### NEW COURSE PROPOSAL

**SUBMITTED BY:**

<table>
<thead>
<tr>
<th>Department</th>
<th>ENVI</th>
<th>College/School</th>
<th>CRCD/Bristol Bay Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by</td>
<td>Todd Radenbaugh</td>
<td>Phone</td>
<td>907.842.8315</td>
</tr>
<tr>
<td>Email Contact</td>
<td><a href="mailto:bftar@uaf.edu">bftar@uaf.edu</a></td>
<td>Faculty Contact</td>
<td>Todd Radenbaugh</td>
</tr>
</tbody>
</table>

1. **ACTION DESIRED (CHECK ONE):**
   - [ ] Trial Course
   - [X] New Course

2. **COURSE IDENTIFICATION:**
   - Dept: ENVI
   - Course #: 160
   - No. of Credits: 1-3

   Justify upper/lower division status & number of credits:

   This course is a required course designed to coincide with a series of other 100-200 level courses as part of the Environmental Studies (ENVI) Program. The 30-credit certificate program focuses on delivering quality entry-level coursework relevant to rural Alaska Native students with the goal of skill set development in the field of environmental studies. The certificate will also lay a foundation for students interested in advanced university coursework in an associate or baccalaureate program.

3. **PROPOSED COURSE TITLE:**
   - Internship in Environmental Studies

4. **CROSS LISTED?**
   - [ ] Yes
   - [ ] No

   **(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)**

5. **STACKED?**
   - [ ] Yes
   - [ ] No

6. **FREQUENCY OF OFFERING:**
   - As Demand Warrants

   **(Every or Alternate) Fall, Spring, Summer — or As Demand Warrants**

7. **SEMESTER & YEAR OF FIRST OFFERING (if approved):**
   - Summer 2009

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.

   **(check one)***
   - [X] 1
   - [X] 2
   - [X] 3
   - [X] 4
   - [X] 5
   - [X] 6 weeks to full semester

   **OTHER FORMAT (specify)**

   Depends on the type of internship

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

   Internship
9. CONTACT HOURS PER WEEK:

<table>
<thead>
<tr>
<th>LECTURE hours/weeks</th>
<th>LAB hours/week</th>
<th>PRACTICUM hours/week</th>
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<tbody>
<tr>
<td>4-20</td>
<td></td>
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</tbody>
</table>

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)

Internship – job training: hours dependent on the project and the coordinating agency or business.

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

Under the guidance of a UAF Bristol Bay Campus approved agency or business (public or private) students gain supervised pre-professional experience in environmental studies. The intern will explore the interdisciplinary aspects of field or laboratory research, build practical expertise, and make contacts. Internships make one to ten weeks of full time commitment to the agency or business and when completed make public presentations on the experience.

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
N = Natural Science
S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? YES X 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? X YES NO

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

The student may have an opportunity to intern with the same entity for more than one semester to complete a larger project or participate in multiple small projects. Repeating the course only twice for credit will allow project completion as an intern and will not allow earned credit beyond 6 credits. Most projects are summer projects (one course) and need analysis and reporting as a follow-up (repeating this course). This flexibility will allow the student to receive the most complete internship possible in environmental studies.

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? 6 CREDITS

13. GRADING SYSTEM:

LETTER: 

PASS/FAIL: X
### RESTRICTIONS ON ENROLLMENT (if any)

#### 14. PREREQUISITES

<table>
<thead>
<tr>
<th>ENV1 101 OR permission from the instructor</th>
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<tbody>
<tr>
<td>These will be required before the student is allowed to enroll in the course.</td>
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</table>

#### RECOMMENDED

<table>
<thead>
<tr>
<th>Successful completion of a core science course</th>
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<tbody>
<tr>
<td>Classes, etc. that student is strongly encouraged to complete prior to this course.</td>
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</table>

#### 15. SPECIAL RESTRICTIONS, CONDITIONS

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#### 16. PROPOSED COURSE FEES

| $ |
| Has a memo been submitted through your dean to the Provost & VCAS for |

#### 17. PREVIOUS HISTORY

<table>
<thead>
<tr>
<th>Has the course been offered as special topics or trial course previously? Yes/No</th>
</tr>
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<tbody>
<tr>
<td>Yes</td>
</tr>
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If yes, give semester, year, course #, etc.:

- Summer 03 - RD 195: Round Island & Cape Seniavin Internship Program
- Summer 05 - RD 295: BBNA/Nushagak-Mulchatna Watershed Internship
- Spring 05 - RD 293: BBNA/Nushagak-Mulchatna Watershed Internship
- Spring 06 - FISH 195: Tribal Colleges and Universities Partners (Fisheries) Internship
- Summer 08 - ENVI 193: Internship in Environmental Science

