DIGITAL STUDIES COURSE PROPOSAL POLICY

The Digital Studies Executive Committee will meet once in the Fall and once in the Spring to review any course proposals that have been submitted. The Fall meeting will occur during the first week of October and the Spring meeting will occur during the second week of February.

The deadline for curricular proposals is two weeks prior to the Digital Studies Executive Committee meeting. This will ensure all committee members have enough time to review the proposals and request any additional materials before the meeting.

If a course is approved, it will be added to the Digital Studies DARS effective the following semester (e.g., if a course is approved at the Fall meeting, it will be added to DARS effective the upcoming Spring semester). If an alternate effective date should be considered please indicate that request in the proposal.

DIGITAL STUDIES EXECUTIVE COMMITTEE MEETING DATES AND DEADLINES:

MEETING DATE	DEADLINE TO SUBMIT PROPOSALS
1st week of October (Fall meeting)	Third Friday of September
2nd week of February (Spring meeting)	Last Friday of January

Courses approved by the Digital Studies Executive Committee will be subject to periodic review to ensure they are continuing to meet the specified learning outcomes listed below. Syllabi will be collected and reviewed every two years.

ENROLLMENT REQUIREMENTS

To be considered for the Digital Studies Certificate, at least 5% of the course enrollment must be open to Digital Studies students. If the course you are proposing has specific requisites related to enrollment (e.g., Open only to Journalism majors; Open only to students who have taken Marketing 300), be prepared to show how you will accommodate Digital Studies students in your course.

LEARNING GOALS AND OBJECTIVES

DIGITAL STUDIES CORE REQUIREMENT

IN ORDER FOR A COURSE TO FULFILL THE DIGITAL STUDIES CORE REQUIREMENT, IT MUST ADDRESS THE FOLLOWING KNOWLEDGE AND SKILLS LEARNING GOALS:

- understand key theories and concepts related to digital studies and the historical context surrounding the creation of digital technologies;
- gain familiarity with methods, concepts and tools needed to research and evaluate information related to digital studies;
- think critically about how digital technologies work and their impact on society;
- be able to create strategic communication content and self-expression using digital tools;
- understand the professional and ethical principles related to the field of digital studies.

DIGITAL STUDIES AREA REQUIREMENT

DIGITAL INFORMATION STRUCTURES (I) — THE ANALYSIS AND ASSESSMENT OF DIGITAL ARCHIVES, DATABASES, AND OTHER DIGITAL INFORMATION ARCHITECTURES

IN ORDER FOR A COURSE TO FULFILL THE DIGITAL INFORMATION STRUCTURES REQUIREMENT, IT MUST INCLUDE THE FOLLOWING:

At least 2/3 of class content (e.g., 10 weeks of a 15 week class) must address one or more of the following learning objectives:

- proficiency in the analysis and assessment of information flows between people, organizations, institutions in the present and the past including barriers to flows, inequities of flows, traditional practices and economic models;
- familiarity with methods, tools and practices to organize and package information for consumption within larger information systems and including past and present practices;
- familiarity with key concepts addressing the relationship between power, knowledge, and information including but not limited to issues of information policy, law, or culture;
- familiarity with key concepts with respect to theories and practices of literacies, reading, and information use.

In at least one major assignment, students must demonstrate achievement of one or more of the above learning objectives.

DIGITAL MEDIA (M) — THE ANALYSIS AND ASSESSMENT OF COMMUNICATION THAT IS MEDIATED BY DIGITAL TECHNOLOGIES SUCH AS INTERNET, MOBILE, AND SMART DEVICES INCLUDING DIGITAL VIDEO AND AUDIO CONTENT PRODUCED BOTH IN EVERYDAY DISCOURSE AND BY MEDIA PROFESSIONALS.

IN ORDER FOR A COURSE TO FULFILL THE DIGITAL MEDIA REQUIREMENT, IT MUST INCLUDE THE FOLLOWING:

At least 2/3 of class content (e.g., 10 weeks of a 15 week class) must address one or more of the following learning objectives:

- knowledge of key theories and concepts in the analysis of digital media;
- proficiency with methods, tools and techniques used to analyze and assess digital media;
- familiarity with key concepts related to the development of digital technologies, including but not limited to historical, technical, political and cultural contexts;
- familiarity with key concepts with respect to the relationship between digital technology and society, including but not limited to contemporary debates, social identity, or social change.

In at least one major assignment, students must demonstrate achievement of one or more of the above learning objectives.

DIGITAL FORMS (F) — THE ANALYSIS AND ASSESSMENT OF FORMAL ELEMENTS OF DIGITAL MEDIA EXAMINING BOTH MECHANICAL AND AESTHETIC COMPONENTS INCLUDING VISUAL, AUDIO, INTERACTIVITY AND OTHER DESIGN FEATURES.

IN ORDER FOR A COURSE TO FULFILL THE DIGITAL FORMS REQUIREMENT, IT MUST INCLUDE THE FOLLOWING:

At least 2/3 of class content (e.g., 10 weeks of a 15 week class) must address one or more of the following learning objectives:

- familiarity with aesthetic, ethical and design issues related to digital media forms;
- knowledge of key theories and concepts in the analysis of digital media forms;
- familiarity with key concepts related to the historical and critical development of contemporary design.

In at least one major assignment, students must demonstrate achievement of one or more of the above learning objectives.

DIGITAL PRACTICES (P) — THE ACQUISITION OF SKILLS USED TO CREATE EXPRESSIVE AND STRATEGIC COMMUNICATION CONTENT USING DIGITAL TOOLS SUCH AS DIGITAL VIDEO AND AUDIO EQUIPMENT AS WELL AS SOFTWARE FOR VIDEO AND AUDIO EDITING, WEB-DESIGN, DATABASE AND INFORMATION ARCHITECTURES, APPS, COMPUTER SIMULATION, AND DIGITAL GAMING

IN ORDER FOR A COURSE TO FULFILL THE DIGITAL PRACTICES REQUIREMENT, IT MUST INCLUDE THE FOLLOWING:

At least 2/3 of class content (e.g., 10 weeks of a 15 week class) must address one or more of the following learning objectives:

- familiarity with the tools used to create digital media, including an understanding of their capabilities and limitations;
- proficiency with methods, tools and practices to take a project from conceptualization to final output;
- familiarity with key concepts related to history, theory, and contemporary practice of technology.

In at least one major assignment, students must demonstrate achievement of one or more of the above learning objectives.

SUBMITTING A COURSE PROPOSAL

If you are teaching a course that seems appropriate for the certificate and would like the Digital Studies Executive Committee to review it for inclusion in the certificate curriculum, please complete the online course proposal form. You'll need the following information to successfully complete the proposal:

A. Department
B. Proposer Name
C. Course Title, Number and Description
D. Course size
E. Course Prerequisites
F. Course Level
G. When and how often the course will be offered
H. Which DS learning objectives the course meets
I. Justification – how will this course serve it's own majors/department and how will it serve the Digital Studies population? How does the course add to the Digital Studies curriculum?
J. A sample syllabus

Any questions or feedback about the course proposal process should be directed to Amy Schultz at amy.schultz@wisc.edu.