### TRIAL COURSE OR NEW COURSE PROPOSAL

**SUBMITTED BY:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Social Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by</td>
<td>Heidi Brocious</td>
</tr>
<tr>
<td>Email Contact</td>
<td><a href="mailto:fmlb@uaf.edu">fmlb@uaf.edu</a></td>
</tr>
<tr>
<td>College/School</td>
<td>College of Liberal Arts</td>
</tr>
<tr>
<td>Phone</td>
<td>907 796 6213</td>
</tr>
<tr>
<td>Faculty Contact</td>
<td>Same</td>
</tr>
</tbody>
</table>

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

2. **COURSE IDENTIFICATION**
   - Dept: SWK  
   - Course #: 440  
   - No. of Credits: 3
   - Justify upper/lower division status & number of credits:
     - Meets for 15 weeks for 3 hours of contact each week (largely through discussion board or other blackboard hosted technology). The course is appropriate at 400 level because it builds on the integration of foundational theory in social work practice, and paired with specialized practice knowledge and skills for the specific topic area.

3. **PROPOSED COURSE TITLE:**
   - Social Work Practice with Military Families

4. **CROSS LISTED?**
   - YES/NO: no
   - If yes, Dept:

5. **STACKED?**
   - YES/NO: no
   - If yes, Dept:

6. **FREQUENCY OF OFFERING:**
   - Fall/spring/summer through Center for Distance Education
   - (Every or Alternate) Fall, Spring, Summer — or As Demand Warrants

7. **SEMESTER & YEAR OF FIRST OFFERING (if approved)**
   - Fall 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.
   - COURSE FORMAT: (check one)
     - □ 1  
     - □ 2  
     - □ 3  
     - □ 4  
     - □ 5  
     - X 6 weeks to full semester
   - OTHER FORMAT (specify)
     - Web-based blackboard course, discussion board with supplemental audioconference

9. **CONTACT HOURS PER WEEK:**
   - 3 LECTURE hours/weeks
   - 0 LAB hours/week
   - 0 PRACTICUM hours/week

   **Note:** # of credits are based on contact hours. 800 minutes of lecture=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)

---

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.
Social Work 440 (3 Credits) Social Work Practice with Military Families. Explores the history and roles of social work with military families. Ethical concerns that emerge from social work practice with military families are addressed. Military social workers' roles in mental health programs, family advocacy, program administration, and policy-making are examined. This course will also address the issues that affect military families during times of deployment.

<table>
<thead>
<tr>
<th>11. COURSE CLASSIFICATIONS:</th>
<th>(undergraduate courses only. Use approved criteria found on Page 10 &amp; 17 of the manual. If justification is needed, attach on separate sheet.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>H = Humanities</td>
<td>N = Natural Science</td>
</tr>
<tr>
<td>S = Social Sciences</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>12. COURSE REPEATABILITY:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this course repeatable for credit? [YES] [NO]</td>
<td>Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>13. GRADING SYSTEM:</th>
<th>LETTER: X</th>
<th>PASS/FAIL:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>14. PREREQUISITES</th>
<th>Social work 220 or permission of instructor</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>RECOMMENDED</th>
<th>none</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>15. SPECIAL RESTRICTIONS, CONDITIONS</th>
<th>none</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>16. PROPOSED COURSE FEES</th>
<th>$none</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>17. PREVIOUS HISTORY</th>
<th>Has the course been offered as special topics or trial course previously? Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>yes</td>
</tr>
</tbody>
</table>

If yes, give semester, year, course #, etc.: This course was initially taught as a special topics course on campus. The instructor then worked with CRCD to establish the same course in a web based format, which is the method it is currently being taught. The content is the same for the web based course as it was for the
campus version; lectures and course lessons are drawn from the syllabus that was initially used in the face to face version; a copy of the original syllabus is attached to this proposal. For the last 4 semesters through CRCD as SWK 484, special topics course.

18. ESTIMATED IMPACT
WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.
None; this course is currently being taught as a special topics course.

19. LIBRARY COLLECTIONS
Have you contacted the library collection development officer (ffklj@uaf.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.

<table>
<thead>
<tr>
<th>No</th>
<th>X</th>
<th>Yes</th>
</tr>
</thead>
</table>

We just completed our social work accreditation review, which included a review of social work titles and course resources. The UAF library currently has comprehensive

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)
None – this course has been taught for the last several semesters as a special topics class

21. POSITIVE AND NEGATIVE IMPACTS
Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.
Positive impacts are that this course will be listed in the catalog specifically, and students will be made aware of its availability. I am not aware of any negative impacts.

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.

Social Work with Military Families was developed as a special topics course within our program to meet need for a course that addressed this practice area. Response to the special topics course was strong, and the course has since been offered on an ongoing basis. It is no longer appropriate to use the special topic designator, and the logical outcome is to establish this course with it’s own designator.
<table>
<thead>
<tr>
<th>APPROVALS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Signature, Chair, Program/Department of:</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Signature, Chair, College/School Curriculum Council for:</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Signature, Dean, College/School of:</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Signature of Provost (if applicable)</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

Offerings above the level of approved programs must be approved in advance by the Provost.

<table>
<thead>
<tr>
<th>ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Signature, Chair, UAF Faculty Senate Curriculum Review Committee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDITIONAL SIGNATURES: (If required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Signature, Chair, Program/Department of:</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Signature, Chair, College/School Curriculum Council for:</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Signature, Dean, College/School of:</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>
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.”