TRIAL COURSE OR NEW COURSE PROPOSAL

SUBMITTED BY:

<table>
<thead>
<tr>
<th>Department</th>
<th>Civil and Environmental Eng.</th>
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<tbody>
<tr>
<td>Prepared by</td>
<td>Robert Perkins</td>
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<tr>
<td>Email Contact</td>
<td><a href="mailto:raperkins@alaska.edu">raperkins@alaska.edu</a></td>
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<tr>
<td>College/School</td>
<td>CEM</td>
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<tr>
<td>Phone</td>
<td>474 7694</td>
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<tr>
<td>Faculty Contact</td>
<td>Robert Perkins</td>
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1. ACTION DESIRED (CHECK ONE):
- Trial Course
- New Course

2. COURSE IDENTIFICATION:

<table>
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<tr>
<th>Dept</th>
<th>CE</th>
<th>Course #</th>
<th>No. of Credits</th>
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<tr>
<td>CE</td>
<td>F659B</td>
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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:
The Legal, Ethical and Practical Aspects of Personnel Decision Making

4. To be CROSS LISTED? (YES/NO)
- No

If yes, Dept:

(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:

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 (if approved)
- As demand warrants

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.

<table>
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<th>COURSE FORMAT: (check all that apply)</th>
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OTHER FORMAT (specify)

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

Lectures

9. CONTACT HOURS PER WEEK:

<table>
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<tr>
<th>LECTURE</th>
<th>LAB</th>
<th>PRACTICUM</th>
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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)

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

**CE F659B, The Legal, Ethical and Practical Aspects of Personnel Decision Making, 1 credit**

Students will learn Basic HR law and practical application to project personnel decisions as well as sound ethical principles applied to the project cycle.

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**: X
- **PASS/FAIL**:  

14. PREREQUISITES

None

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

**RECOMMENDED**

Admission to the Graduate Certificate in Construction Management program

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

15. SPECIAL RESTRICTIONS, CONDITIONS

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

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

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

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**

**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)

The Graduate Certificate in Construction Management and its courses was approved by the CEE faculty and the CEM dean.

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:

Date
Signature, Chair, Program/Department of:

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

Date
Signature, Dean, College/School of:

Date
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**

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

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Outline Syllabus

The Legal, Ethical and Practical Aspects of Personnel Decision Making

1. Course information:

The Legal Ethical and Practical Aspects of Personnel Decision Making, CE F659B, One credit, Prerequisites: Recommended Admission to the Graduate Certificate in Construction Management Program.

Location and Meeting Time will be specific to each offering of the course.

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

Instructors Name, Office Location, Office Hours, as well as Telephone and Email contact information will be specific to each offering of the course.

3. Course readings/materials:

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

4. Course description:

Students will learn Basic HR law and practical application to project personnel decisions as well as sound ethical principles applied to the project cycle.

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

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

6. Student Learning Outcomes (more specific)

The student will learn the personnel aspects of the project cycle: start up, project development, production, project decline, and project close out, and how these affect the various project partners: owner, designer, contractor management, contractor labor, and technical consultants. Basic legal and collective bargaining constraints as they affect shortages of key skills, temporary hire, contract labor, employment agency labor. Conservation of human resource capital, training and development, and termination. Forms and procedures versus human relations and communications skills. Individual versus group communications.

7. Instructional methods:

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

8. Course calendar:

Class 1
Introduction
Concepts of personnel management: personnel as an asset, managing individuals, and collective bargaining concepts.

Class 2
Personnel needs and the life cycle of the Project
Consultant and subcontractor personnel issues

Class 3
Contract Labor
Temporary hire and agency labor

Class 4
Training and Mentoring
Personnel Retention

Class 5
Issues and Termination
Communication with personnel

Class 6
Case Studies
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: 40%; oral: 15%) 55%
- Quiz 20%
- Class participation 13%
- Attendance (6 @2%) 12%

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.