The General Education Board invites you to propose one (or more) of your undergraduate courses for a Focus Designation. (Focus Requirements went into effect in the Fall of 2001 at UHM and became part of HCC’s Associate of Arts Degree Requirements in the Fall of 2002. Beginning in Fall 2002, HCC A.A. students must complete two WI focus classes and one class in each of the other three focus areas).

The appropriate HCC Faculty Focus Board(s) will review all proposals to ensure that approved courses meet Focus Hallmarks. If the Focus Board approves the request for a new Focus Designation, the certification of the Focus designation for the proposing is valid for three years. Re-certification of the Focus designation is valid for five years. The designation is instructor/section/course specific.

**Instructions:** Submit this cover sheet, the application form associated with the Focus Designation(s) you seek (describing how the course meets the Focus Hallmarks), and a copy of the course syllabus. Be sure to include a syllabus that is consistent with the focus designation request. The syllabus should not be generic, but should include information for students about the focus designation. The syllabus must include focus-specific and instructor-specific Student Learning Outcomes, a course description that matches the current catalogue, an articulation statement that clearly indicates the requirements the course fulfills and a statement for student’s with disabilities.

After review, approval, and signature by Division Chair, submit to the Focus Committee Chair.

Please provide course information:

1. Course ALPHA: ________  Course NUMBER: ________
2. Course Title:
3. Instructor Name:
4. E-mail Address:
5. Campus Phone:
6. Select the Focus Designation(s) you are requesting for the above course. Check at least one box. (If seeking multiple Focus Designations, print a separate proposal for each Designation)

- Contemporary Ethical Issues (E)
- Hawaiian, Asian, and Pacific Issues (HAP)
- Oral Communication (O)
- Writing Intensive (W)

7. Using the appropriate Focus Designation Application form, describe how your course meets the Focus Hallmarks and attach a copy of your course syllabus.

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Completed/signed forms and syllabus are kept on file in the UC Dean's Office.