations may only be applied to a course in conjunction with another designation. Quest 1 courses may only select from the following General Education Subject Area designations. You **may not select** both International and Diversity for a single course.

H - Humanities
 D - Diversity
 N - International

Saved

Requested Writing Requirement Classification Required
Indicate the **requested** Writing Requirement designation requested for this course. Quest courses may only select 2000 or 4000 words.

None

Saved

The University requirements and guidelines for a Writing Requirement course can be found in the [Writing Requirement](#) section of the General Education homepage.

Subject Area Objectives

The General Education subject area objectives describe the context within which the [Student Learning Outcomes](#) are achieved. This information is available at the [General Education "Subject Area Objectives" webpage](#). **Inclusion of the verbatim statements for General Education designation(s) is a required component of GE courses and syllabi.**

Humanities (H)
Humanities courses provide instruction in the history, key themes, principles, terminology, and theory or methodologies used within a humanities discipline or the humanities in general. Students will learn to identify and to analyze the key elements, biases and influences that shape thought. These courses emphasize clear and effective analysis and approach issues and problems from multiple perspectives.

Accomplishing Objectives Required
Please provide an explanation of how the General Education Objectives will be accomplished in the course. A numbered list is the recommended format (see [example GE syllabus](#)). Inclusion of this explanation is a required component of the request.

Student Learning Outcomes

The [General Education Student Learning Outcomes \(SLOs\)](#) describe the knowledge, skills and attitudes that students are expected to acquire while completing a general education course at the University of Florida. The SLOs are categorized into three areas: **Thinking**, **Communication**, and **Civic Engagement**.

Before completing the Gen Ed fields, consult

- the [Gen Ed Syllabus Policy](#),
- the [Gen Ed Syllabus Checklist](#), and
- the [GE Sample Syllabi](#).

Step 5: Submit Request

You can upload the required documents **only after you have submitted your request**.

Additional Requirements for Submission

The following materials will need to be uploaded to the submission once you have submitted this form. This may be done once the request has been created. Please upload the files in either word or pdf format.

Course Syllabus. Provide a course syllabus which conforms to UF Syllabus Policy, Quest 1 or Quest 2 Syllabus Policy and the Gen Ed Syllabus Policy and Gen Ed Requirements (with required links)

Narrative: State in narrative form how the syllabus meets the goals, requirements, and objectives of either Quest 1 or Quest 2. The narrative should address specifically and individually how the syllabus:

- Meets the Quest 1 or Quest 2 Objectives and Student Learning Outcomes;
- Is multidisciplinary and either grounded in the Humanities (Quest 1) or the Biological, Physical, or Social and Behavioral Sciences (Quest 2);
- Either fits within one of the established Quest 1 themes and is driven by the essential questions associated with that theme or is driven by Quest 2 "pressing questions" confronting social and/or biophysical scientists today;
- Is rigorous and intellectually ambitious while also appropriate for diverse first-year and second-year students;
- Achieves a high level of faculty-student engagement in the proposed course format;
- Prompts students towards self-reflection and metacognition about their lives at UF and beyond; and
- Includes a meaningful experiential learning component

Submission Deadline
As of October 2018, the General Education Committee (GEC) has moved the deadline for submissions to the Wednesday after the previous GEC meeting. This adjustment was made to allow for more time for review of submissions and in the Fall and Spring semesters, submissions must be completed and entered into the Academic Approval Tracking System prior to the following Wednesday in order to appear on the next month's agenda.

Syllabus Requirements
The proposed syllabus can be uploaded on the next page or after the request has been initiated. The syllabus must provide clear and explicit information for students about the General Education and/or Writing Requirement classification.

For courses with a General Education classification, **the syllabus must include the appropriate information and sections found in the [General Education Syllabus Checklist](#)**. For assistance with General Ed requirements, please contact the [General Education Center](#).

Important Considerations

- Certain classes are approved to count for multiple General Education program areas. Students can count a general education course toward one area only except for (D) and (N) credits, which must be earned concurrently with another general education course. **Education courses may not utilize both D and N designations.**
- A minimum grade of C- is required for a course to count toward a general education requirement. Courses intended to satisfy the General Education requirement cannot be taken S-U.

Continue

After reading instructions on how to submit additional documents, click continue.

Course|New/Close/Modify|Ugrad|Gen Ed|Quest|Temp

Process steps

1. Quest Director
2. Department
3. College
4. Quest Curriculum Committee
5. General Education Committee
6. Office of the Registrar
7. Catalog
8. College Notified
9. Quest Director Notified

Submission

Title of request **Required**

IDS 2935: TITLE OF COURSE (Q1/Q2 Temporary)

Please follow the following format for the "Title of request":

IDS 2935: **TITLE OF COURSE** (Q1/Q2 Temporary)

Here are some examples of correct titles of request:

IDS 2935: Between Two Worlds (Q1 Temporary)

IDS 2935: Climate Change (Q2 Temporary)

Description of request **Required**

[In one sentence state the Temporary Q and Gen Ed designations that you are seeking]

In this box list the designations that you are seeking (e.g., Quest 1, Humanities, International, Writing 2000 Words).

Send to group **Required**

PV - Quest Director

Indicate that the request should be sent to the Quest Director and then click submit.

Submit

Step 6: Upload Supporting Documents.

- After you have submitted your request, an email will be sent to you.
- Click on the url link in the email to be taken to your request so you can upload supporting documents.
- You will need to add the following documents to your request:
 - Your syllabus
 - The Letter of Support Form.
- **If you are unable to add the supporting documents, don't worry. You can email your files to Ms. Kendall Kroger at kendall@ufl.edu, and she will add them for you.**

Delete 2 In progress

This is just a test

Info

Process name: Course|New/Close/Modify|Ugrad|Gen Ed|Quest|Temp
Status: Pending at PV - Quest Director
Submitter: Andrew Wolpert
Created: October 7th 2019 3:39 pm
Updated: October 7th 2019 3:39 pm

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Documents

Title
Cover sheet.pdf
Submitted form version 1.pdf or view Abridged version.pdf

Showing 2 of 2 documents

[Add document](#) [Download all documents](#) [Download all files as a single PDF](#)

This is a "Demo Request" that I created to show you how a request appears in the system once it has been generated.

(1) Click on the url in the email sent to you to go to your submission request.
(2) Click on Add document to upload a supporting document.