This reference guide will explain the process for submitting courses for Institutional Competencies using the online course approval system, CAPA.

This process will support the Comprehensive Learner Record, or CLR, at the University of Georgia.

The CLR is designed to highlight students’ validated competencies and achievements that they have acquired through their UGA coursework and activities. Courses and activities that are approved for Institutional Competencies will be displayed in the CLR. For the CLR to be as robust as possible for our students, we encourage as many courses as possible to be submitted through these new CAPA processes.

To navigate to the Institutional Competency Tab when submitting a Course Change Proposal:

**STEP 1: Login to CAPA:**
- Go to capa.uga.edu
- Select the “Create or Change a Course” link
Submit a Course

Ready to create a new course or need to change an existing course? Click below to get started.

CREATE OR CHANGE A COURSE

• Log into CAPA with your UGA MyID and Password

STEP 2: Open a Course Change Proposal
• Select your Unit and your Role within the Unit

UNIT

| Biological Sciences |

ROLE

<table>
<thead>
<tr>
<th>Select a Role</th>
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<tbody>
<tr>
<td>Select a Role</td>
</tr>
<tr>
<td>Department Course Initiator</td>
</tr>
<tr>
<td>Department Staff</td>
</tr>
<tr>
<td>Department Head</td>
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</tbody>
</table>

TASK

• Select “Begin a Course Change/Deletion Proposal” from the “Task” dropdown

STEP 3: Adding Course Objectives and Expected Learning Outcomes to the Syllabus tab that are required for use in the IC tab when working on a Course Change Proposal
• Select “Begin a Course Change/Deletion Proposal” from the “Task” dropdown
Choose the relevant course you wish to edit from the list beneath the selected prefix and select “Begin Proposal”:

Select the “Institutional Competency” checkbox under “Select the Fields You Would Like to Change”, then click “Proceed”: 
Navigate to the top of the Course Change Proposal page and select the "Syllabus" tab:

- To DELETE this course, click on the Delete Course button located under the Proceed and Cancel buttons below.
• Enter Course Objectives and Expected Learning Outcomes for the course in the relevant “Proposed” section of the “Syllabus” page
• Use the “+” button below each text box to make a new text box for additional Objective/Outcomes. Without these Objectives/Outcomes listed, the IC tab will not populate correctly:

**COURSE OBJECTIVES OR EXPECTED LEARNING OUTCOMES**

**CURRENT:**
This course provides non-science majors with an overall idea of how evolutionary and ecological processes work and shape organisms and their interactions with the environment. This course introduces the value of scientific knowledge by letting students apply basic biological concepts to scenarios that relate to their own health and wellness or the health of the natural communities around them. By the end of this course, students will be able to analyze and apply scientific information to everyday situations, analyze figures and communicate their results, critically examine information, and solve problems using facts. This course aims to provide society with citizens who can incorporate facts into their everyday decision-making.

Environmental Awareness Statement:
Human activity has altered and continues to dramatically alter the natural environment. Organismal Biology teaches the general concepts of heritable diversity in how individuals and populations respond to environmental stressors, including heat, dehydration, and environmental pollution. By linking the evolution and distribution of this diversity to observed and predicted changes in the environment caused by accelerating biogeochemical and other nutrient cycles, the course will explore through specific and generalized examples how species respond to this change by shifting their distribution, phenotype, or abundance.

**PROPOSED: (each line’s limit is 4000 characters)**

Learning Objective 1

Learning Objective 2

• Navigate to the top of the Course Change Proposal Page, and select the “IC” tab:
STEP 4: Adding Institutional Competency Information for the Course:

- Select the checkboxes of the relevant Course Objectives and Expected Learning Outcomes from the “Syllabus” tab within all six listed Institutional Competencies, expanding the sections as needed.

  The Institutional Competencies are:
  - Critical Thinking
  - Analytical Thinking
  - Communication
  - Social Awareness & Responsibility
  - Creativity & Innovation
  - Leadership & Collaboration

INSTITUTIONAL COMPETENCY (IC)

INSTITUTIONAL COMPETENCY INSTRUCTIONS
University of Georgia Institutional Competencies
Examples of Courses and Co-Curricular Experiences that Meet an Institutional Competency

IC Form Guidelines: In order to map your course to individual Institutional Competency learning outcomes, please select the appropriate course learning outcomes check boxes listed below (check all that apply).

Critical Thinking

- CRITICAL THINKING
  The ability to pursue and comprehensively evaluate information before accepting or establishing a conclusion, decision, or action.

- IC Learning Outcome: Consider, engage, and analyze opposing viewpoints or arguments
  Course Learning Outcomes:
  - [ ] Course objective 1
  - [ ] Course objective 2

- IC Learning Outcome: Evaluate the credibility of information
  Course Learning Outcomes:
  - [ ] Course objective 1
  - [ ] Course objective 2

- IC Learning Outcome: Support one's own conclusion, decision, or action with sound reasoning and judgment
  Course Learning Outcomes:
  - [ ] Course objective 1
  - [ ] Course objective 2

- IC Learning Outcome: Interpret inferences and develop subtleties of symbolic and indirect discourse
  Course Learning Outcomes:
  - [ ] Course objective 1
  - [ ] Course objective 2

STEP 5: At the bottom of this page, provide a description of how the course/experience content and activities address the selected competency or competencies in the provided text box.
To display a preview of the course in a new window that does not have text boxes and will allow you to print a copy of the proposal, click the “View Proposal in New Window” option at the top of the proposal page.

To copy a link to the proposal, click the icon in the top right corner of the page.

- This copy function will allow you to share the course proposal that is in progress at the Initiator level. Once the course is submitted forward, the proposal will be viewable in CAPA Browse.

STEP 6: Save the Course Change Proposal for later editing, or submit the Course Change Proposal along in the normal approval workflow for further review:

SAVE OR SUBMIT
One of the following must be selected:

- Temporary Save
- Submit to Department Staff
- Submit to Department Head

Proceed