

QEP Scheduling Guide

It is important that QEP courses get the appropriate designations and thus are accurately advertised to students during registration and properly flagged for the Office of Assessment and Accreditation. To that end, this guide lays out several important considerations when creating a QEP course. Please direct any questions or concerns to aaronbroyer@miami.edu.

Faculty List

Ensure that the requesting faculty member appears on the [QEP Faculty List](#).

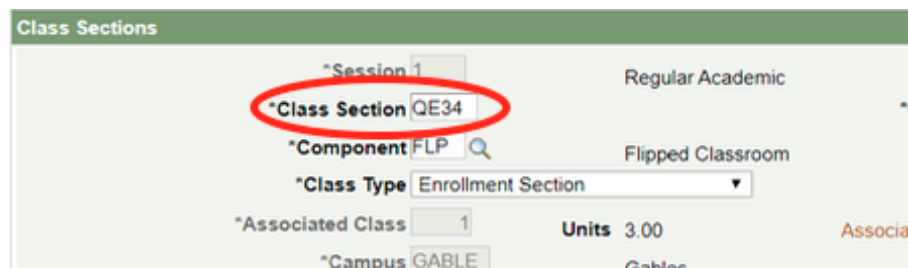
Traditional Undergraduate Course

Verify that the course meets these criteria and thus is a “traditional” course for QEP purposes:

- Is an undergraduate course
- Spans a full fall or spring semester
- Is not fully online or hybrid
- Is 3 or 4 credits
- Enrolls traditional students (for example, those who are pursuing their first bachelor’s degree and are not participating in an accelerated program)

Section Code

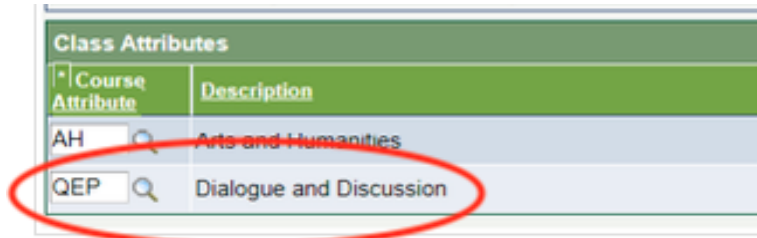
Add “QE” to the course’s section code in CaneLink. All QEP courses must have this prefix.



The screenshot shows the 'Class Sections' form in CaneLink. The 'Class Section' field is highlighted with a red circle and contains the text 'QE34'. Other fields visible include '*Session 1', '*Component FLP', '*Class Type Enrollment Section', '*Associated Class 1', and '*Campus GABLE'. The 'Units' field is set to 3.00.

Attribute

Add the QEP attribute, *Discussion and Dialogue*, in CaneLink. All QEP courses, regardless of the specific methodology used, should have this attribute.



Component

Verify which of the 4 QEP methodologies the requesting faculty member is using and add the appropriate course component. If this component has not already been added at the catalog level, you will need to complete the CIM course online form. Note that filling out this form does not affect other (non-QEP) sections of the course.

<input type="checkbox"/> Additional Components	<input type="checkbox"/> Clinical	<input type="checkbox"/> Discussion
<input type="checkbox"/> Experiential Learning	<input type="checkbox"/> Distance Learning	<input type="checkbox"/> Ensemble
<input type="checkbox"/> Forums	<input type="checkbox"/> Field Studies	<input type="checkbox"/> Flipped Classroom (QEP)
<input type="checkbox"/> Independent Study	<input type="checkbox"/> Harkness (QEP)	<input type="checkbox"/> ICA Ungraded Credit
<input type="checkbox"/> Lecture	<input type="checkbox"/> Intergroup Dialogue (QEP)	<input type="checkbox"/> Laboratory
<input type="checkbox"/> Practicum	<input type="checkbox"/> Lessons	<input type="checkbox"/> Module
<input type="checkbox"/> Seminar	<input type="checkbox"/> Problem-Based Learning (QEP)	<input type="checkbox"/> Research
<input type="checkbox"/> Thesis/Individual Study	<input type="checkbox"/> Studio	<input type="checkbox"/> Thesis Research
	<input type="checkbox"/> Workshop	

Special Rooms and Enrollment Caps

If the QEP course has a Harkness component, add an enrollment cap of 18 in CaneLink and reach out to simpsond@miami.edu to request a Harkness room.

Basic Data Meeting **Enrollment Control** Reserve Cap Notes Exam

Course ID 123657 Course Offering Nbr 1
 Academic Institution University of Miami
 Term Spring 2020 Undergrad
 Subject Area PSY Psychology
 Catalog Nbr 474 SPECIAL TOPICS

Enrollment Control Find | View All First 8 of 8 Last

Session 1 Regular Academic Class Nbr 3796
 Class Section QE32 **Component Harkness** Event ID 000077912
 Associated Class 3 Units 3.00
 *Class Status Active
 Class Type Enrollment Enrollment Status Open
 *Add Consent No Special Consent Required
 *Drop Consent No Special Consent Required
 1st Auto Enroll Section
 2nd Auto Enroll Section
 Requested Room Capacity 15 Total
 Enrollment Capacity 15 13
 Wait List Capacity 200 0
 Minimum Enrollment Nbr

QEP Faculty

College of Arts and Sciences
Arce, Bridget Christine
Bolina, Jaswinder
Britton, Jennifer
Brown, Morgan
Cantrell, Stephen
Chappell, Richard
Delgado, Christine
Gaines, Michael
Gal, Nadia
Goodmann, Thomas
Green, William
Indorf, Jane
Johnson, Joanna

Knecht, Marc
Maranto, Gina
Nielsen, Amie
Nowotny, Kathryn
Perez Sanchez, Gema Pilar
Petersen, Nick
Ramakrishnan, Subramanian
Roy, Shouraseni
Schifani, Allison
Shearer, Rebecca
Teufel Dreyer, June
Walsh, Robyn
Wang, Yunqiu
Whitlock, Barbara
Wilson, Alexandra

College of Nursing
Falcon, Ashley
Liang, Zhan
Matsuda, Yui
Porter, Andrew
Presti, Carmen

Frost School of Music
Lesiuk, Teresa
Zdzinski, Stephen

School of Architecture
Hector, Denis

School of Education & Human Development
Lipsky, Miriam
McNary, Erin
Oberoi, Ashmeet
Whisenant, Warren

Herbert Business School
Agramonte, Amy
Azadi, Zahra
Barrett, Brian
Levine, Seth
Olazabal, Ann

Rosenstiel School of Marine and Atmospheric Science
Del Campo, Javier
McDonald, Danielle

School of Communication
Driscoll, Paul
Grace, Lindsay
Habashi, Ali
Lane, Christina
Millet, Barbara
Ramaprasad, Jyotika
Seelig, Michelle
Wu, Yanfang

College of Engineering
Alsafrjalani, Hammam
Basalo, Ines
Giancaspro, James
Ruiz Pestana, Luis