

Directions for Curriculum and Semester Templates

The new templates can be found in T:\Curriculum Guides\Templates

1. Open the appropriate template file and save a copy to your storage folder.
2. Do not change the wordmark file. It does not preview well, but prints clean and accurately. Word does not render clean EPS previews making you think it will print poorly.
3. Replace the **Program Name** text with your program leaving it Arial, 14 pt. If your program name is extremely long and does not fit, put the main portion of the name in 14 pt and the remaining descriptive portion of the name in 10 pt.

Example:

Horticulture – Science, Nursery Management, Production, Greenhouse Management, Landscape - KSU

4. After the degree, please include the total hours needed to complete the degree.
Example: Associate in Applied Science (Total Credit Hours – 64)
5. All of the cells in the tables are pre-formatted to be in 8 pt. Arial.
6. Please remove any blank rows in each table if they are not needed. Some blank rows may be desirable for planning purposes.
7. Your template must fit on one page. If it does not, please contact Todd Moore or Connie Wagner and we will follow up to see what can be done to accommodate length.
8. Make sure that you **update the revision date** notation below the last table on the lower right side of your page.
9. **File naming format:** Try to keep the name intelligible to those accessing the document. Some program names are very long and difficult. Use your best judgment to avoid long file names that could cause problems accessing from the web. *Unless we see file names come in really long, we will accept your name as long as the front portion of the file name for degree type, curriculum, and semester are correct.* Although these files will be organized into curriculum and semester folders on the web, we want the file name to reflect what they are in a stand-alone situation so we must include whether it is a curriculum and semester template.

Curriculum Templates:

DEGREE-Cur-ProgramName

**If you feel your program name has recognizable standard abbreviations, use them when possible. Possibly “Sci” for Science, “Tech” for Technology, “Mgmt” for Management, etc.

Example: Criminal Justice: Law Enforcement and Corrections

File Name: AAS-Cur-CJ-LawEnf-Corrections

Example: Pre-Dental Hygiene: University of Missouri-KC School of Dentistry

File Name: AS-Cur-PreDentalHyg-UMKC

Example: Entry Level Dietary Manager Training

File Name: CERT-Cur-EntryDietaryMgrTraining

Semester Templates:

DEGREE-Sem-ProgramName

**If you feel your program name has recognizable standard abbreviations, use them when possible. Possibly “Sci” for Science, “Tech” for Technology, etc.

Example: Pre-Health Information Management

File Name: AS-Sem-PreHealthInfoMgmt

Example: Criminal Justice: Law Enforcement

File Name: AS-Sem-CJ-LawEnforcement

Example: Animal Science: BioScience /BioTechnology

File Name: AS-Sem-AS-BioSciBioTech

10. Send your Word document to Jenna Wornkey in ISS.