

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
 (Attach copy of syllabus)

SUBMITTED BY:

Department	Theatre/Film	College/School	CLA
Prepared by	Maya Salganek	Phone	474-5950
Email Contact	maya@alaska.edu	Faculty Contact	Maya Salganek

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:

3. PROPOSED COURSE TITLE:

4. To be CROSS LISTED? YES/NO

No If yes, Dept: Course #

NOTE: Cross-listing requires approval of both departments and deans involved. Add lines at end of form for additional required signatures.

5. To be STACKED?* YES/NO

Yes If yes, Dept. Course #

How will the two course levels differ from each other? How will each be taught at the appropriate level?:

* Use only one Format 1 form for the stacked course (not one for each level of the course!) and attach syllabi. 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:

Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) — or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING (Effective AY2015-16 if approved by 3/31/2015; otherwise AY2016-17)

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)

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-senate/curriculum/course-degree-procedures-/guidelines-for-computing-/> for more information on number of credits.

OTHER HOURS (specify type)

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)

Film majors are required to participate in Reel Review each spring semester. Film majors are also expected to all department "Town Hall" and safety meetings. Graded Pass/Fail. (0+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:		NO:	X
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IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, Format 6

W = Writing Intensive, Format 7

X = Baccalaureate Core

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 X

12. **COURSE REPEATABILITY:**

Is this course repeatable for credit?

YES

NO X

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: Changing the grading system for a course later on constitutes a Major Course Change - Format 2 form.

LETTER:

PASS/FAIL: X

RESTRICTIONS ON ENROLLMENT (if any)

14. **PREREQUISITES**

None

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

15. **SPECIAL RESTRICTIONS, CONDITIONS**

16. **PROPOSED COURSE FEES**

\$ 0

Has a memo been submitted through your dean to the Provost 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.:

18. ESTIMATED IMPACT

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

This course mirrors the Audition/Portfolio Review courses currently offered by the Theatre/Film department for the Theatre major (THR 190,191,290,291,390,391,490,491). The time is already allocated to conduct reel reviews in the department.

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

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)*

As reel review and resume building is part of our program assessment, binding this metric with our curriculum will ensure that students are actually participating in this career/graduate preparation process.

21. POSITIVE AND NEGATIVE IMPACTS

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


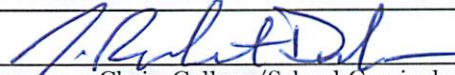
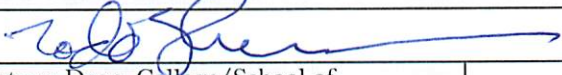
Only positive as this is zero credits for our majors and will only enable us to better track the progress of our majors over time.

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.

By formalizing this Reel Review into a course required by the film major degree program, we are enhancing the opportunities of our majors to seek employment or be accepted into graduated degree programs. This formalizes a process we already have established in our program, and enables our majors to have a record of their participation on their transcripts.

APPROVALS: Add additional signature lines as needed.

	Carne Baker	Date	9/16/14
Signature, Chair, Program/Department of:		Theatre & Film	
		Date	10/1/14
Signature, Chair, College/School Curriculum Council for:		CLA	
		Date	10/2/14
Signature, Dean, College/School of:		CCA	

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:	

ATTACH COMPLETE SYLLABUS (as part of this application). This list is online at: <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/uaf-syllabus-requirements/>
The Faculty Senate curriculum committees will review the syllabus to ensure that each of the items listed below are included. If items are missing or unclear, the proposed course (or changes to it) may be denied.

SYLLABUS CHECKLIST FOR ALL UAF COURSES

During the first week of class, instructors will distribute a course syllabus. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

1. Course information:

Title, number, credits, prerequisites, location, meeting time
(make sure that contact hours are in line with credits).

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

Name, office location, office hours, telephone, email address.

3. Course readings/materials:

Course textbook title, author, edition/publisher.

Supplementary readings (indicate whether required or recommended) and

any supplies required.

4. Course description:

Content of the course and how it fits into the broader curriculum;

Expected proficiencies required to undertake the course, if applicable.

Inclusion of catalog description is *strongly* recommended, and

Description in syllabus must be consistent with catalog course description.

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

6. Student Learning Outcomes (more specific)

7. Instructional methods:

Describe the teaching techniques (eg: lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).

8. Course calendar:

A schedule of class topics and assignments must be included. Be specific so that it is clear that the instructor has thought this through and will not be making it up on the fly (e.g. it is not adequate to say "lab". Instead, give each lab a title that describes its content). You may call the outline Tentative or Work in Progress to allow for modifications during the semester.

