

RECEIVED

OCT 13 2016

FORMAT 2

Submit originals (including syllabus) and one copy and electronic copy to the **Faculty Senate Office**
 See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/> for a complete description of the rules governing curriculum & course changes.

College of Liberal Arts

CHANGE COURSE (MAJOR) and DROP COURSE PROPOSAL
 Attach a syllabus, except if dropping a course.

SUBMITTED BY:

Department	English Department	College/School	CLA
Prepared by	Renee Pike	Phone	474-7193
Email Contact	brpike@alaska.edu	Faculty Contact	Rich Carr - 4746361

1. COURSE IDENTIFICATION: As the course now exists.

Dept Course # No. of Credits

COURSE TITLE

2. ACTION DESIRED: Check the changes to be made to the existing course.

Change Course If Change, indicate below what is changing. Drop Course

NUMBER	<input type="text"/>	TITLE	<input checked="" type="checkbox"/>	DESCRIPTION	<input checked="" type="checkbox"/>
PREREQUISITES*	<input type="text"/>	FREQUENCY OF OFFERING	<input type="text"/>		

*Prerequisites will be required before a student is allowed to enroll in the course.

CREDITS (including credit distribution) **COURSE CLASSIFICATION**

ADD A STACKED LEVEL (400/600) Dept. Course #

Include syllabi.

How will the two course levels differ from each other? How will each be taught at the appropriate level?:

Stacked course applications are reviewed by the (Undergraduate) Curricular Review Committee and by the Graduate Academic and Advising Committee. Creating two different syllabi—undergraduate and graduate versions—will help emphasize the different qualities of what are supposed to be two different courses. The committees will determine: 1) whether the two versions are sufficiently different (i.e. is there undergraduate and graduate level content being offered); 2) are undergraduates being overtaxed?; 3) are graduate students being undertaxed? In this context, the committees are looking out for the interests of the students taking the course. Typically, if either committee has qualms, they both do. More info online - see URL at top of this page.

ADD NEW CROSS-LISTING Dept. & No. Requires approval of both departments and deans involved. Add lines at end of form for additional signatures.

STOP EXISTING CROSS-LISTING Dept. & No. Requires notification of other department(s) and mutual agreement. Attach copy of email or memo.

OTHER (specify)

3. 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 and the appropriate Faculty Senate curriculum committee. Furthermore, any core course compressed to less than six weeks must be approved by the Core Review Committee.

COURSE FORMAT: (check all that apply) 1 2 3 4 5 6 weeks to full semester

OTHER FORMAT (specify all that apply)
 Mode of delivery (specify lecture, field trips, labs, etc.)

4. **COURSE CLASSIFICATIONS:** (undergraduate courses only. Use approved criteria found in Chapter 12 of the curriculum manual. If justification is needed, attach 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, W = Writing Intensive, X = Baccalaureate Core
*Format 6 also submitted *Format 7 submitted

- 4.A Is course content related to northern, arctic or circumpolar studies? If yes, a "snowflake" symbol will be added in the printed Catalog, and flagged in Banner.

YES NO X

5. **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

6. **COMPLETE CATALOG DESCRIPTION** including dept., number, title, credits, credit distribution, cross-listings and/or stacking, clearly showing the changes you want made. (Underline new wording strike through old wording and use complete catalog format including dept., number, title, credits and cross-listed and stacked.)

Example of a complete description:

PS F450 Comparative ~~Aboriginal~~ Indigenous Rights and Policies (s)

3 Credits

Offered As Demand Warrants

~~Case-study~~ Comparative approach in ~~assessing Aboriginal~~ analyzing Indigenous rights and policies in different nation-state systems. ~~Seven Aboriginal situations~~ Multiple countries and specific policy developments examined for factors promoting or limiting self-determination. Prerequisites: Upper division standing or permission of instructor. (Cross-listed with ANS F450.) (3+0)

~~ENGL F212 Business, Grant and Report Writing~~ 3 Credits

Offered As Demand Warrants

~~Forms and techniques of business, grant, and report writing. (Special emphasis may be placed on one or another of these topics in a given semester.)~~ Does not fulfill the second half of the baccalaureate requirements in written communication.

Prerequisites: ~~ENGL F11X.~~

Lecture + Lab + Other: 3 + 0 + 0

WRTG 212X: Writing and the Professions 3 Credits

An introduction to what writing is and does and how people learn to do it in the professions, with a focus on the disciplinary questions, methods, and reasoning that shape the genres and writing practices in the field.

