

Submit original with signatures + 1 copy + electronic copy to Faculty Senate (Box 7500).
See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/> for a complete description of the rules governing curriculum & course changes.

TRIAL COURSE OR NEW COURSE PROPOSAL
(Attach copy of syllabus)

SUBMITTED BY:

Department	GENR	College/School	General Studies
Prepared by	John Smelter	Phone	474-1849
Email Contact	ipsmelter@alaska.edu	Faculty Contact	Dr. Alexandra Fitts

1. ACTION DESIRED

(CHECK ONE):

Trial Course	<input type="checkbox"/>	New Course	<input checked="" type="checkbox"/>
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2. COURSE IDENTIFICATION:

Dept	GENR	Course #	F400	No. of Credits	0
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Justify upper/lower division status & number of credits:

The capstone requirements utilize concepts and skills gained from a breadth of undergraduate course work and are intended for senior students for post-graduation career preparation.

3. PROPOSED COURSE TITLE:

Interdisciplinary Capstone

4. To be CROSS LISTED?
YES/NO

No

If yes, Dept:

Course #

NOTE: Cross-listing requires approval of both departments and deans involved. Add lines at end of form for additional required signatures.

5. To be STACKED?*

YES/NO

No

If yes, Dept:

Course #

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

* Use only one Format 1 form for the stacked course (not one for each level of the course!) and attach syllabi. 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.

6. FREQUENCY OF OFFERING:

Fall, Spring, Summer, every year

Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) — or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING

(Effective AY2015-16 if approved by 3/31/2015; otherwise AY2016-17)

Fall 2017

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 all that apply)

1

2

3

4

5

6 weeks to full
semester

OTHER FORMAT (specify)

This is a 0 credit course, which is intended to help students, advisors and the graduation office keep track of interdisciplinary students' completion of their capstone requirement.

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

Independent research and writing assignments. Guidance and feedback provided by instructor.

9. CONTACT HOURS PER WEEK:LECTURE
hours/weeksLAB
hours /weekPRACTICUM
hours /week

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-senate/curriculum/course-degree-procedures-/guidelines-for-computing-/> for more information on number of credits.

OTHER HOURS (specify type)

Independent research and writing assignments.

10. COMPLETE CATALOG DESCRIPTION including dept., number, title, credits, credit distribution, cross-listings and/or stacking (50 words or less if possible):Example of a complete description:

FISH F487 W, O Fisheries Management

3 Credits Offered Spring

Theory and practice of fisheries management, with an emphasis on strategies utilized for the management of freshwater and marine fisheries. *Prerequisites:* COMM F131X or COMM F141X; ENGL F111X; ENGL F211X or ENGL F213X; ENGL F414; FISH F425; or permission of instructor. Cross-listed with NRM F487. (3+0)

GENR F400 Interdisciplinary Capstone

0 Credits Offered Fall, Spring Summer

The Interdisciplinary capstone will help students to identify and research professional goals, relevant to the path their academic career has taken. Students will conduct independent research and schedule meetings with the instructor as needed for guidance and feedback. Students will also prepare career-focused materials including a resume and cover letter. These materials provide a practical application in pursuing post-secondary ambitions, as well as facilitating self-reflection on obtaining a broad body of knowledge from their Interdisciplinary Degree.

Prerequisites: Admittance to an interdisciplinary major; senior standing**Lecture + Lab + Other: 0 + 0 + 0****11. COURSE CLASSIFICATIONS:** Undergraduate courses only. Consult with CLA Curriculum Council to apply S or H classification appropriately; otherwise leave fields blank.

H = Humanities

S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? **If YES, attach form.**

YES:

NO:

X

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, **Format 6**W = Writing Intensive, **Format 7**

X = Baccalaureate Core

11.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

12. COURSE REPEATABILITY:

Is this course repeatable for credit?

YES

NO

X

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 for credit, what is the maximum number of credit hours that may be earned for this course?

CREDITS

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. Note: Changing the grading system for a course later on constitutes a Major Course Change – Format 2 form.

LETTER:

PASS/FAIL:

X

RESTRICTIONS ON ENROLLMENT (if any)**14. PREREQUISITES****Admittance to an interdisciplinary major; senior standing**These will be *required* before the student is allowed to enroll in the course.**15. SPECIAL RESTRICTIONS,
CONDITIONS****16. PROPOSED COURSE FEES****\$0**

Has a memo been submitted through your dean to the Provost for fee approval?

Yes/No**17. PREVIOUS HISTORY**

Has the course been offered as special topics or trial course previously?