#### 18. ESTIMATED IMPACT

<table>
<thead>
<tr>
<th>WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.</th>
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<tbody>
<tr>
<td>None – agency sponsored program.</td>
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</table>

#### 19. LIBRARY COLLECTIONS

<table>
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<tr>
<th>Have you contacted the library collection development officer (<a href="mailto:ffklj@uaf.edu">ffklj@uaf.edu</a>, 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.</th>
</tr>
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<td></td>
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</table>

#### 20. IMPACTS ON PROGRAMS/DEPTS

<table>
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<tr>
<th>What programs/departments will be affected by this proposed action? Include information on the Programs/Departments contacted (e.g., email, memo)</th>
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</table>
| Faculty is hired to teach this course. Depending on community requests, this course is easily taught in communities outside of Dillingham. If there is a great enough demand for the course, the instructor will travel to that location to deliver the course. The cost of the travel and per diem of the instructor will be paid by the USDA Alaska Native/Native Hawaiian Higher Education Grant.  

ENVI program development and implementation is directly supported by the United States Department of Agriculture (USDA), Cooperative State Research, Education, and Extension Service Alaska Native/Native Hawaiian (CSREES AN/NH) Serving Institutions Higher Education Grants program. This project addresses the USDA goal of increasing the number of AN/NH students engaged in USDA careers. These careers include environmental science, among others. This certificate will serve these requirements by not only increasing the |
number of students entering a certificate program, stepping up to either an AAS degree, AS degree or a Bachelor degree but by also preparing students for entry-level science employment.

Because the USDA’s interest is, ultimately, bringing more AN/NH students into USDA careers at the bachelors and masters level, the above mentioned grant will fund the current effort until at least 2012, USDA support currently stands at one full-time science faculty member who helped develop the program plus funding for a total of eight Alaska Native students to complete the ENVI certificate within approximately three years.

Office and classroom space will be provided by existing University urban and rural campuses throughout Alaska. Some of the rural communities with available facilities include Galena, Fort Yukon, Tok, Nenana, McGrath, Unalaska, Dillingham, Bethel, Nome, Kotzebue, Barrow, and Sitka. In villages without a University facility, training space can be found in the local schools and businesses and are reasonably supported by student tuition fees. No new facilities or space will be required.

As the University continues to upgrade its capacity to address the growing need for adequate education in rural Alaska, specifically with regard to the distance delivery processes and audio/visual equipment, and computer delivery platforms the ENVI certificate will be made readily available to more students.

21. POSITIVE AND NEGATIVE IMPACTS

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

This course is a required course in the ENVI certificate program that will provide the student the opportunity to develop the skills and training necessary either for immediate employment in a variety of science-related fields or for entry into a science-related associate or baccalaureate degree programs. This class could improve Alaska Native enrollment in baccalaureate degrees. UAF departments that could directly benefit include Biology Geology, Chemistry, Natural Resource Management, Environmental Engineering, and Mining Engineering.

ENVI program information and course requirements were sent out for comments two times, once via email in September 2006, and a second time in September 2008, to specific University departments that may have increased course enrollments due to the required science courses and the elective credit options ENVI students may take. Also discussed was the possibility of students eventually bridging over to other science degree programs. The department contact names include:

**September 2006**

Concerning Required Science, Communication, Computation, and Human Relations Courses:
Rich Boone, Biology
Tom Clausen, Chemistry
Michael Whalen, Geology
Judy Atkinson, CRCD Developmental Math
Susan Andrews, CRCD Humanities Division Chair

Concerning Elective Credit Options:
Rich Boone, Biology
Tom Clausen, Chemistry
Michael Whalen, Geology
Steve Sparrow, School of Natural Resources and Agricultural Sciences
Concerning Required Science Courses:
Rich Boone, Biology
John Keller, Chemistry
Mike Sfraga, Geography
Carol Lewis, Natural Resources and Agricultural Sciences

No negative comments were received and all concerns raised were answered. Department response was favorable. Enrollment increases will be minimal as well as the demand on department faculty.

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 a core requirement for the ENVI Certificate program. It is designed to give students hands-on and practical experience with an environmental agency or business. This type of training is important in rural areas with a need for persons with skills in natural resources-related fields. Thus, rural individuals will be required to understand and participate in data collection and analysis in order to relate results to their local and regional employers, corporations and agencies.

