

FORMAT 1

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	Department of Social and Human Development	College/School	UAF College of Rural And Community Development
Prepared by	Veronica Plumb	Phone	455-2038
Email Contact	vmplumb@alaska.edu	Faculty Contact	Veronica Plumb

1. **ACTION DESIRED**
(CHECK ONE): Trial Course New Course

2. **COURSE IDENTIFICATION:** Dept Course # No. of Credits

Justify upper/lower division status & number of credits:

This class will be used as a requirement within the Child Development and Family Studies B.A. Major. The course will be a capstone project used to develop a portfolio demonstrating knowledge constructed through course work within the CDFS major, specific concentration, and field experiences.

3. **PROPOSED COURSE TITLE:** Child Development and Family Studies Portfolio

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

5. **To be STACKED?** If yes, Dept. Course #
YES/NO

6. **FREQUENCY OF OFFERING:** Fall and spring as demand warrants
Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) - or As Demand Warrants

7. **SEMESTER & YEAR OF FIRST OFFERING** (if approved) Fall 2012

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) 1 2 3 4 5 6 weeks to full semester

OTHER FORMAT (specify)

Mode of delivery (specify lecture, field trips, labs, etc)

Student /Instructor meetings. Independent field time to create Portfolio

9. **CONTACT HOURS PER WEEK:** LECTURE hours/weeks LAB hours /week PRACTICUM hours /week

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)

10. COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):

ECE 480 Portfolio (.5 + 0 + 1.5) 1 credit

A capstone project demonstrating the graduating candidate's professional development as a result of the Child Development and Family Studies program and documenting teaching or professional practices congruent with the goals of the program. The portfolio is recommended for the Child Development and Family Studies BA Degree program in lieu of a written comprehensive exam or a thesis. Required completion of all CDFS major and concentration course work. Can be taken in conjunction with ECE 471, 472 or 473. (.5 = 0 = 1.5)

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

S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? YES NO

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, Format 6

W = Writing Intensive, Format 7

Natural Science, Format 8

12. COURSE REPEATABILITY:

Is this course repeatable for credit? YES NO

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

N/A

How many times may the course be repeated for credit?

N/A 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?

N/A CREDITS

13. GRADING SYSTEM: Specify only one.

LETTER:

PASS/FAIL:

RESTRICTIONS ON ENROLLMENT (if any)

14. PREREQUISITES All CDFS major and concentration course work. Can be taken in conjunction with ECE 471, 472, or 473.

These will be required before the student is allowed to enroll in the course.

15. SPECIAL RESTRICTIONS, CONDITIONS

N/A

16. PROPOSED COURSE FEES

\$0.00

Has a memo been submitted through your dean to the Provost & VCAS for fee approval? Yes/No

17. PREVIOUS HISTORY

Has the course been offered as special topics or trial course previously? Yes/No

No

If yes, give semester, year, course #, etc.:

N/A

18. ESTIMATED IMPACT

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

ECE 480 will be offered cross-regionally through distance methods or locally from the UAF campus. When the course is offered locally from UAF, there will be minimal impact on facilities/space.

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

Yes

February 1, 2011; Library collections are adequate. If we need anything, let them know.

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)

Not aware of any programs/departments that will be affected by this proposed action.

21. POSITIVE AND NEGATIVE IMPACTS

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

There are no known negative or positive impacts on other courses, programs and departments.

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.

Child Development and Family Studies (CDFS), is a program that evaluates students through knowledge acquisition and application of skills program course work, field experiences, and capstone clinical /practica experiences are demonstrated the development of a program portfolio. Through program assessment, CDFS program faculty and staff have realized that the students have been having a challenging time developing portfolios on their own. The CDFS program has proposed ECE 480 a 1-credit course designed to guide students through the portfolio development process.

APPROVALS:

Veronica [Signature] Date Sept 29, 11

Signature, Chair, Program/Department of: Child Dev and Fam Studies

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

Signature, Dean, College/School of:

Signature, Dean, College/School of: Date

Signature of Provost (if applicable) Date

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

<input type="text"/>	Date	<input type="text"/>
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		

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

<input type="text"/>	Date	<input type="text"/>
Signature, Chair, Program/Department of: <input type="text"/>		

<input type="text"/>	Date	<input type="text"/>
Signature, Chair, College/School Curriculum Council for: <input type="text"/>		

<input type="text"/>	Date	<input type="text"/>
Signature, Dean, College/School of: <input type="text"/>		

FORMAT 1 ECE 480

No	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>
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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)

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


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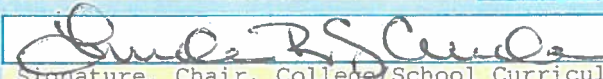
JUSTIFICATION FOR ACTION REQUESTED

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.

The proposed action is in response need for clarification of portfolio expectations in conjunction with program capstone course work.

