

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	Honors Program	College/School	Division of General Studies
Prepared by	C. P. Price	Phone	x6106
Email Contact	cpprice@alaska.edu	Faculty Contact	C. P. Price

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

2. COURSE IDENTIFICATION:

Dept	HONR	Course #	381	No. of Credits	1
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Justify upper/lower division status & number of credits: This will be a required course for third-year Honors students. This class will meet for one hour each week.

3. PROPOSED COURSE TITLE: Honors Capstone Development

4. To be CROSS LISTED? YES/NO No If yes, Dept: Course #
(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 #

6. FREQUENCY OF OFFERING: Fall, every year
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 2011

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 checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 6 weeks to full semester
OTHER FORMAT (specify)						
Mode of delivery (specify lecture, field trips, labs, etc)	Lecture/discussion.					

9. CONTACT HOURS PER WEEK:

1	LECTURE hours/weeks	0	LAB hours /week	0	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)

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

HONR 381 "Honors Capstone Development" (1 credit) Offered in Fall.

The single greatest part of the Honors education at UAF is the student's capstone project, which uniquely defines them as a scholar. In recognition of the value of the capstone project, and to support each student's goal to successfully complete their capstone project, the sequence of Honors Capstone courses are required of Honors students during their last two years of study. This course is the first in the sequence. Students in this course will develop their capstone proposal and by the end of the course will be fully prepared to begin their capstone projects. Open only to Honors students; required of all third-year Honors students.

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).

How many times may the course be repeated for credit?

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?

CREDITS

13. GRADING SYSTEM: Specify only one.

LETTER:

PASS/FAIL:

RESTRICTIONS ON ENROLLMENT (if any)

14. PREREQUISITES ENGL 211 or ENGL 213, and COMM 141 or COMM 131

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

RECOMMENDED Honors sections of ENGL 211 or ENGL 213, and of COMM 141

Classes, etc. that student is strongly encouraged to complete prior to this course.

15. SPECIAL RESTRICTIONS, CONDITIONS

Open only to students in the Honors Program.
Required for third-year Honors students.

16. PROPOSED COURSE FEES \$

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.:

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18. ESTIMATED IMPACT

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

Honors Program Director will teach this course as part of assigned duties. There is no impact on other departmental budgets. The Honors Program will coordinate with scheduling to set class time when class space is available.

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 type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	9/24/2010; no library support required
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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)

No departmental or programmatic impacts.

21. POSITIVE AND NEGATIVE IMPACTS

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


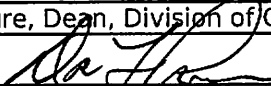
This course supports undergraduate research undertaken by students in all programs.

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 UAF Honors Program aims to educate critical thinkers, problem solvers and community leaders who adapt as the future unfolds. The single greatest part of the Honors education at UAF is the student's capstone project, which uniquely defines them as a scholar. In recognition of the value of the capstone project, and to support each student's goal to successfully complete their capstone project, the sequence of Capstone Project courses are required of Honors students during their last two years of study. This course is the first in the sequence. Students in this course will: develop their capstone proposal, become familiar with the resources available to support their projects, interview and select a faculty capstone mentor, understand the restrictions on various types of research, be aware of the expectations for capstone project, and learn about various venues for the publication of undergraduate research. On completing this course, each student will be fully prepared to begin their capstone project. This course will be open only to Honors students, and is required of all third-year Honors students.

APPROVALS:

	Date	27 September 2010
Signature, Interim Director, Honors Program: Channon Price		
	Date	
Signature, Chair, DGS Curriculum Council		
	Date	
Signature, Dean, Division of General Studies		
	Date	October 4, 2010
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:		

ATTACH COMPLETE SYLLABUS (as part of this application).

Note: The guidelines are online: <http://www.uaf.edu/uafgov/faculty/cd/syllabus.html>

The department and campus wide 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 change will 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.)

11. Support Services:

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

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.

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

- HONORS CAPSTONE DEVELOPMENT -

HONORS 381 - Syllabus

Fall 2011

Instructor : *Instructor, phone, email TBD*

Office hours : *Days, time(s) TBD*

Class hours : *Days, time(s), location TBD*

Prerequisites : ENGL 211 or ENGL 213 (preferably taken in Honors), and COMM 141 (preferably taken in Honors) or COMM 131.

Texts : Materials will be provided by the Honors Program.

Description : The single greatest part of the Honors education at UAF is the student's capstone project, which uniquely defines them as a scholar. In recognition of the value of the capstone project, and to support each student's goal to successfully complete their capstone project, the sequence of Honors Capstone courses are required of Honors students during their last two years of study. This lecture and discussion course is the first in the sequence. Students in this course will develop their capstone proposal and will become fully prepared to begin their capstone project. Open only to Honors students; required of all third-year Honors students.

Grading : 1 credit. Regular written work will be required, including a project definition statement (10%), several drafts of the capstone proposal document (15%), a review of an Honors capstone project or thesis in a related area (25%), the final capstone project proposal (25%). Each student will also make one oral report on an Honors capstone project or thesis in a related area to their proposed project (15%). As class participation will be graded (10%), no more than two unexcused absences will be allowed. The course will be graded on a curve, and will be graded plus/minus.

Schedule : See the attached course schedule.

Learning Outcomes : Students who complete this course will: be familiar with literature reviews, become familiar with the resources available to support their projects, interview and select a faculty capstone mentor, understand the restrictions on various types of research, be aware of the expectations for a capstone project, and learn about various venues for the publication of undergraduate research. On completing this course, each student will have submitted their capstone project proposal and be fully prepared to begin their capstone project.

Remarks : The UAF Honors Program aims to educate critical thinkers, problem solvers and community leaders who adapt as the future unfolds. One of the goals of the Honors Program is for each student to develop and practice the skills involved in the scholarly activity which contributes to the advance of knowledge. It is against both the standards of the Honors Program and the UAF Honor Code to misrepresent work which is not your own; plagiarism will result in a failing grade.

Disability Services : The Honors Program will work with the Office of Disabilities Services (208 WHIT, x7043) to provide reasonable accomodation to students with disabilities.

Tentative HONR 381 Course Schedule

Week 1: Overview of the UAF Capstone Project; requirements, flowchart of capstone process, deadlines

Week 2: Information about undergraduate research publication venues: topics, submission rules, formats, editorial policy, co-author policy

Week 3: Presentation by representative from UAF Office of Research Integrity on research ethics, human and animal subject research, and research misconduct

Week 4: Presentation by representative from UAF Office of Sponsored Programs on proposal preparation, including budgets, and applicable university regulations and policies related to research, research safety, and dealing with proprietary information

Week 5: Guides to writing an Honors capstone project proposal (undergraduate research proposal)

Week 6: Discussion about faculty capstone advisers, and interviewing a potential capstone adviser or capstone committee member

Week 7: Individual consultations on capstone proposals

Week 8: Student reviews of Honors capstone project or thesis in a related area to their proposed project

Week 9: Student reviews of Honors capstone project or thesis in a related area to their proposed project

Week 10: Individual consultations on capstone proposals

Week 11: Student reviews of Honors capstone project or thesis in a related area to their proposed project

Week 12: Student reviews of Honors capstone project or thesis in a related area to their proposed project

Week 13: Student reviews of Honors capstone project or thesis in a related area to their proposed project

Week 14: Presentation of completed capstone project proposals