Prerequisites: WRTG 111X

Recommended: Sophomore standing

Lecture + Lab + Other: 3 + 0 + 0

7. **COMPLETE CATALOG DESCRIPTION AS IT SHOULD APPEAR AFTER ALL CHANGES ARE MADE:**

WRTG 212X: Writing and the Professions 3 Credits

An introduction to what writing is and does and how people learn to do it in the professions, with a focus on the disciplinary questions, methods, and reasoning that shape the genres and writing practices in the field.

Prerequisites: WRTG 111X

Recommended: Sophomore standing

Lecture + Lab + Other: 3 + 0 + 0

[Empty rectangular box]

8. **GRADING SYSTEM:** Specify only one.

LETTER:

PASS/FAIL:

9. **ESTIMATED IMPACT**

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

See Memo

10. **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

11. **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)

See Memo

12. **POSITIVE AND NEGATIVE IMPACTS**

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


See Memo


13. **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. If you ask for a change in # of credits, explain why; are you increasing the amount of material covered in the class? If you drop a prerequisite, is it because the material is covered elsewhere? If course is changing to stacked (400/600), explain higher level of effort and performance required on part of students earning graduate credit. Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the course is not compromised as a result.

See Memo

APPROVALS: (Additional signature blocks may be added as necessary.)

	Date	10/12/16
Signature, Chair, Program/Department of: ENGLISH		

DocuSigned by: 	Date	November 1, 2016
Signature, Chair, College/School Curriculum Council for:		

DocuSigned by: 	Date	November 2, 2016
Signature, Dean, College/School of:		

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

Signature of Provost (if applicable)	Date
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ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE.

Signature, Chair	Date
Faculty Senate Review Committee: <input type="checkbox"/> Curriculum Review <input type="checkbox"/> GAAC	
<input type="checkbox"/> Core Review <input type="checkbox"/> SADAC	

ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking; add more blocks as necessary.)

Signature, Chair, Program/Department of:	Date
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Signature, Chair, College/School Curriculum Council for:	Date
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Signature, Dean, College/School of:	Date
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Note: If removing a cross-listing, attach copy of email or memo to indicate mutual agreement of this action by the affected department(s). If degree programs are affected, a Format 5 program change form must also be submitted.

ATTACH COMPLETE SYLLABUS (as part of this application). This list is online at:

<http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/uaf-syllabus-requirements/>

The Faculty Senate 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 (or changes to it) may 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.) Publicize UAF regulations with regard to the grades of "C" and below as applicable to this course. (Not required in the syllabus, but is a convenient way to publicize this.) Link to PDF summary of grading policy for "C":

http://www.uaf.edu/files/uafgov/Info-to-Publicize-C_Grading-Policy-UPDATED-May-2013.pdf

11. Support Services:

Describe the student support services such as tutoring (local and/or regional) appropriate for the course.

12. Disabilities Services: Note that the phone# and location have been **updated**.

<http://www.uaf.edu/disability/> The Office of Disability Services implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials.

State that you will work with the Office of Disabilities Services (208 WHITAKER BLDG, 474-5655) to provide reasonable accommodation to students with disabilities.

WRTG 212x: Writing and the Professions

Course Number • WRTG 212x F11 • 3 Credits • Term • Days and Time • Classroom

Prerequisites: WRTG 111x

Instructor Name • Instructor Email • Instructor phone

Instructor Office • Instructor Office Hours

Course Description

An introduction to what writing is and does and how people learn to do it in the professions, with a focus on the disciplinary questions, methods, and reasoning that shape the genres and writing practices in the field.

Course Goals

This student-centered, audience-based writing course is designed to help students develop rhetorical strategies for active citizenship in and out of the classroom. [Further description written by instructor and provides 1-2 sentences on the course theme/topic.]

Student Learning Outcomes

Students will write at least 30+ pages of compositions in order to do the following by the end of the course:

- frame an issue to an established audience, engage divergent perspectives on that issue, and contribute to an ongoing conversation in the professions.
- interpret texts and data by applying theoretical frameworks from the professions.
- demonstrate consistent use of a broad range of conventions and genres that conform to the goals of writing in the professions.
- assess their choices as writers.

Texts and Materials

Readings will differ across sections.

Internet and Computer Access

A grammar handbook/style guide

Methods

- *Peer review* is essential to this course. During peer review, you will develop your abilities of paying close attention and how to talk about choices of a text and their consequences.
- The *rhetorical situation*--context, audience, and purpose--is examined and practiced in this writing class. It will be introduced through interactive workshops to help you pose and solve writing problems, as a writer you can apply these essential concepts to future writing situations.
- This writing classroom provides a space for you to approach writing as a *recursive process*, you will be asked to write drafts, revise, and re-work writing over a unit and the semester.

