

1. General Information

1a. Submitted by the College of: MEDICINE

Date Submitted: 1/6/2015

1b. Department/Division: Graduate Center For Toxicology

1c. Contact Person

Name: Davy Jones

Email: djones@uky.edu

Phone: 257-3795

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

1d. Requested Effective Date: Specific Term/Year¹ Fall 2015

1e. Should this course be a UK Core Course? No

RECEIVED

JAN 14 2015

OFFICE OF THE
SENATE COUNCIL**2. Designation and Description of Proposed Course**

2a. Will this course also be offered through Distance Learning?: No

2b. Prefix and Number: Tox 350

2c. Full Title: Interdisciplinary Forensic Sciences

2d. Transcript Title:

2e. Cross-listing:

2f. Meeting Patterns

LECTURE: 3

2g. Grading System: Letter (A, B, C, etc.)

2h. Number of credit hours: 3

2i. Is this course repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: This course broadly introduces the interdisciplinary field of Forensic Science. The class will survey the areas of (i) legal/scientific considerations in evidence collection, (ii) physico-chemical, biological-medical, computational, and sociological methods in evidence analysis and (iii) the professional and social implications of the application of these methods. Students will research, evaluate, and present information on, and lead discussion about, how the proper exercise of Forensic Science relates to representations of this discipline in popular media.

2k. Prerequisites, if any: Bio 148 (lecture) + Bio 155 (lab) and CHE 105 (or by permission of the instructor)

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No

If YES, enter the off campus address:

4. Frequency of Course Offering: Fall,

Will the course be offered every year?: Yes

If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: Yes

If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: 14 (cap first year)

7. Anticipated Student Demand

Will this course serve students primarily within the degree program?: No

Will it be of interest to a significant number of students outside the degree pgm?: Yes

If Yes, explain: See cover letter

8. Check the category most applicable to this course: Traditional – Offered in Corresponding Departments at Universities Elsewhere,

If No, explain:

9. Course Relationship to Program(s).

a. Is this course part of a proposed new program?: No

If YES, name the proposed new program:

b. Will this course be a new requirement for ANY program?: No

If YES, list affected programs:

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?: No

b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from **10.a** above) are attached: Yes

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6. How do course requirements ensure that students make appropriate use of learning resources?

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? NO

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|MARYV|Mary V Iwamoto|Tox 350 NEW Dept Review|20140606

SIGNATURE|MARYV|Mary V Iwamoto|Tox 350 NEW Dept Review|20140608

SIGNATURE|MRWH224|Melissa R Wilkeson|Tox 350 NEW College Review|20140801

SIGNATURE|JMETT2|Joanie Ett-Mims|Tox 350 NEW Undergrad Council Review|20150114

Date: May 31, 2014

RE: Proposed New Course: Interdisciplinary Forensic Sciences

Dear Reviewing Committee,

The field of Forensic Sciences is an increasingly visible theme in the popular medium, with such shows as CSI, Bones, and Criminal Minds. There has also been an increase in Forensic Sciences as a professional career choice, with more Universities offering coursework and degrees in this area.

There are several courses or programs of study at the University of Kentucky relating to forensic analysis. However, most are at an **advanced graduate level**¹ or **advanced professional level**.² The few specific undergraduate courses in forensics are focused on a **specialty area** or several closely related areas that can be taught by a single specialist.³

Amazingly, at UK there is no undergraduate 'introductory' course that broadly surveys the Forensic Sciences, across the wide array of social, biological, physical and other investigative approaches. However, it has been the consistent experience of one of the proposers of this new course that students in her topical Bio 425 seminar 'TV CSI – Is it for Real?' express a strong interest that UK would have a formal introductory course in Forensic Sciences. Such a course could serve as a foundation for more specialized courses or in area minors (e.g., from a criminalistics perspective, the chair of Sociology Dr. Claire Renzetti has requested that this proposed new course be available as an elective for their new criminalistics minor).

We have been encouraged by Dean de Beer and Dean Kornbluh, and by our respective chairs Dr. Vore and Dr. Cassone, to pursue development of this introductory course. In the attached you will find that we have developed a truly interdisciplinary introductory course in Forensic Sciences, with a very high quality academic content being ensured by that actual specialists in each subfield will provide the corresponding lectures. The course will have two co-Directors that will split the course directorship time of attending each lecture, of reorganizing lectures consequent to unexpected changes in schedules of the intended speakers, of organizing, proctoring and grading the exams, and of supervising and grading the written summaries, powerpoint slides, powerpoint presentations and class discussions that constitute the last 7 class meetings. The course is proposed to be homed in Toxicology, and has been approved by the Toxicology Faculty at its May 20, 2014 meeting. There is separately proceeding a proposal to change the Graduate Center for Toxicology to a Department, whereupon it will be allowed under University regulations to be able to home undergraduate courses. Upon the approval of the change in the home unit from a graduate center to a department (which we anticipate during fall 2014), then course will officially be homed in the new department.