9. Course policies:

Specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.

10. Evaluation:

Specify how students will be evaluated, what factors will be included, their relative value, and how they will be tabulated into grades (on a curve, absolute scores, etc.) Publicize UAF regulations with regard to the grades of "C" and below as applicable to this course. (Not required in the syllabus, but is a convenient way to publicize this.) Link to PDF summary of grading policy for "C":

http://www.uaf.edu/files/uafgov/Info-to-Publicize-C_Grading-Policy-UPDATED-May-2013.pdf

11. Support Services:

Describe the student support services such as tutoring (local and/or regional) appropriate for the course.

12. Disabilities Services: Note that the phone# and location have been updated. <http://www.uaf.edu/disability/> The Office of Disability Services implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials.

State that you will work with the Office of Disabilities Services (208 WHITAKER BLDG, 474-5655) to provide reasonable accommodation to students with disabilities.

5/21/2013

Film Reel Review – FLM F289/389/489

University of Alaska Fairbanks
Spring 2015
ZERO CREDITS/Non-Credit Course
CRN: TBA
Meets TBA

A. Instructor:

Maya Salganek, Assistant Professor
Office Location: 105B Fine Arts/Theatre
Office Phone: (907) 474-5950
Office Hours: TBA with appointments available at: <http://tinyurl.com/mayaUAF>
Or by appointment, check my Google Calendar:
<https://sites.google.com/a/alaska.edu/salganek>
Email: maya@alaska.edu

B. Course description:

Reel Review is an opportunity for film majors to have their professional and academic film reel critiqued and reviewed by UAF Faculty, Film Industry professionals, and peers. The preparation of the reel is student led, and the feedback is utilized for department program review, as well as for student professional development.

C. Goals:

Students will have a professional film reel and resume upon completing their degree in Film from the University of Alaska Fairbanks.

D. Student Learning Outcomes:

Students will have the opportunity to create, screen, and improve their professional film reels and resumes while a student at UAF.

E. Instructional methods:

Students will meet as a group to review the created reels. Students will independently edit their own reel, and then review the reels with faculty and mentors.

F. Course policies:

1. Editing Labs:

The Alaska Media Center computer lab (Music 305) has 20 imacs or MacPros loaded with Final Cut Pro 7 (Studio 3), Adobe Master Collection CS6, Movie Magic Budgeting & Scheduling, and Avid Media Composer 6 for you to use. The labs also feature Celtx screenwriting software, and FrameForge Previz software for storyboarding and animatics. **You will need your polar express card to access the lab and be a major in good standing.** *Each entrance to the Lab is recorded, so should there be a problem we know who was in the lab when.* Please sign-in and out when you use the computers (so I know how often you were really there editing).

G. Evaluation of Work & Grades

1. Values

All work will be evaluated using a Pass/Fail grade. To PASS:

- a. **You must be physically present at Reel Review, unless previous arrangements have been made with the instructor.**
- b. **You must have a film Reel AND Resume to present to the faculty at the time of Reel Review.**
 1. **Reels should be between 2-5 minutes in length.**
 2. **Students should have one copy with them (on Disk or Hard Drive) and one copy uploaded to a website.**
 3. **Students must have current contact information on Reel and an up-to-date Resume.**

2. Written and Production Assignments:

The ability to communicate ideas clearly is the cornerstone of a great filmmaker. To demonstrate your vision, you should plan to organize your ideas clearly, use correct grammar, spell words and names correctly, and demonstrate that you've thoroughly conceptualized and edited your work. Effort put in to the pre-production will make up for problems during production and post.

It's not "cheating" to ask for opinions and editing skills of others. Instead, the discussion is positive and can bring new insights to your work. The **Writing Center** (<http://www.alaska.edu/english/studentresources/writing/>) is available for students to develop their writing skills. Please visit or contact them for assistance, Gruening 801 or 474-5314. For assistance with video production, please consult me, or your faculty mentors.

H. Film Club: Students are encouraged to participate in the UAF Student Film Club. Meetings take place the every Thursday from 1:05-1:55 in the Theatre Green Room.

I. Disability 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. I will work with the Office of Disabilities Services (203 WHIT, 474-7043) to provide reasonable accommodation to students with disabilities. Please notify me immediately if you need special assistance in this class.

Course calendar: Tentative schedule.

Reel Review will take place in February each year. Students registered will sign-up for a presentation slot the first week of classes. Open lab time will be established to assist students in a lab environment for Reel Review preparation. Communications will take place via Blackboard.