APPROVALS:

	Date	9/29/2011
Signature, Chair, Program/Department of:		Child Dev and Fam Studies

	Date	10/5/2011
Signature, Chair, College/School Curriculum Council for:		CRCO

	Date	10/7/11
Signature, Dean, College/School of:		CRCO

	Date	
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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		

College of Rural and Community Development
Child Development and Family Studies (CDFS)

Course Syllabus

Course Title:	Child Development and Family Studies Portfolio
Course No:	ECE 480
Credits:	1 (.5 + 0 + 1.5)
Prerequisites:	Engl 211X or 213X and completion of ALL CDFS major and concentration requirements
Instructor:	Veronica Plumb 604 Barnette Street Suite 220
Phone:	455-2038
E-mail:	vmplumb@alaska.edu
Office or Contact hours:	Instructor will post office hours for students at first class.
Location:	Distance Delivered possibly in conjunction with local Fairbanks site.
Dates:	TBA Fall 2012
Times:	TBA ECE 480 will have a total of three formal meetings between instructor and student of approximately 1 hour. The student will have the entire semester to complete the portfolio work. The concluding time will be spent with the student developing their final program portfolio concluding their coursework for the Child Development and Family Studies course work. The instructor will be available for any discussion and trouble-shooting as needed by the student.

Text:

No specific text required for ECE 480

Assorted articles that will be handed out in class.

Course Description:

ECE 480 Portfolio 1 credit

A capstone project demonstrating the graduating candidate's professional development as a result of the Child Development and Family Studies program and documenting teaching or professional practices congruent with the goals of the program. The portfolio is recommended for the Child Development and Family Studies BA Degree program in lieu of a written comprehensive exam or a thesis. Required completion of all CDFS major and concentration course work. Can be taken in conjunction with ECE 471, 472 or 473. (.5 = 0 = 1.5)

Course Goals:

Students will analyze and synthesize their Child Development and Family Studies course work. They will have opportunity to reflect, learn and grow as professionals. The final course goal for

UNIVERSITY OF ALASKA FAIRBANKS

College of Rural and Community Development Child Development and Family Studies (CDFS)

this ECE 480 is to compile information from the knowledge gained through the CDFS program into a program portfolio.

Student Learning Objectives:

Upon completion of this course the student will be able to:

- a. Analyze, synthesize and articulate what they have learned and how they have grown professionally through their Child Development and Family Studies course work.
- b. Articulate their personal philosophy for early childhood education in conjunction with family support.

Within this capstone course, the student project portfolio will reflect and address all of the following National Association for the Education of Young Children standards.

Standard 1: Supporting child development and learning

Standard 2: Building family and community relations

Standard 3: Observing, documenting and assessing to support young children and their families

Standard 4: Using developmentally effective approaches to connect children and families

Standard 5: Using content knowledge to build meaningful curriculum

Standard 6: Becoming a Professional

Instructional Methods:

The method of instruction will be a combination of instructor and student discussion and student field work to evaluate and synthesize all program course work into a final program portfolio. Other communication will take place through email.

Requirements and Assignments:

The final portfolio will be developed out of the following assignments:

- **Review and Selection of final papers and projects from previous CDFS course work.**
Final papers and projects will be used to develop the final program portfolio. Previous course work will be reviewed and placed within sections that address the NAEYC standards to document knowledge constructed during the CDFS program.
- **Table of Contents**
- **Portfolio Introduction:**
An introduction will be written to explain what your portfolio is and how it was developed.
- **Final Philosophy of education for young children.**
A final written philosophy of education will be included within the portfolio either prior to or following the NAEYC standard sections.

UNIVERSITY OF ALASKA FAIRBANKS

College of Rural and Community Development

Child Development and Family Studies (CDFS)

- **Standard Introductions and final reflections.**
Each standard section will have an introduction and a final reflection written with the selected documentation coursework from previous classes as content.
- **Final portfolio concluding reflection.**
A final concluding reflection will be written that critiques your knowledge development as well as brings your final thoughts together for a final concluding statement.
- **Complete Bibliography:**
Complete bibliography of all sources used throughout all papers, projects and other written work.
- **The portfolio will be written using APA formatting.**

Course Evaluation:

A Pass (P) or Fail (F) grade will be issued for participants. Passing grade will be 80% and above. Failing grade will be 79% and below.

Grading is based on:

Completely developed portfolio with inclusion of beginning and ending Reflections	400	100%
Total	400	100%

All coursework will be evaluated on the following:

- a) Organization 50 pts.
- b) Clarity 50 pts.
- c) Consistency of thought and format 50 pts.
- d) Reflection of course content 50 pts.
- e) Thoughtful assimilation/accommodation with evidence of conceptual connections and understanding of content 100 pts.
- f) Written work contains no or few distracting elements such as spelling errors. 100 pts.

Grade	Points	Definition
P = 100% - 80%	400 – 320 pts.	An honor grade. Demonstrates originality, independence, a thorough mastery of the subject; completing more work than is regularly required. Demonstrates a deep understanding, presented with exceptional clarity & poise.
F = 79 % and below	319 – 0 pts.	Student was unable to complete the assignment on time with at least a 80% understanding and presentation minimum.

UNIVERSITY OF ALASKA FAIRBANKS

College of Rural and Community Development Child Development and Family Studies (CDFS)

Draft Class Calendar fall 2012

There will be three formal meetings between students and instructor. Most of the work will be completed independently by the student. The instructor will be available the whole semester to answer questions and provide additional assistance when necessary.

