



## Program/Unit Proposal

**For Submitters:** This form is used to collect all the information necessary for internal and external approval bodies to evaluate your proposal for a program or unit. Begin by selecting the "Type of Proposal" and complete all fields that appear based on your selection.

**For Reviewers:** Each submitted proposal includes:

1. responses to the questions for a given program or unit
2. applicable supporting documents available for download.

The status of the proposal is seen by toggling the **View** from "Review" to "Status" at the top of the page.

Please contact [curriculum@utah.edu](mailto:curriculum@utah.edu) if you have any questions about this form.

### Type of Proposal \*

New Graduate Certificate

## Proposal Instructions

### New Graduate Certificate Proposal Instructions

## Required Documents

- Letters of Support
  - Dean
  - Department Chair
  - Senior Vice President of Health Science Center (if applicable)
  - Interdisciplinary programs (if applicable)
  - Community/Industry (if applicable)

## Submission

Proposals should be through the Department and College approvals at least 10 business days prior to the [Graduate Council due dates](#).

## Approval Process

1. **Department/Faculty Committee** Approval
2. **College Committee** Approval
3. **Graduate Council** Approval
4. **Executive Committee/Academic Senate** Approval
5. **Board of Trustees** Approval
6. **Senior Vice President for Academic Affairs (SVP-AA)** Approval
7. **Commissioner of the Utah System of Higher Education (USHE)** Notification

**8. Northwest Commission on Colleges and Universities (NWCCU) Notification**

## Proposal Presentation

1-2 individuals will be asked to present the proposal at the Graduate Council and at the Executive Committee/Academic Senate.

## Final Approval/Advertising

Following the final approval of your proposal, campus will be notified and ONLY at that point can you begin operations or advertisement.

## Tracking

The status of this proposal can be tracked after submission at

<https://utah.kuali.co/app/builder/#/list/approval-process>.

### Policies

#### Graduate Certificate Policies

Review the [University policy for Graduate Certificates](#) in the Regulations Library.

## Additional requirements:

Graduate certificates can be offered to non-matriculated students on a stand-alone basis (meaning they are not enrolled in any other degree seeking program). However, the students must be made aware ahead of time that:

- As a non-matriculated student they are not eligible for federal aid.
- If they wish to continue on with a subsequent master's degree (or PhD) , then only 9 credit hours of their certificate coursework may count towards their future degree.

If your intent is to allow students to pursue the graduate certificate on a stand-alone basis, make this clear in your proposal.

### Proposal Information

If applicable, include emphases in the **Program/Unit Title(s)** field below.

**Program/Unit Title(s) \***

Graduate Certificate in Language and Culture

**Sponsoring School/College**

College of Humanities

**Sponsoring Department/Program**

World Languages and Cultures

**Is this a Health Sciences proposal?**

<b>Participating Interdisciplinary Program(s)</b> Master of Public Administration Program, International Affairs & Global Enterprise MS Program	
<b>Proposed Effective Semester</b> Fall	<b>Proposed Effective Year</b> 2020
<b>Program/Unit Description</b> Present a brief proposal description.  The University of Utah Department of World Languages and Cultures requests approval to offer a Language and Culture Certificate for Graduate Students effective Fall 2020. The purpose of the Language and Culture Certificate for Graduate Students is to give graduate students tangible proof of their foreign language and culture training. The Certificate is offered in the following languages: Arabic, Chinese, French, German, Italian, Japanese, Korean, Portuguese, Russian, and Spanish.	
<b>Classification of Instructional Program (CIP) Code</b> For CIP code classifications, visit <a href="https://nces.ed.gov/ipeds/cipcode/Default.aspx">https://nces.ed.gov/ipeds/cipcode/Default.aspx</a> .	
<b>Minimum Credit Hours Required</b> 15	<b>Maximum Credit Hours Required</b> 15
<b>Are you interested in offering this program online?</b> No	<b>Would you consider offering this program online in the next 5 years?</b> No
<b>Will any part of this program be offered as an out-of-service area delivery program?</b>  Examples of out-of-service areas include the Asia Campus, Ghana Campus, etc.  No	
<b>Proposal Justification</b>	
<b>Program/Unit Rationale</b> Present a brief program/unit description. Describe the institutional procedures used to arrive at a decision to offer the program/unit. Briefly indicate why such a program/unit should be initiated. State how the institution benefits by offering the proposed program/unit. Provide evidence of student interest and demand that supports potential program/unit enrollment. Include information about which population(s) will be served by the program/unit.  * The purpose of the Language and Culture Certificate for Graduate Students is to give graduate students tangible	

