

Submit original with signatures + 1 copy + electronic copy to Faculty Senate (Box 7500).
See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/> for a complete description of the rules governing curriculum & course changes.

TRIAL COURSE OR NEW COURSE PROPOSAL
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SUBMITTED BY:

Department	Civil & Environmental Eng.	College/School	Engineering and Mines
Prepared by	Keith Whitaker	Phone	474-7497
Email Contact	kwhitaker@alaska.edu	Faculty Contact	Dr. Robert Perkins

1. ACTION DESIRED (CHECK ONE):	Trial Course	<input type="checkbox"/>	New Course	<input checked="" type="checkbox"/>
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2. COURSE IDENTIFICATION:	Dept	CE	Course #	659A	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:	Mentoring
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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 additional required signatures.)

5. To be STACKED? YES/NO	No	If yes, Dept.		Course #	
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Stacked course applications are reviewed by the (Undergraduate) Curricular Review Committee and by the Graduate Academic and Advising Committee. Creating two different syllabi—undergraduate and graduate versions—will help emphasize the different qualities of what are supposed to be two different courses. The committees will determine: 1) whether the two versions are sufficiently different (i.e. is there undergraduate and graduate level content being offered); 2) are undergraduates being overtaxed?; 3) are graduate students being undertaxed? In this context, the committees are looking out for the interests of the students taking the course. Typically, if either committee has qualms, they both do. More info online – see URL at top of this page.

6. FREQUENCY OF OFFERING:	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 (AY2013-14 if approved by 3/1/2013; otherwise AY2014-15)	AY2013-2014
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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
OTHER FORMAT (specify)	Two 2 hour and 15 minute lectures per week for three weeks delivered face-to-face or via video conferencing.					
Mode of delivery (specify lecture, field trips, labs, etc)	Lecture					

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-senate/curriculum/course-degree-procedures-guidelines-for-computing/> 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, credits, credit distribution, cross-listings and/or stacking (50 words or less if possible):

Example of a complete description:

FISH F487 W, O Fisheries Management**3 Credits Offered Spring**

Theory and practice of fisheries management, with an emphasis on strategies utilized for the management of freshwater and marine fisheries. *Prerequisites: COMM F131X or COMM F141X; ENGL F111X; ENGL F211X or ENGL F213X; ENGL F414; FISH F425; or permission of instructor. Cross-listed with NRM F487. (3+0)*

CE F659A Mentoring Skills

1 Credit Offered As Demand Warrants

This course will provide insight into how to “train the trainer.” It will incorporate the role of HR department and relevant case studies to enable students to understand key principles, and learn skills and behaviors to enhance knowledge transfer. (1+0)

11. COURSE CLASSIFICATIONS: Undergraduate courses only. Consult with CLA Curriculum Council to apply S or H classification appropriately; otherwise leave fields blank.

H = Humanities

S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? **If YES, attach form.**

YES:

N/A

NO:

N/A

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**
11.A Is course content related to northern, arctic or circumpolar studies? If yes, a “snowflake” symbol will be added in the printed Catalog, and flagged in Banner.
YES**NO**

No

12. COURSE REPEATABILITY:

Is this course repeatable for credit?

YES**NO**

No

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?

TIMES

If the course can be repeated for credit, what is the maximum number of credit hours that may be earned for this course?

CREDITS

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?

CREDITS
13. GRADING SYSTEM: Specify only one. Note: Later changing the grading system for a course constitutes a Major Course Change.
LETTER:

X

PASS/FAIL:
RESTRICTIONS ON ENROLLMENT (if any)
14. PREREQUISITES

None

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

Reference the registration implications below due to Banner coding of these terms:

Prerequisite: Course completed and grade of “C” (2.0) or higher prior to registering for the course that requires it.

Concurrent: Course may be taken simultaneously (and allows for a course to have been previously completed).

