### TRIAL COURSE OR NEW COURSE PROPOSAL

#### SUBMITTED BY:
- **Department:** Honors Program
- **Prepared by:** C. P. Price
- **Email Contact:** cpprice@alaska.edu
- **College/School:** College of General Studies
- **Phone:** x6106
- **Faculty Contact:** C. P. Price

#### 1. ACTION DESIRED (CHECK ONE):
- [ ] Trial Course
- [x] New Course

#### 2. COURSE IDENTIFICATION:
- **Dept:** HONR
- **Course #:** 382
- **No. of Credits:** 1
  
  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 Support

#### 4. To be CROSS LISTED?
- **YES/NO:** Yes
- **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:** Yes
- **If yes, Dept:**
- **Course #**

#### 6. FREQUENCY OF OFFERING:
- Fall & Spring of 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):
- Spring 2012

#### 8. COURSE FORMAT:
- **COURSE FORMAT:**
  (check all that apply)
  
  - [x] 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/week
- **0** LAB hours/week
- **0** 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.ualaska.edu/ualogov/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 382 "Honors Capstone Support" (1 credit) Offered in Fall and Spring.

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 second in the sequence. Students in this course will present regular progress reports and submit (at least) one abstract to a regional or national meeting; by the completion of the course, each student will have made a significant advancement towards the completion of their capstone project. Open only to Honors students; required of all third-year (spring) and fourth-year (fall) Honors students. This course can be repeated twice for credit.

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  X

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:

| YES | X | NO |

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

As with practicum courses, the course goals are realized in different ways as the student progresses towards completing their capstone project.

| How many times may the course be repeated for credit? | 2 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? | 3 CREDITS |

13. GRADING SYSTEM: Specify only one.

| LETTER: X | PASS/FAIL: |

14. PREREQUISITES

| ENGL 211 or ENGL 213, and COMM 141 or COMM 131, and HONR 381 |

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 and fourth-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.: 

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 | Yes | 9/24/2010; no library support required |

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 second in the sequence. Students in this course will: prepare and present regular progress reports,
develop or learn and use project management tools, write and submit (at least) one abstract for a
presentation at a regional or national meeting. On completing this course, each student will have made a
significant advancement towards the completion of their capstone project. This course will be open only to
Honors students, and is required of all third-year (in spring) and fourth-year (in fall) Honors students.
**APPROVALS:**

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<tr>
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<tbody>
<tr>
<td>Signature, Interim Director, Honors Program: Channon Price</td>
<td>27 September 2010</td>
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<tr>
<td>Signature, Chair, DGS Curriculum Council</td>
<td></td>
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<td>Date</td>
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<tr>
<td>Signature, Dean, Division of General Studies</td>
<td>October 4, 2010</td>
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<td>Date</td>
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<td>Signature of Provost (if applicable)</td>
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Offerings above the level of approved programs must be approved in advance by the Provost.

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

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<tr>
<td>Signature, Chair, UAF Faculty Senate Curriculum Review Committee</td>
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**ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)**

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<td>Signature, Chair, College/School Curriculum Council for:</td>
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<td>Signature, Dean, College/School of:</td>
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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."
Instructor: Instructor, phone, email TBD

Office hours: Days, time(s) TBD

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

Prerequisites: HONR 381, 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 second in the sequence. Students in this course will present regular progress reports, will develop or learn and use project management tools, and will submit (at least) one abstract to a regional or national meeting; by the completion of the course, each student will have made a significant advancement towards the completion of their capstone project. Open only to Honors students; required of all third-year (in spring) and fourth-year (in fall) Honors students. Can be repeated twice for credit.

Grading: 1 credit. Grades will be based on written work, oral presentations, and class participation (10%). Students will write monthly progress reports (3 @ 20%), and will write and submit (at least) one abstract to a regional or national meeting (10%). Students will make at least two oral progress reports (10% each). As class participation will be graded, 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 able to efficiently produce regular progress reports, will have submitted an abstract for a regional or national meeting, and will have become familiar with project management tools. On completing this course, each student will have made a significant advancement towards the completion of 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 accommodation to students with disabilities.
Tentative HONR 382 Course Schedule

Week 1: The format of the progress report; tools for project management
Week 2: Preparing an abstract for a meeting
Week 3: Student oral progress reports; roundtable discussions
Week 4: Individual consulations on capstone projects
Week 5: Student oral progress reports; roundtable discussions
Week 6: Student oral progress reports; roundtable discussions
Week 7: Individual consulations on capstone projects
Week 8: Student oral progress reports; roundtable discussions
Week 9: Student oral progress reports; roundtable discussions
Week 10: Individual consulations on capstone projects
Week 11: Student oral progress reports; roundtable discussions
Week 12: Student oral progress reports; roundtable discussions
Week 13: Individual consulations on capstone projects
Week 14: Preparing for semester break: checkpointing a project