proof of their foreign language and culture training.

\* The Certificate is offered in the following languages: Arabic, Chinese, French, German, Italian, Japanese, Korean, Portuguese, Russian, and Spanish.

\* The Certificate requires 15 hours of course work / 15 credits.

\* Students will take a placement test and must test above the 2020-level (= four semesters of language study) in the target language. This corresponds to the BA language requirement.

\* The Certificate consists of five upper-level courses in the target language, including 3060 (=Advanced Grammar). All courses in all target languages are offered on a regular basis in the department of World Languages and Cultures.

\* Two of the five required courses can be taken during the summer through one of the Department's five-week Learning Abroad Programs (for instance, French in Grenoble, Japanese in Osaka, German in Kiel, etc.)

\* At the end of the program students can (but are not obliged to) take the OPI test (= Oral Proficiency Interview), which is a nationally recognized test to assess the learner's speaking ability. It is anticipated that Certificate students will reach Level 3, demonstrating "Professional Working Proficiency." (Level 3 stipulates that the learner can "discuss topics extensively, support opinions, hypothesize. Deal with linguistically unfamiliar situations.")

[https://www.actfl.org/sites/default/files/pdfs/TLE\\_pdf/OralProficiencyWorkplacePoster.pdf](https://www.actfl.org/sites/default/files/pdfs/TLE_pdf/OralProficiencyWorkplacePoster.pdf)

See also: <https://www.languagetesting.com/oral-proficiency-interview-opi> <https://www.languagetesting.com/actfl-proficiency-scale>

#### Labor Market Demand

Provide local, state, and/or national labor market data that speak to the need for this program/unit.

Occupational demand, wage, and number of annual openings information may be found at sources such as [Utah DWS Economic Data](#) and the [Occupation Outlook Handbook](#).

Utah is home to many private and public industries, businesses, and NGOs including the LDS Church, and several consulting firms where knowledge of a different languages and cultures is an important asset. According to an article from 2014 in The Economist, speaking an additional language on average adds about 2% to earnings over the course of a lifetime: <https://www.economist.com/prospero/2014/03/11/johnson-what-is-a-foreign-language-worth>.

#### Consistency with Institutional Mission and Impact on Other USHE Institutions

Explain how the program/unit is consistent with the [institution's mission and goals](#). Indicate if the program/unit will be [delivered outside of designated service area defined by USHE](#) in R315; provide justification.

The proposed Language and Culture Certificate for Graduate Students is consistent with the University of Utah's mission to foster student success because it will expand the range of jobs open to graduate students. It is consistent with the mission to generate and share new knowledge, discoveries, and innovations because it increases students' ability to participate in these endeavors across languages and cultures. It is consistent with the mission to engage local and global communities to promote education, health, and quality of life because students with advanced language and culture training are in a position to contribute more effectively to the well-being of diverse local and global communities. It is consistent with the mission of responsible stewardship of our intellectual, physical, and financial resources because it is a cost-neutral means of enhancing student success through the teaching of languages and cultures.

The program will not be delivered outside the University of Utah's designated service area because all courses will be taught on the University of Utah campus. An exception are those courses taught through the University of Utah's approved Learning Abroad programs.

#### Finances

What costs or savings are anticipated in implementing the proposed program/unit? If new funds are required, indicate expected sources of funds. Describe any budgetary impact on other programs or units within the

institution.

