

Submit original with signatures + 1 copy+ electronic copy to UAF Governance.

See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

**TRIAL COURSE OR NEW COURSE PROPOSAL**

**SUBMITTED BY:**

Department	Civil and Environmental Eng.	College/School	CEM
Prepared by	Robert Perkins	Phone	474 7694
Email Contact	raperkins@alaska.edu	Faculty Contact	Robert Perkins

1. ACTION DESIRED (CHECK ONE):	Trial Course		New Course	X
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2. COURSE IDENTIFICATION:	Dept	CE	Course #	F658F	No. of Credits	1
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Justify upper/lower division status & number of credits:

Course is intended for professional students who are college graduates. Credits are based on contact minutes and content. They are roughly one-third of a regular three-credit graduate course.

3. PROPOSED COURSE TITLE:	Written Communications
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4.To be CROSS LISTED? YES/NO	No	If yes, Dept:		Course #	
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(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)

5.To be STACKED? YES/NO	No	If yes, Dept.		Course #	
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6. FREQUENCY OF OFFERING:	As demand warrants
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Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) – or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING (if approved)	As demand warrants
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**8. COURSE FORMAT:**

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT: (check all that apply)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6 weeks to full semester
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OTHER FORMAT (specify)	Two 2 hour and 15 minute lectures per week for three weeks delivered face-to-face or via video conferencing.
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Mode of delivery (specify lecture, field trips, labs, etc)	Lectures
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9. CONTACT HOURS PER WEEK:	4.5	LECTURE hours/weeks		LAB hours /week		PRACTICUM hours /week
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Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See <http://www.uaf.edu/uafgov/faculty/cd/credits.html> for more information on number of credits.

OTHER HOURS (specify type)	N/A
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**10. COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):**

CE F658F, Written Communications, 1 credit

This course will explore the aspects of effective written communications required in the project management environment. It will focus on the importance of analyzing the audience and tailoring the type and level written communications to the situation.

11. **COURSE CLASSIFICATIONS:** (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

H = Humanities	<input type="checkbox"/>	S = Social Sciences	<input type="checkbox"/>
Will this course be used to fulfill a requirement for the baccalaureate core?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES, check which core requirements it could be used to fulfill:			
O = Oral Intensive, Format 6	<input type="checkbox"/>	W = Writing Intensive, Format 7	<input type="checkbox"/>
		Natural Science, Format 8	<input type="checkbox"/>

12. **COURSE REPEATABILITY:**

Is this course repeatable for credit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).		
How many times may the course be repeated for credit?	<input type="text"/>	TIMES
If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?	<input type="text"/>	CREDITS

13. **GRADING SYSTEM:** Specify only one.

LETTER:	<input checked="" type="checkbox"/>	PASS/FAIL:	<input type="checkbox"/>
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**RESTRICTIONS ON ENROLLMENT (if any)**

14. <b>PREREQUISITES</b>	None
These will be required before the student is allowed to enroll in the course.	
<b>RECOMMENDED</b>	Admission to the Graduate Certificate in Construction Management program
Classes, etc. that student is strongly encouraged to complete prior to this course.	

15. <b>SPECIAL RESTRICTIONS, CONDITIONS</b>	
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16. <b>PROPOSED COURSE FEES</b>	\$
Has a memo been submitted through your dean to the Provost & VCAS for fee approval? Yes/No	<input type="checkbox"/>

17. **PREVIOUS HISTORY**

Has the course been offered as special topics or trial course previously? Yes/No	No <input type="checkbox"/>
If yes, give semester, year, course #, etc.:	

18. **ESTIMATED IMPACT**

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.
These courses were approved by the Board of Regents for special tuition and are expected to be self-supporting

19. **LIBRARY COLLECTIONS**

Have you contacted the library collection development officer (kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No library involvement
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20. **IMPACTS ON PROGRAMS/DEPTS**

What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)

The Graduate Certificate in Construction Management and its courses was approved by the CEE faculty and the CEM dean.