Co-requisite: Courses MUST be taken simultaneously and does NOT allow for fact that a course was previously completed!

15. SPECIAL RESTRICTIONS, CONDITIONS

N/A

16. PROPOSED COURSE FEES

\$ N/A

Has a memo been submitted through your dean to the Provost for fee approval?

Yes/No

N/A

17. PREVIOUS HISTORY

Has the course been offered as special topics or trial course previously?

Yes/No

Yes

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

Spring 2012, CE 693

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. There is expected to be no impact on facilities or faculty.

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

x

Yes

No library involvement

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)

N/A

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: Add additional signature lines as needed.


SEE ATTACHED SIGNATURES.

	Date	
Signature, Chair, Program/Department of: Civil and Environmental Engineering		
	Date	
Signature, Chair, College/School Curriculum Council for: College of Engineering and Mines		
	Date	
Signature, Dean, College/School of: College of Engineering and Mines		

Offerings above the level of approved programs must be approved in advance by the Provost.

APPROVALS: Add additional signature lines as needed.

	Date	10/11/12
Signature, Chair, Program/Department of: Civil and Environmental Engineering		

	Date	11/07/2012
Signature, Chair, College/School Curriculum Council for: College of Engineering and Mines		

	Date	11/8/12
Signature, Dean, College/School of: College of Engineering and Mines		

Offerings above the level of approved programs must be approved in advance by the Provost.

	Date	
Signature of Provost (if above level of approved programs)		

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

	Date	
Signature, Chair Faculty Senate Review Committee: <input type="checkbox"/> Curriculum Review <input type="checkbox"/> GAAC <input type="checkbox"/> Core Review <input type="checkbox"/> SADAC		

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:		

Syllabus

Mentoring Skills

1. Course information:

Mentoring Skills, CE F659A, One credit,
Prerequisites: None

Recommended Admission to the Graduate Certificate in Construction Management Program.

Location: Fairbanks, Anchorage and Juneau

Meeting Time: October 3, 6, 10, 13, and 17 – 3:00-5:15.

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

Instructor: Dr. Robert Perkins

Office Location: 253 Duckering, Office Hours: by appointment

Telephone: 4747-7694 Email: raperkins@alaska.edu.

3. Course readings/materials:

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

4. Course description:

This course will provide insight into how to “train the trainer.” It will incorporate the role of HR department and relevant case studies to enable students to understand key principles, and learn skills and behaviors to enhance knowledge transfer

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

Improve the student’s skills in managing construction and personnel.

6. Student Learning Outcomes (more specific)

Understand the role the project manager has in imparting mentoring skills in employees.

Understand the skills and principles of knowledge transfer and the resources available to senior employees.

7. Instructional methods:

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

8. Course calendar:

Class 1

Introduction.

Purpose and Job of a Mentor

Corporate Mentoring Programs

Class 2

Mentoring assistance and the HR department

Mentoring Skill Sets

-Communication

-Information Transfer

Class 3

Mentoring Skill Sets

-Listening
-Confronting
Confidence as a Mentor

Class 4

Styles of Mentoring
Mentoring Boundaries

Class 5

Mentoring Challenges
Case Studies

Class 6

Class presentations

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: 20%; oral: 35%) 55%

The final presentation will include a 4-6 page report demonstrating a knowledge and synthesis of topics covered. Grading will be based on format, and thoroughness of topic discussions. The final presentation will also contain an oral component of approximately 10 minutes to present the report to the class or other scenario as assigned. Grading will be based on the ability to appropriately and thoroughly present the materials to the specific audience, including the use of visual aids.

Class participation 33%

Insightful interaction with the instructor and other students in one or more class on relevant subject matter, such as assigned reading material, demonstrating an understanding of subject material and a level of self-study initiative and competence.

Attendance (6 @2%) 12%

90-100% – A

80-89% – B

70-79% – C

65-69% – D

< 65% - F

No +/- grades will be given

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.