Davy Jones (Toxicology, COM)
Grace Jones (Biology, A&S)

¹Forensic Accounting ACC 555; Cybercrime Forensics CS 585

²Forensic Pathology PAT 815; Forensic Odontology CDS 865; psychiatric resident education in Forensic Psychiatry; medico-legal issues LAW 827.

³Forensic chemistry/biochemistry, A&S 300-001; Forensic Psychology UKC 381

INTERDISCIPLINARY FORENSIC SCIENCES
An Introductory Course

<u>Class</u>	<u>Topic</u>	<u>College</u>	<u>Speaker/Contact</u>
Forward Considerations about Forensic Evidence to be Collected			
1	Orientation/Philosophy of scientific investigation; hypothesis, evidence	A&S (Biology)	Jones
2	Securing the crime scene; crime scene equipment/photography	Ky State Police	Sudkamp
3	Collection, chain of custody, preservation, contamination of evidence	Ky State Police	Sudkamp
4	Admissibility/jurisprudence of forensic evidence	LAW	Underwood
Physico-Chemical Forensic Evidence			
5	Acoustic analysis – e.g. recorded sound analysis, radar/sonar	ENG	Donohue
6	Organochemical and Microscopic Trace Analysis	A&S (Chem)	Lovell/Lynn
7	Forensic Soil Analysis	A&S (Geo)	Moecher
8	Arson/Explosives	ENG (Mining/Mineral)	Lusk
9	Ballistics	Ky State Police	Sudkamp
10	Imprint/impression recovery	Ky State Policy	Sudkamp
11	EXAM		
Biological Forensic Evidence			
12	Forensic Entomology	MED (GCT)	Jones
13	Forensic Botany	AGR (Soils)	Phillips
14	Forensic Microbiology	MED (Micro)	Pickett
15	Serology/Spatter	ENG	Pienkowski
16	Odontology	DEN	Pam Stein*
17	Hair analysis	Ky State Police	Sudkamp
18	Food	AGR (Food Sci)	Newman
19	Pathology/Decomposition/Skeletal	MED (Path)	Davis
20	Toxicology	MED (GCT)	Tobin
21	DNA – Biochemical Aspects	MED (GCT)	Wang
22	EXAM		
Computational, Social, and Population-level Forensic Evidence			
23	Statistical inference in forensic analyses	A&S (Stat)	Wood
24	Computer forensics	ENG (ComSci)	Calvert
25	Forensic Accountant	B&E (Acct)	Anderson
26	Fingerprints	Ky State Police	Sudkamp
27	Forged Art	FINE ARTS	Christ
28	Forensic Nursing	LFUCG	Capillo*
29	Forensic Psychiatry	COM(Psych)	Allen
30	Forensic Anthropology	A&S (Anthr)	Wrone
31	Forensic Social Worker	SW	Stivers
32	Occupational Forensics	PUB HEALTH	Sanderson
33	Environmental Forensics	LFUCG	Price
34	Forensic Investigation in the Fictional Literature	A&S (Eng)	James

Social and Professional Considerations about Forensic Evidence

35	Social Ethical Issues in Forensics	A&S (Sociol)	Renzetti
36	Professional Standards/Quality Assurance/Lab Certifications	ENG	Pienkowski
37	EXAM		
38	Analysis of TV CSI	Student Presentations/Discussion	
39	Analysis of TV CSI	Student Presentations/Discussion	
40	Analysis of TV CSI	Student Presentations/Discussion	
41	Analysis of TV CSI	Student Presentations/Discussion	
42	Analysis of TV CSI	Student Presentations/Discussion	
43	Analysis of TV CSI	Student Presentations/Discussion	
44	Analysis of TV CSI	Student Presentations/Discussion	

Tox 350 Syllabus

Interdisciplinary Forensic Sciences

Instructor: Dr. Grace Jones/Dr. Davy Jones
Office Address: 304 T.H. Morgan Bldg/312 T.H.Morgan Bldg
Email: gjones@uky.edu/djones@uky.edu
Office Phone: 257-3795/257-5412
Office hours: By mutual arrangement

Course Description:

This course broadly introduces the interdisciplinary field of Forensic Sciences. The class will survey the areas of (i) legal/scientific considerations in evidence collection, (ii) physico-chemical, biological-medical, computational, and sociological methods in evidence analysis and (iii) the professional and social implications of the application of these methods. Students will research, evaluate, and present information on, and lead discussion about, how the proper exercise of Forensic Sciences relates to representations of this discipline in popular media.

Prerequisites

Bio 148 (lecture) + Bio 155 (lab) and CHE 105 (or by permission of the instructor)

Student Learning Outcomes

After completing this course, the student will be able to:

1. Describe the scope of the field of Forensic Science.
2. Apply the scientific method in the context of the evidentiary investigation.
3. Distinguish and explain the particular methods and perspectives for each forensic subdiscipline.
4. Demonstrate appropriate research, assessment and presentation skills.

Teaching Strategies

This course will utilize provision of lectures and reading materials, and student research, evaluation, synthesis, presentation and group discussion of case scenarios.

Required Materials

No textbook is required. Materials to be read in advance of next lectures will be posted to Blackboard (<https://elearning.uky.edu/>), in addition to posting of lectures already given. Students are required to check the course Blackboard website on a daily basis for course information, updates, lecture notes and materials.