Yes/No**No**

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

18. ESTIMATED IMPACT*WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.***This course will utilize existing faculty/staff resources. No facilities will be needed.****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****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)***Students will be encouraged to utilize available campus resources such as the UAF Writing Center and UAF Career Services for feedback on their required materials.****21. POSITIVE AND NEGATIVE IMPACTS***Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.***A capstone is now a university requirement for all UAF bachelor's degrees. This course fulfills this requirement, and it enhances the Interdisciplinary degree's ability to prepare students for their professional life after graduation.****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.

A capstone is now a university requirement for all UAF bachelor degrees. Interdisciplinary degrees do not have specific major requirements, so there is not a way to build a capstone into existing curriculum. The interdisciplinary capstone is designed to help students link their degree to their professional goals through the development of career-focused materials. This course will track the completion and submission of capstone requirements.

APPROVALS: Add additional signature lines as needed.

<i>n/a</i>	Date	
Signature, Chair, Program/Department of:		
<i>n/a</i>	Date	
Signature, Chair, College/School Curriculum Council for:		
<i>[Signature]</i>	Date	<i>11.23.16</i>
Signature, Dean, College/School of: <i>General Studies</i>		

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

	Date	
Signature of Provost (if above level of approved programs)		

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

	Date	
Signature, Chair		
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)

	Date	
Signature, Chair, Program/Department of:		
	Date	
Signature, Chair, College/School Curriculum Council for:		
	Date	
Signature, Dean, College/School of:		

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.

5/21/2013

GENR F400 Interdisciplinary Capstone

0 credits

Prerequisites: Admittance to an interdisciplinary major, senior standing

Meeting time: Students will conduct independent research and schedule meetings with the instructor as needed for guidance and feedback.

Term: Fall 2017

Instructor: John Smelter, MFA

Contact: jpsmelter@alaska.edu, 907-474-1849

Office hours: Mon.-Fri., 8am - 5pm, by appointment

Course Materials

No text book or specific materials are required. Students are expected to conduct research about an aspirational career using resources such as O*Net Online (www.onetonline.org), a job shadow, or an interview with a professional in their chosen field. Students are also encouraged to utilize UAF resources such as the Writing Center and Career Services to get feedback on their assignments.

Course Description

The Interdisciplinary capstone will help students identify and research professional goals, relevant to the path their academic career has taken. Students will conduct independent research and schedule meetings with the instructor as needed for guidance and feedback. Students will prepare career-focused materials including a resume and cover letter. These materials provide a practical application for pursuing post-secondary ambitions, as well as facilitating self-reflection on the broad body of knowledge from their Interdisciplinary Degree.

Assignments

Students will submit the following career-focused documents to the instructor in order to complete the capstone requirement:

1. Resume
2. Cover Letter
3. Essay examining the requirements needed to begin an aspirational career

1. Having a **resume** prepared and ready to use is important for students and professionals. It should be a living document that is continually updated and easily tailored for specific purposes. This assignment will help regardless of a student's plans after graduating (e.g. graduate school, a new career, or advancement within their current career). This requirement will serve a practical purpose of creating a functional document. It will also give students the chance to reflect upon how they will present their interdisciplinary degree and highlight their achievements as a student and, if applicable, as a professional.

2. A good **cover letter** should work together with a resume to fold a interdisciplinary degree into the breadth of student's accomplishments and qualifications and explain how their degree has helped qualify and prepare them for their goals. Like the resume, this is a practical

document that everyone should have on hand. Students can use the cover letter to apply for jobs or graduate school, or it may act as an exercise if the student is already working.

3. The career **essay** will require students to identify a professional goal or aspirational career and identify what they need to do to achieve it. Students are expected to conduct research by using one or more of the following resources to write the essay: O*Net Online, a job shadow, or an interview with a professional in their chosen field. The essay should be 3-5 pages in length.

Course Goals

The goal of the capstone is to help interdisciplinary students connect their degree to their professional goals beyond graduation. The assignments are intended to serve the practical function of preparing useful documents that will be needed in students' professional lives. The assignments are also intended to help students identify and reflect upon their goals, how they can achieve them, and what they have done or still need to do on the path to reaching their goals.

Student Learning Outcomes

1. Resume/CV:

- Research current trends in resume/cv styles and formats
- Understand formatting expectations for different types of organizations and careers - e.g. federal government, academic institutions, and private businesses.
- Gain knowledge of contemporary methods in applying for jobs and sharing resumes - e.g. professional personal websites, LinkedIn or other social media sites, and job hiring websites.
- Demonstrate the ability to tailor a resume to fit a specific job description

2. Cover Letter:

- Pairing the cover letter with the resume as complementary documents (not repeating the same information in both)
- Explaining (if/when necessary) what their interdisciplinary degree is, and how it has helped prepare them for their chosen field
- Finding an appropriate length, tone, and format of the letter in a given context

3. Research Essay

- Determine a professional goal
- Gain holistic understanding of a profession - e.g. salary, duties, job availability, required education/certifications, and how to find/apply to jobs in a given field.
- Develop a strategy/ outline a pathway for reaching professional goals.

