# Trial Course or New Course Proposal

**SUBMITTED BY:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Tribal Management</th>
<th>College/School</th>
<th>CRCD/IAC</th>
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<tbody>
<tr>
<td>Prepared by</td>
<td>Kevin M. Illingworth, JD</td>
<td></td>
<td>x5710</td>
</tr>
<tr>
<td>Email Contact</td>
<td><a href="mailto:fikmi@uaf.edu">fikmi@uaf.edu</a></td>
<td>Faculty Contact</td>
<td>Kevin M. Illingworth, JD</td>
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## 1. ACTION DESIRED

(CHECK ONE):  
- Trial Course  
- New Course  

## 2. COURSE IDENTIFICATION

<table>
<thead>
<tr>
<th>Dept</th>
<th>TM</th>
<th>Course #</th>
<th>No. of Credits</th>
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<td></td>
<td></td>
<td>115</td>
<td>1</td>
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Justify upper/lower division status & number of credits: Introductory course with no prerequisites. One credit > 14 contact hours over three contact days

## 3. PROPOSED COURSE TITLE:

Tribal Court Administration

## 4. CROSS LISTED?

YES/NO  
- N  

If yes, Dept:

## 5. STACKED?

YES/NO  
- N  

If yes, Dept:

## 6. FREQUENCY OF OFFERING:

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.

<table>
<thead>
<tr>
<th>COURSE FORMAT: (check one)</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6 weeks to full semester</th>
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<tbody>
<tr>
<td>OTHER FORMAT (specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Intensive</td>
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<tr>
<td>Mode of delivery (specify lecture, field trips, labs, etc)</td>
<td>Lecture</td>
<td></td>
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## 9. CONTACT HOURS PER WEEK:

<table>
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<tr>
<th>LECTURE hours/weeks</th>
<th>LAB hours /week</th>
<th>PRACTICUM hours /week</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](http://www.uaf.edu/uafgov/faculty/cd/credits.html) for more information on number of credits.

OTHER HOURS (specify type):  
- 16 hours over three days

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Submit original with signatures + 1 copy + electronic copy to UAF Governance.  
See [http://www.uaf.edu/uafgov/faculty/cd](http://www.uaf.edu/uafgov/faculty/cd) for a complete description of the rules governing curriculum & course changes.
10. COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):

**TM 115 Tribal Court Administration (1+0):** This course focuses on the administration of tribal courts in Alaska and the role of the tribal court clerk. Key concepts and strategies related to the effective administration and operation of tribal justice systems in Alaska will be discussed.

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? [ ] YES [X] 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:

   LETTER: [ ] PASS/FAIL: [X]

14. PREREQUISITES

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

   RECOMMENDED: TM 110 Tribal Court Development for Alaska Tribes

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

15. SPECIAL RESTRICTIONS, CONDITIONS

   None.

16. PROPOSED COURSE FEES

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

17. PREVIOUS HISTORY

   Has the course been offered as special topics or trial course previously? Yes/No [Y]

   If yes, give semester, year, course #, etc.: This course has been offered numerous times in a non-credit workshop/training format.

18. ESTIMATED IMPACT

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

   None

19. LIBRARY COLLECTIONS

   Have you contacted the library collection development officer (ffk1j@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.
**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)

**Tribal Management Program**

**21. POSITIVE AND NEGATIVE IMPACTS**

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

This course will have a positive impact on the TM program and courses. Increased skills and knowledge from this course are expected to be reflected in other TM courses and the program as a whole. Increase in student numbers and credit hours, many not previously served by UAF. Should not adversely impact other courses or programs. May provide additional students transitioning into the Rural Development program. No negative impacts are expected.

**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 one of a series of courses sponsored by the US Department of Justice in the past as a non-credit Tribal Court training program through the Bureau of Justice Assistance. We have been requested to develop this series of courses into an Occupational Endorsement in Tribal Judicial Studies (currently under development). This course has been requested by multiple Tribal Governments throughout Alaska. Target audience is sitting Tribal Court Judges, Council Members, and Elders.

**APPROVALS:**

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

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)
   - 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.”
TM 115 Tribal Court Administration

Course Outline and Syllabus

Instructor:
Kevin M. Illingworth, JD
ffkmi@uaf.edu
907-474-5710  907-474-5561(fax)  1-866-474-5710(toll free)

Course Description:
This course focuses on the administration of tribal courts in Alaska and the role of the tribal court clerk. Key concepts and strategies related to the effective administration and operation of tribal justice systems in Alaska will be discussed.