There are neither new instructional costs nor savings associated with this Certificate since it draws entirely from existing courses. The only requirement is the creation of graduate sections in conjunction with existing undergraduate courses.

## Curriculum

List program curriculum *OR* attach curriculum document below.

- Include all courses, including new courses, to be offered in the proposed program by prefix, number, title, and credit hours.
- Indicate new courses with an asterisk (\*).
- The total number of credit hours should reflect the number of credits required.

### Program Curriculum

- \* The purpose of the Language and Culture Certificate for Graduate Students is to give graduate students tangible proof of their foreign language and culture training.
- \* The Certificate is offered in the following languages: Arabic, Chinese, French, German, Italian, Japanese, Korean, Portuguese, Russian, and Spanish.
- \* The Certificate requires 15 hours of course work / 15 credits.
- \* Students will take a placement test and must test **above the 2020-level** (= four semesters of language study) in the target language. This corresponds to the BA language requirement.
- \* The Certificate consists of **five upper-level courses** in the target language, including 3060 (=Advanced Grammar). All courses in all target languages are offered on a regular basis in the department of World Languages and Cultures.
- \* Two of the five required courses can be taken during the summer through one of the Department's five-week Learning Abroad Programs (for instance, French in Grenoble, Japanese in Osaka, German in Kiel, etc.)

### Program Curriculum and/or Supporting Documents

No file attached

## Program Requirements

### Admission Requirements

Students must take a language placement exam and qualify at a 2020 level or above to enter the program.

### Graduation Requirements

### Advising Plan

In addition to the **Advising Plan**, include the answers to the following questions:

- How closely does the proposed curriculum align with current curriculum for advisors?
- What is the ratio of students to advisors?
- Will advisors be expected to participate in marketing, promotion, and recruitment of students?

We estimate that administering the program will not place an undue additional administrative burden on the Director of Graduate Studies and the Graduate Advisor in the Department of World Languages and Cultures.

## Learning Outcomes

### Learning Outcomes

All proposals must include the expected learning outcomes. [Guidance on learning outcomes](#) is available from the Office of Learning Outcomes Assessment.

Learning Outcomes: It is anticipated that students who have completed the Graduate Language and Culture Certificate in **French, German, Italian, Portuguese and Spanish** will reach the **Advanced Level** according to the ACTFL (=American Council on the Teaching of Foreign Languages) guidelines.

In terms of linguistics proficiency, a learner at the Advanced Level can “narrate and describe in past, present, and future. Deal effectively with an unanticipated complication.” In terms of cultural proficiency, the learner is able to explain in their “own and other cultures...some diversity among products and practices and how it relates to perspectives.”

It is expected that students who have completed the Graduate Language and Culture Certificate in **Arabic, Chinese, Japanese, Korean, and Russian** will reach the **Intermediate Level** according to the ACTFL guidelines. In terms of linguistics proficiency, a learner at the intermediate level can “Create with language, initiate, explain and bring to a close simple conversations by asking and responding to simple questions.” In terms of cultural proficiency, the learner is able to make in their “own and other cultures... comparisons between products and practices to help understand perspectives.”

### Learning Outcomes Assessment

Include how the program will analyze evidence and evaluate the learning outcomes.

Assessment: All students are required to take ACTFL’s OPI (Oral Proficiency Interview) or OPIc (Oral Proficiency Interview –computer) to complete their Certificate. The Oral Proficiency Interview is a nationally recognized test that assesses both language proficiency and cultural knowledge.

## Documentation

### Faculty Consultation

Describe the process by which faculty in the participating departments or programs were consulted in the preparation of the proposal in 1-2 sentences.

The creation of the Language and Culture Certificate for Graduate Students has been discussed among faculty members since Fall 2017. It was unanimously approved by the Department of World Languages and Cultures on December 6, 2018.