Instructional Methods

Students will have a scheduled meeting with the instructor at the beginning of the semester to go over the syllabus and discuss their goals. The instructor will provide suggestions and guidance, and students will work independently on their assignments. Students can schedule follow-up meetings with the instructor as needed. Students are also encouraged to work with UAF's writing center, Career Services, and professionals from their chosen fields to get advice about their assignments.

Course Calendar

Students and the instructor will have their first meeting by the end of the third week of the semester. First drafts of the three assignments will be due by the withdraw deadline of the semester. Subsequent meetings will be scheduled as needed, at the student's request. All assignments are due by the last day of instruction for the semester.

Course Policy

The interdisciplinary capstone can be completed any semester once a student is officially admitted to an interdisciplinary major and has senior standing. It is required to be finished in order to graduate with an undergraduate interdisciplinary degree from UAF.

Evaluation

This is a pass/fail course. The expectation is that, before submission, all assignments are edited, and students have conducted independent research and sought feedback from campus resources or professionals in their interest area. Once assignments are submitted, the student and the instructor will discuss the student's goals and the instructor will offer feedback. The instructor will either accept the assignments as completed or ask for resubmission, if revisions are necessary.

Letter grades are not provided for the capstone or the assignments. Therefore, the evaluation rubric is in the form of checklist. The points on the checklist are intended to serve as guidelines for the student, as well as a way for the instructor to provide consistent critical feedback to all students and to determine whether assignments have been completed satisfactorily. The assignments and evaluation rubrics can be adjusted by the instructor depending upon the specifics of students' post-baccalaureate goals. Changes to assignments and/or the rubric will be documented in writing and a copy provided to the student.

1. Resume

- Appropriate length
- Edited and free of typos
- Consistent tense and grammatical structure
- Appropriate format (e.g. uploadable file format, an online format, etc.)
- Contact information is included and easy to find
- Tailored to the position for which you are applying
- Highlights relevant experience
- Complements other application materials
- Balance maintained between being skimmable while detailing specific skills

2. Cover Letter

- Appropriate length
- Edited and free of typos
- Follows appropriate business letter formatting
- Complements and supports the resume (avoids redundancies)
- Expands upon relevant skills and experience you wish to highlight
- Explains how you are uniquely qualified for the job
- Used to demonstrate your written communication skills
- Makes you stand out

3. Research Essay

- 3-5 pages in length
- Edited and free of typos
- Conduct research by using one or more of the following resources to write the essay: O*Net Online, a job shadow, or an interview with a professional in the student's chosen field.
- Citations of research sources
- Outline a path to reaching a post-baccalaureate goal (e.g. admission to a graduate program, what is needed to be hired for a particular career, etc.).
- Explain if and how the Interdisciplinary General Studies degree fits into your goal.

Support Services

UAF Writing Center - Can provide advice, feedback and editing for written assignments.

801 Gruening Bldg., P.O. Box 755720

Fairbanks, Alaska 99775-5720

Phone: (907) 474-5314

Fax: 1-800-478-5246

Email: uaf-writing-center@alaska.edu

Web: <https://www.uaf.edu/english/writing-center/>

UAF Career Services - Can provide advice and feedback on resume and cover letter.

Phone: 907-474-7596

Fax: 907-474-7445

Email: uaf-career@alaska.edu

110 Eielson Building

Fairbanks, AK 99775-6380

Disabilities Act

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. If you have specific physical, psychiatric or learning disabilities and require reasonable accommodations, please let the instructor know early in the semester so that your learning needs may be

appropriately met. You will need to provide documentation of your disability to the Office of Disability Services and request a letter of accommodation.

UAF Office of Disability Services

Whitaker Building, Room 208

612 N. Chandalar

PO Box 755590

University of Alaska Fairbanks

Fairbanks, Alaska 99775-5590

Phone: (907) 474-5655

TTY: (907) 474-1827

Fax: (907) 474-5688

Disability Services E-mail: uaf-disabilityservices@alaska.edu

Title IX

University of Alaska Board of Regents have clearly stated in BOR Policy that discrimination, harassment and violence will not be tolerated on any campus of the University of Alaska. If you believe you are experiencing discrimination or any form of harassment including sexual harassment/misconduct/assault, you are encouraged to report that behavior. If you disclose sexual harassment or sexual violence to a faculty member or any university employee, they must notify the UAF Title IX Coordinator about the basic facts of the incident. Your choices for disclosure include:

- 1) You may confidentially disclose and access confidential counseling by contacting the UAF Health & Counseling Center at 474-7043
- 2) You may access support and file a Title IX report by contacting the UAF Title IX Coordinator at 474-7599
- 3) You may file a criminal complaint by contacting the University Police Department at 474-7721.