Course Goal:
Students will be able to understand the basic requirements of administering a tribal justice system in Alaska.

Student Learning Outcomes:
Upon completion of this course the student will:
1. Understand the basic elements of Federal Indian Law as it applies to tribal justice systems.
2. Demonstrate and understanding of the role of the tribal court clerk in the administration of tribal courts in Alaska.
3. Comprehend the significance and importance of Due Process in tribal justice systems.
4. Identify the essential elements of Notice and the Opportunity to be Heard, and the role of tribal court clerks in ensuring Due Process.
5. Demonstrate a basic understanding of the current extent of tribal jurisdiction in Alaska and how that relates to the tribal justice system.
6. Conduct a Tribal Court Hearing

Instructional Methods: Instructional methods will include a combination of lecture, individual and small group discussion.

Course Policies: Attendance at all three days is mandatory. Students are expected to actively participate in class discussions and to contribute to group activities.

Text: Tribal Court Clerk Handbook. Hollingsworth and Jaeger, TCC 2009
Film: “Tribal Court Clerks: The Backbone of Tribal Justice Systems”
Coursepack and other materials will be distributed in class

Office Hours: As this is a 3 day intensive course, no office hours are scheduled. However, instructor will attend all session of the course and be available via phone and fax for student contact after course contact period. The Tribal Management Program can be reached toll-free at 1-866-474-5710
**Evaluation and Grading:**
This course will be graded pass/fail. In order to receive a passing grade, participants must receive a 70% or higher grade. Participants are expected to attend and actively participate in all sessions of this course. Participants will be assessed based upon practical application of skills and demonstration of course objectives.

Effective Participation and Leadership 30%
In-class exercise and demonstration of skills 40%
  1. Notice Exercise
  2. Filing Exercise
  3. Tribal Court Order Exercise
  4. Practice Hearing
Course Notebook/Journal 30%

Total points possible for the course will be assigned and weighted based on the following:

*Effective Participation and Leadership (30%):* Active participation during the entire 3-day classroom session is required to pass this course. Students are expected to actively participate in all group discussions, and demonstrate leadership ability.

*In-class Exercise and Demonstration of Skills (40%):* Participants are required to participate in all in-class exercises and to demonstrate application of course objectives.

*Course Notebook/Journal (30%):* Participants are required to keep a course notebook for the session. The course notebook should include notes on the presentations and reflections on how the information presented could affect the students’ village. The notebook will be presented to the instructor at the end of the workshop, and then returned to the student.

**Support Services:** The instructor is available upon appointment for additional assistance outside session hours.

**Disability Services:** UAF Disability Services for Distance Students
Disability Services provide a variety of services to assure equal access for all students. Interpreting services, educational assistants, note taking, and exam accommodations for students are the most frequently provided accommodations.

The staff of Disability Services works with faculty in arranging appropriate services in the classroom. Questions should be directed to the Director of Disability Services at (907)-474-5655.

[http://www.uaf.edu/disability/](http://www.uaf.edu/disability/)
Daily Schedule

Day 1
Morning:
9:00 am  Introductions
⇒ Introduce yourself
⇒ Discuss your work in the community
⇒ Explain what you want to learn most in this class

View Video: “Tribal Court Clerk: The Backbone of the Tribal Justice System”
Presentation and discussion: Discuss film

Noon - Lunch

Afternoon:
1:00 pm  Presentation and discussion: Due Process and the Tribal Court Clerk
4:00 pm  Done for the day
Homework: Read “Tribal Court Management Issues” - Court Clerk Book

Day 2
Morning:
9:00 am  Presentation and discussion: Keeping Records: Notice
Notice Exercise
Presentation and discussion: Keeping Records: Filing
Filing Exercise

Noon - Lunch

Afternoon:
1:00 pm  Presentation and discussion: Conducting Hearings
Writing Tribal Court Orders
Tribal Court Order Exercise
4:00 pm  Done for the day
Homework: Read “Tribal Court Procedures” - Court Clerk Book

Day 3
Morning:
9:00 am  Practice Tribal Court Hearing

1:00 pm  Done for the day

If you have any questions, feel free to call me at 1-866-474-5710