Date	Topic and Assignment
Formal Meeting 1	In class today <ul style="list-style-type: none">• Review portfolio expectations; introductions if a group is enrolled; Instructor is available for individual assistance throughout the semester.
Formal Meeting 2	In class today: <ul style="list-style-type: none">• Go over portfolio presentation.• Discussion to provide assistance for refining work.
Formal Meeting 3	In class today: <ul style="list-style-type: none">• Finalize portfolio and accept by instructor for review.

Student Support Services:

The University has many student support programs. If you need assistance please contact any of the following service programs or departments.

UAOnline

<http://uaonline.alaska.edu/>

Your resource for transcripts, accounts and other personal information

Disabilities Services:

The Child Development and Family Studies program will work with the Office of Disability Services to provide reasonable accommodation to students with disabilities. Disability Services provide a variety of services to assure equal access for all students. Interpreting services, educational assistants, note taking, and exam accommodations for students are the most frequently provided accommodations.

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. (203 WHIT, 474-7043) I will work with the Office of Disabilities Services to provide reasonable accommodation to students with disabilities.

UNIVERSITY OF ALASKA FAIRBANKS

College of Rural and Community Development Child Development and Family Studies (CDFS)

Disability services also provides assistance to the university's rural campuses; Bristol Bay, Chukchi, Interior-Aleutians, Kuskokwim, and Northwest.

Questions should be directed to the Director of Disability Services at (907)-474-5655.

<http://www.uaf.edu/disability/>

Representatives from the office also regularly meet students in the CTCC building.

Check with the CTCC student services for more information, 455-2851 or 2849.

UAF Office of Disability Services 612 N. Chandalar, PO Box 755590 University of Alaska Fairbanks Fairbanks, Alaska 99775-5590

Phone: (907) 474-5655 | TTY: (907) 474-1827 | Fax: (907) 474-5688

E-mail: fydso@alaska.edu

Writing Center

<http://www.alaska.edu/english/studentresources/writing/>

The Writing Center is a student-staffed, student-oriented service of the English Department.

801 Gruening Bldg., P.O. Box 755720

Fairbanks, Alaska 99775-5720

Phone: (907) 474-5314 Fax: 1-800-478-5246

* The UAF Writing Center and Computer Lab offers free writing tutoring to any student in any subject via telephone and fax or over the Internet. Students can call 907-474-5314 for information on how to fax a paper and have it tutored over the telephone, or engage in an interactive Internet session. Both services are free.

Rural Students Services

<http://www.uaf.edu/ruralss/>

Rural Student Services (RSS) is an academic advising department with over 35 years of experience in working with students from all over the state of Alaska. We are here to assist you in achieving student success by linking you to current information pertinent to your education, lifestyle, and goals. RSS is known for its welcoming and friendly environment. Many students find meaningful connection at UAF through RSS. We can help you with:

- Academic requirements
- Registration for classes
- Finding financial aid
- Explaining housing options
- Declaring a major
- Career exploration

CONTACT US AT:

P.O. box 756320, Fairbanks, AK 99775-6320

1-888-478-1452 (toll free within Alaska) or (907) 474-7871

Email us at fyrss@uaf.edu

UNIVERSITY OF ALASKA FAIRBANKS

College of Rural and Community Development Child Development and Family Studies (CDFS)

Library Services for off campus students

<http://library.uaf.edu/offcampus>

Off-Campus Library Services is a unit set up to serve rural UAF students and faculty who do not have access to appropriate information resources in their town or village. We work in support of The College of Rural & Community Development and The Center for Distance Education and Independent Learning.

We can supply your information needs for the courses you are taking. For example, if a research paper is required in the teleconference or correspondence course that you are taking, you can contact us, explain your information need, and we will send library materials to you so that you can write your paper.

Contact us at Off-Campus Services, Elmer E. Rasmuson Library

310 Tanana Loop, PO Box 756800

Fairbanks, Alaska USA 99775-6800

Phone: 1-800-478-5348 Email: fyddl@uaf.edu

For more off campus help go to:

http://www.uaf.edu/library/instruction/ls101/other/Distance_Resources.html

Computer, Internet and Software

Problem: you cannot get your email Make sure your Internet connection is working; to test it, you can try to go to a new web page and see if it loads.

- If you are having problems with a UAF account, you will need to contact the **UAF help desk 1.800.478.4667**. If it is another company's account, you will need to contact their customer support. There is very little we can do to assist you as we have no control or access to the computers that serve the email.
- Check with your email program's Help.

Problem: you forgot your password

- Only the organization that issued your password can do anything to change it. You will need to contact them. For UAF email and Blackboard it is the UAF help desk 1.800.478.4667. For most web services there is a link you can click if you forgot your password. I also recommend writing them down somewhere for back up.

Problem: you are having problems with Blackboard

- You will need to contact the Blackboard administrator, at: <http://classes.uaf.edu/> Office of Information Technology Help Desk 474.6564 or 1.800.478.4667