APPROVALS:

Signature, Chair, Program/Department of:  

Signature, Chair, College/School Curriculum Council for:  

Signature, Dean, College/School of:  

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
ATTACH COMPLETE SYLLABUS (as part of this application).
Note: syllabus must follow the guidelines discussed in the Faculty Senate Guide 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 Student Learning Outcomes (more specific)

6. 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.).

7. 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.

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

9. 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.)

10. Support Services:
    - Describe the student support services such as tutoring (local and/or regional) appropriate for the course.

11. 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 (203 WHIT, 474-7043) to provide reasonable accommodation to students with disabilities.”
ENV 160: Internship in Environmental Studies
University of Alaska Fairbanks College of Rural and Community Development

Course Syllabus

Course Title: Internship in Environmental Studies
Dept. & Num: ENV 160
Credits: 1-3
Prerequisites: ENV 101 or Permission of Instructor
Dates: TBA
Days and Times: TBA
Location: Face to face

Instructor: Dr. Todd Radenbaugh
Hours Available: TBA
Phone: 907.842.5109 or 1800.478.5109
Fax: 907.842.5692
Email: bftar@uaf.edu
Text: Training manuals and videos supplied by the sponsoring agency

Course Description
Under the guidance of a UAF Bristol Bay Campus approved agency or business (public or private) students gain supervised pre-professional experience in environmental studies. The intern will explore the interdisciplinary aspects of field or laboratory research, build practical expertise, and make contacts. Internships make one to ten weeks of full-time commitment to the agency or business and when completed make public presentations on the experience.

Course Goals/Outcomes:
Course goals - Upon completion of this course, students will:
- Understand the concepts of an environmental science as it is related to a NGO, tribal organization, or governmental agency
- Gain hands-on work experience in environmental studies
- Exposure to real issues and dilemmas in environmental studies fields

Student Outcomes: Students will demonstrate an understanding of field research techniques by completing the following:
- Use the critical thinking to understand environmental problems
- Interpret quantitative information
- Gain practical knowledge of environmental issues

Course Calendar
Depends on internship – duties subject to Program Coordinator’s approval.
**Expectations of Course Participants**
Interns will be assigned duties and read materials while contributing to the agency goals. Students should phone instructor once a week during the internship to discuss how the internship is progressing and allow the agency to voice concerns.

**Expectations of Sponsoring Agency**
Sponsoring agency will assign the intern to an approved supervisor that will be responsible for internship duties and workload. These duties will teach environmental study skills while contributing to the agency goals. Supervisor will file a final report on the intern’s performance that will be used as part of the student’s assessment.

**Course Evaluation:**
Course Credit Hours: 1-3

**Grading Policy:** Pass/Fail
*Grades* in this course will be decided by the instructor of record:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct (work efficiently and according to instructions)</td>
<td>50</td>
</tr>
<tr>
<td>Field notebook:</td>
<td>30</td>
</tr>
<tr>
<td>Participation</td>
<td>10</td>
</tr>
<tr>
<td>Attendance:</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

**Grade Rubric:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>100-70</td>
<td>Student demonstrates independence and shows competence in understanding assigned duties, completing all the work required without being asked. Demonstrates a deep understanding of assigned agency’s role and mandate in the environmental science field.</td>
</tr>
<tr>
<td>F</td>
<td>69 - below</td>
<td>Student was unable to complete the tasks and assignments on time with at least a 60% understanding and presentation.</td>
</tr>
</tbody>
</table>

**Support and Disability Services:**
Tutoring is available to eligible students through UAF Student Support Services or Bristol Bay Campus. Contact UAF via the Internet at [http://www.uaf.edu/sssp/](http://www.uaf.edu/sssp/) or BBC by calling the toll free number at 1.800.478.5109.

Library services are available at [http://www.uaf.edu/library/](http://www.uaf.edu/library/) or call the toll free library information number at 1.800.478.5348 and ask for the off-campus librarian.

UAF has a Disability Services office that operates in conjunction with the College of Rural and Community Development (CRCD) campuses and UAF’s Center for Distance Education (CDE). Disability Services, a part of UAF’s Center for Health and Counseling, provides academic accommodations to enrolled students who are identified as being eligible for these services.

If you believe you are eligible, please visit [http://www.uaf.edu/chc/disability.html](http://www.uaf.edu/chc/disability.html) on the web or contact a student affairs staff person at the Bristol Bay Campus. You can also contact Disability Services on the Fairbanks Campus at (907) 474-7043, fydso@uaf.edu
“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.”

_In Compliance with UAF Faculty Senate Resolution/2004_