Course Policies

University Writing Program Attendance Policy

Our synchronous writing classes taught at UAF require attendance. Because writing courses depend on class discussion, peer review of writing, in addition to lecture and presentations, our classes share a

baseline attendance policy. Students enrolled in writing classes must attend 80% of synchronous class sessions in order to be eligible for passing the course.

Plagiarism Policy

Student Code of Conduct

Honesty is a primary responsibility of you and every other UAF student. The following are exact words from the student code of conduct in the UAF Catalog regarding academic integrity:

- Students will not collaborate on any quizzes, in-class exams, or take-home exams that contribute to their grade in a course, unless the course instructor grants permission. Only those materials permitted by the instructor may be used to assist in quizzes and examinations.
- Students will not represent the work of others as their own. A student will attribute the source of information not original with himself or herself (direct quotes or paraphrases) in compositions, theses, and other reports.
- No work submitted for one course may be submitted for credit in another course without the explicit approval of both instructors.

Alleged violations of the Code of Conduct will be reviewed in accordance with procedures specified in regents' policy, university regulations and UAF rules and procedures.

Writing Center:

The UAF Writing Center welcomes writers of all levels, disciplines, and interests. Tutors at the Writing Center can give you general feedback as well as targeted instruction if you have specific questions about the content, organization, or writing conventions in your paper. *Phone Tutoring:* Writing help is also available by phone if you are pursuing your education at a distance. Set up an appointment by calling (907) 474-5314. <http://www.alaska.edu/english/writing-center/>

Fairbanks Campus (801 Gruening)

Mon-Thurs 10am-4pm; 7pm-10pm, Fri 10am-1pm, Sun 1pm-6pm

Phone: (907) 474-5314

Downtown Writing Center (604 Barnette St, Room 120)

Mon 1-5, Tues 2-8, Wed 1-5, Thurs 2-6, Sat 1-4, Sun 2:30-5:30

Make an appointment by calling (907) 455-2860.

Rural Student Services:

Rural Student Services (RSS) is an academic advising department that supports students who have spent much of their lives in rural areas across Alaska. RSS provides tutoring in writing and other subjects on a regular basis. If you're interested in their services, check out their website (<http://www.uaf.edu/ruralss>) or contact them:

202 Brooks Building

Phone: (907) 474-7871

Email: uaf-rss@alaska.edu

Student Support Services:

Student Support Services offers academic advising, mentoring, tutoring, and more for students who qualify. More information about eligibility and services is available online at <http://www.uaf.edu/sss/> or by contacting the office:

512 Gruening Building

Phone: (907) 474-6844

Email: trio.sss@alaska.edu

Disability Services:

UAF Disability Services helps every UAF student get equal access to campus and course materials. I am happy to work with individual students and the Office of Disability Services to make arrangements for students with disabilities. Students are responsible for initiating this process.

<http://www.uaf.edu/disability/>
208 Whitaker Building

Evaluation

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 59

Writer Writing Case Study	10%	(engagement, weekly writing, drafts, review, and final)
Genre Case Study	10%	(engagement, weekly, writing, drafts, review, and final)
Stakeholder Analysis	15%	(engagement, weekly, writing, drafts, review, and final)
Collaboration Study	15%	(engagement, weekly, writing, drafts, review, and final)
Synthesizing the Conversation	25%	(engagement, weekly, writing, drafts, review, and final)
Infographic/Data Visualization	25%	(engagement, weekly writing, drafts, review, and final)

- In order to move on to the next writing course, a student must earn a C- or higher in this course. Depending on section, this grading scheme changes based on what the instructor chooses to emphasize (+/- grades or process or deadlines, etc.)

Course Plan:

Weekly period	In-Class Activity	Out-Class Writing/Reading.
Week 1	Introductions	Connection writing.
Week 2	Genres in the professions, overview. 3-4 Readings assigned.	Thinking paper.
Week 3	Practice sentence workshops, peer review.	case studies draft.
Week 4	Workshops cont. Editing focus.	case studies due.
Week 5	Return to Genres; case studies	Conferences
Week 6	Reading assigned: What matters about interpretations, perspectives, difference?	Thinking paper
Week 7	Practice sentence workshops, peer review.	stakeholder analysis due
Week 8	Workshops cont. Editing focus.	collaboration due.
Week 9	Readings assigned. Proposal writing, problem statements	Proposal for "synthesizing the conversation" due.
Week 10	Library Visit/conferences	Annotated bibliography due.
Week 11	Practice sentence workshops, peer review. (art of bullet points)	Synthesizing the Conversation paper due.
Week 12	Design aspect	Data visualization project draft.
Week 13	Student Presentations	Revision
Week 14	Student Presentations/Reflection	Revision
Week 15	Reflection	Program 500 assessment prompt assigned.