## Letters of Support

Department Chair/Director Letter of Support

[gcert\\_LOS-chair\\_ToscanoM.pdf](#) (288.0 kB)

College Dean Letter of Support

[gcert\\_LOS-dean\\_SCulver.pdf](#) (89.3 kB)

**Optional letter(s) of support:**

<b>Interdisciplinary Program(s) Letter(s) of Support</b> <a href="#">gcert_LOS-adtl_comb.pdf</a> (558.6 kB)	<b>Community/Industry Letter(s) of Support</b> No file attached
--	--

**Optional additional documents:**

No file attached
------------------

**Workflow Questions****Select the council(s) that apply to this proposal: \***

Graduate Council

**Select all that apply: \***

None of the above

**This form is submitted by: \***

Margaret Toscano

**Questions about this proposal can also be directed to:**

Please indicate 1-2 other individuals who are able to answer questions about this proposal:

**For Internal Use Only****NWCCU Approval Notification**

No file attached

**Curriculum Administration** at the University of Utah  
[curriculum.utah.edu](http://curriculum.utah.edu) | Marriott Library 1705  
(801) 587-7843 | [curriculum@utah.edu](mailto:curriculum@utah.edu)

[Disclaimer](#) | [Privacy](#)



## DEPARTMENT OF WORLD LANGUAGES & CULTURES

### THE UNIVERSITY OF UTAH

January 8, 2020

Graduate Council  
University of Utah

Dear Council Members:

I am writing to give my support for the Department of World Languages & Cultures to offer a Language and Cultural Certificate for Graduate Students to be effective Fall 2020. The purpose of this certificate is to give graduate students tangible proof of their foreign language and foreign cultural training. The certificate will be offered in the following languages: Arabic, Chinese, French, German, Italian, Japanese, Korean, Portuguese, Russian, and Spanish.

There are a number of benefits to the University of Utah and the State of Utah. First, students will be able to develop and demonstrate skills in other languages and cultures that will add value to the other areas that they are studying (e.g. business, health services, etc.). The Certificate will document foreign cultural and language skills when students' degrees are not in our language department, which will distinguish them on the job market and open up job opportunities. In addition, these certificates will support the global learning and intercultural competence that the University of Utah prizes. It will also offer further skills and training to those who plan on teaching in Utah.

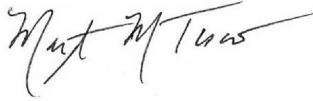
As Utah is becoming more culturally diverse, employers value graduates who can work with various populations here and abroad. There are a number of private and public businesses, NGOs, including the LDS Church, who view foreign language and culture skills as an important asset in their employees. The only other university in Utah that offers a language certificate is BYU, and it is only for their own undergraduates. Thus, this Certificate will be a unique offering that sets the U of U apart in the state.

This proposed Certificate lines up with the institutional mission of the University of Utah in the following ways: fostering student success, generating and sharing new knowledge, engaging local and global communities, promoting education and quality of life, and acting as responsible stewards. There will be no new costs with this certificate because it draws on existing courses and teachers. There will only be a need to add graduate sections connected to already existing undergraduate language classes. The administrative burden will be shared by the Director of Graduate Studies in our department and the Graduate Advisor.



We believe that this Certificate will have a positive impact on graduate students, the University of Utah, and the State of Utah. It will promote the goal of a “University for Utah”—its citizens, communities, and businesses.

Sincerely,

A handwritten signature in black ink, appearing to read "Margaret Toscano". The signature is fluid and cursive, with the first name "Margaret" and last name "Toscano" clearly distinguishable.