**21. POSITIVE AND NEGATIVE IMPACTS**

Please specify **positive and negative** impacts on other courses, programs and departments resulting from the proposed action.

This course follows the New Degree Program Request which examined the growth in the CEE department. No additional positive or negative impacts from this course are likely.

**JUSTIFICATION FOR ACTION REQUESTED**

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

This course is part of a UAF CEE outreach to package our graduate classes in a way that is convenient to students and their employers. This outreach was formalized in a New Degree Program Request for a Graduate Certificate in Construction Management which was approved by the UA Board of Regents in September 2009. The courses in this program grew out of a needs assessment by UAF CEE of Alaska engineering employers, including governments, consultants, and contractors, that indicated that courses of about one credit's intensity were best. The classes are being taught by UAF faculty, emeritus faculty, or appropriate adjuncts approved by the CEE faculty and Chair. All classes feature an assessment process: tests, reports, presentations, and/or graded homework.

**APPROVALS:**

	Date	
Signature, Chair, Program/Department of:		

	Date	
Signature, Chair, College/School Curriculum Council for:		

	Date	
Signature, Dean, College/School of:		

	Date	
Signature of Provost (if applicable)		
Offerings above the level of approved programs must be approved in advance by the Provost.		

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

	Date	
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		

**ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)**

		Date	
Signature, Chair, Program/Department of:			

  

		Date	
Signature, Chair, College/School Curriculum Council for:			

  

		Date	
Signature, Dean, College/School of:			

# Outline Syllabus

## Written Communications

### 1. Course information:

Written Communications, CE F658F, One credit,  
Prerequisites: Recommended Admission to the Graduate Certificate in Construction Management Program.

*Location and Meeting Time* will be specific to each offering of the course.

### 2. Instructor (and if applicable, Teaching Assistant) information:

*Instructors Name, Office Location, Office Hours*, as well as *Telephone and Email* contact information will be specific to each offering of the course.

### 3. Course readings/materials:

Handout of text material and assigned material students will download from the Internet.

### 4. Course description:

This course will explore the aspects of effective written communications required in the project management environment. It will focus on the importance of analyzing the audience and tailoring the type and level written communications to the situation.

### 5. Course Goals (general), and (see #6)

Improve the student's skills in managing construction and project communication.

### 6. Student Learning Outcomes (more specific)

Understand issues of audience type and be able to determine level and type of written communication needed.

Understand basic written documentation requirements for construction management projects.

### 7. Instructional methods:

Face to face lecture and remote lectures via video conferencing, student presentations and reports. Students will use the Internet to download some instruction material.

### 8. Course calendar:

#### Class 1

Introduction.

Types & purposes of written documents.

What to document & When

Class 2.

Guest Speaker, technical writing instructor

Audience Identification

Understanding an audience

Class 3.

Quiz

Adjusting a document to the audience

Effective editing techniques

Class 4

Written communications in the digital age

Plagiarism and proper citation methods

Class 5

Legal considerations of construction documents

Handling documents once a claim is made

Class 6

Document retention issues

Class presentations – final paper due

**9. Course policies:**

Due to the limited number of classes, attendance and class participation is expected in all classes, unless arranged otherwise with the instructor, and will be considered in determining final grade. Plagiarism will not be tolerated.

**10. Evaluation:**

The final grade will be determined on the following basis:

Final presentation (written: 40%; oral: 15%)	55%
Quiz	20%
Class participation	13%
Attendance (6 @2%)	12%

**11. Support Services:**

Administrative services for the course are provided by the Center for Distance Education 907-479-4757 and technical assistance by Video Conferencing Services 1-800-910-9601

**12. Disabilities Services:**

The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials.

We will work with the Office of Disabilities Services (208 WHIT, 474-5655) to provide reasonable accommodation to students with disabilities.