Dr. Margaret Toscano  
Associate Professor of Classics and Comparative Studies  
Chair, Department of World Languages and Cultures



255 S. Central Campus Drive | Room 2100 | Salt Lake City | UT | 84112  
phone 801.581.6214 | humanities.utah.edu

January 23, 2020

Graduate Council  
University of Utah  
CAMPUS

Dear Council Members,

I am writing to convey my strong endorsement of the proposed Language and Cultural Certificate for Graduate Students. I think this course of study will provide a significant enhancement to professional and graduate degrees. The Department of World Languages and Cultures has an important role to play in providing pathways to proficiency in a number of languages and cultures for graduate and undergraduate students across all our disciplines. Through our FLAS grants, we are already supporting graduate research abroad in a variety of fields. This certificate would further underscore our commitment to increasing global awareness and cross-cultural competence among all our graduates.

I was pleased to see the strong support for this program among the faculty in World Languages and Cultures, and am pleased that, in addition to popular languages such as French, Chinese and Spanish, lesser taught but globally significant languages such as Arabic, Russian, Korean and Portuguese will be included. We have recently restructure the department's staff and an advisor, devoted exclusively to graduate programs, should be able to provide Certificate students with the support they will need. The Certificate will be administered by the Director of Graduate Studies. The curriculum will draw on current courses and faculty, though we will need to connect graduate sections to undergraduate language classes. This should be seen as a valuable addition to our current graduate programs.

Sincerely,

Stuart Culver  
Dean, College of Humanities

**Master of Science in International Affairs and Global Enterprise**

---

260 South Central Campus Drive, Suite 3050 Salt Lake City, Utah 84112 (801) 585-7834

January 9, 2020

Margaret Toscano, PhD  
Chair, Department of World Languages and Cultures  
College of Humanities  
University of Utah  
Salt Lake City, UT 84112

Dear Dr. Toscano,

I am writing to express my strong support for Department of World Languages & Cultures to offer a Language and Cultural Certificate for Graduate Students. We currently require advanced proficiency in a second language from all of our Master of International Affairs and Global Enterprise (MIAGE) students and consider a knowledge and understanding of a language other than English to be essential to our students' success. After conversations with our Practitioner Advisory Committee (PRAC), comprised of MIAGE alumni; employers of MIAGE graduates and interns; other universities' global program leaders (UVU and USU); executives and managers from international business, INGOs, and government entities; they universally expressed a desire for the creation of a vehicle for students to deepen their mastery of foreign languages and cultures so that they can be more effective members of the global economy.

Our graduates work internationally and locally with international companies. It is our program's and PRAC's opinion that this Certificate will give recipients an edge in the job market as it will document foreign cultural and language skills.

The MIAGE program enthusiastically supports this opportunity for graduate students at the University of Utah to earn a graduate certificate in Language and Culture to enhance their graduate coursework.

Sincerely,  
Stephen Bannister, PhD

Program Director



Gardner Commons  
260 Central Campus Drive, Room 3050  
Salt Lake City, UT 84112  
801.581.6781

10 January, 2020

To: Dr. Margaret Toscano, Chair, Department of World Languages and Cultures  
From: Erin Moore, Program Manager, University of Utah Master of Public Administration  
Re: Support for Language and Cultural Graduate Certificate

Dear Dr. Toscano,

I am writing to express my strong support for the Department of World Languages & Cultures to offer a Language and Cultural Certificate for Graduate Students. Though the Master of Public Administration does not have a language requirement, many of our students either speak a second language or have interest in studying one, and a graduate certificate would afford them an opportunity to incorporate language studies in their master's program. Our students and graduates work at all levels of government as well as the nonprofit sector, primarily in Utah. Some go on to hold elected office in addition to other public service roles. Serving the public effectively requires an understanding of the diverse cultures represented among one's constituents, and language studies are a critical part of that understanding. Our hope is that this certificate program will be a mechanism through which our graduate students can grow in their understanding of the communities they serve.

The MPA program enthusiastically supports the establishment of this Graduate Certificate.

Sincerely,

Erin Moore, M.S. M.S.  
*Program Manager*  
Master of Public Administration (MPA)  
*Adjunct Assistant Professor*  
Master of International Affairs and Global Enterprise (MIAGE)  
University of Utah  
332 S 1400 E Room 236  
Salt Lake City, UT 84112  
801.585.7985