Course Assignments and Grading

-3 Exams (the weighting prorated for the number of didactic lectures covered for each)	70%
-Written research report on investigation of particular episode of CSI	5%
-Ppt slides set based on research report	5%
-Presenting the ppt	5%
- Leading of class discussion of the ppt material presented	3%
- Participation in class discussion	6%
- Written statements of reflection on participation	6%
Total	100%

The grading scale will be

- A = 90-100%
- B = 80-89.9%
- C = 70-79.9%
- D = 60-69.9%
- E = less than 60%

Depending on the performance of the class as a whole and at the discretion of the course Director, some adjustments (curving) **may** take place on the final cumulative semester grade.

Final Exam Information

There is no final exam, all didactic lecture material is covered by 3 exams within the semester; the last seven class meetings are student presentations and group discussion.

Mid-term Grade

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/Registrar/AcademicCalendar.htm>)

Course Policies:

Submission of Assignments:

Written Analysis of CSI Episode – Each student will select one episode of CSI and view the episode for at least three particular forensic techniques used in the episode. CSI episodes will be suggested by the student to the Instructor and approved by the Instructor on a first come, first serve basis (two or more students cannot analyze and report on the same CSI episode).

The student will write a critique on the extent to which the portrayal of the techniques matched or departed from how the techniques are used in real life, based upon the information on the technique given in the earlier corresponding lecture and upon additional reading assigned earlier for that technique. If the technique departed from the real life use, the student will describe how the episode ought to have been rewritten in order to portray the technique accurately, and describe how the episode may have had a different outcome if the technique had been correctly portrayed. The assignment is due by 5 p.m. on class meeting day #32 (see tentative class lecture schedule). **The assignment must be submitted electronically from the student's official UK email address to the Instructor's official UK email address.** For the purposes of this course, the official University time shown on the email submission is the documented time of submission of the assignment. No other email addresses will be accepted.

Powerpoint slide set for class presentation – Each student will prepare a powerpoint slide presentation conveying the information of their written critique on the CSI episode, calculated with sufficient slides and information to take about 15 minutes to present. The powerpoint slide set is due on class meeting day #35 (see tentative class lecture schedule). **The assignment must be submitted electronically from the student's official UK email address to the Instructor's official UK email address.** For the purposes of this course, the official University time shown on the email submission is the documented time of submission of the assignment. No other email addresses will be accepted.

Powerpoint presentation and discussion session – Each student will deliver the above powerpoint presentation to the class, and then lead an approximately 10 minute discussion on the presenter's critique of the episode and the presenter's interpretation of the techniques and of alternative episode endings. There will be two such presentations/discussion sessions in each of the seven last scheduled class meetings. The order of presentation will be determined by the Instructor.

Reflection on contribution to class discussion – The student will write a very brief statement that describes the student's own self-reaction to the response of the class to the comments offered by that student to the discussion sessions that occurred after student powerpoint presentations on that class meeting day. There will be 7 such class meetings (class meetings 38 – 44). Therefore, each student will for the course be submitting 6 written statements (not required for the class day on which the student presented the ppt), each counting 1% of the student's course grade. Following is an example of an acceptable written statement.

"The presenter offered the opinion that if the CSI episode has used the correct method for forensic technique X, then the investigative outcome of the case on the episode would likely have been instead Y. I offered an alternative that the outcome would instead have been more likely Z for reasons 1, 2, 3. Many in the class seemed to agree with my alternative analysis."

Of course, if a student did not contribute any comments in any of the discussions on a particular class meeting, then the student cannot report on a class response to that student's nonexistent contribution to the discussion. In such case, the written assignment submitted by the student must state a single sentence of: "I did not offer any comments to any of the discussion." Students submitting a "I did not offer any comments ..." written statement will receive the full grading credit for having submitted the written statement, but must receive a grade of 0.0 for participation in the discussions of that particular class meeting.

Attendance Policy

Class attendance is expected and nonattendance necessarily will cause reduction of class grade for those class meetings in which participatory class discussion is required (see above)..

Excused Absences

Students need to notify the professor of absences prior to class when possible. S.R. 5.2.4.2 defines the following specific situations as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, and (d) major religious holidays."

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

Missed Exams and Assignments

Missed Exams. Students who miss a class of lecture on material that is scheduled to be covered on a class exam are still responsible for the information presented during the missed class, regardless of whether it is a case of excused or unexcused absence. The Instructor who lectured on the given day is not required to personally provide the Instructor's lecture materials to persons who missed the lecture.

A missed exam will receive a grade of 0.0 and there are no make-up activities to restore any part of that grade. There are no make-up exams for missing an exam except when due to one of the four following reasons: (a) serious illness, (b) illness or death of family member, (c) University-related trip or (d) major religious holiday. All make-up exams for situations of excused absence will be in the time slot that the Registrar has published to be the final exam period for the course.

The majority of the content of make-up exams will be integrative discussion style questions.

Missed submitted assignments. The above-described assignments that are (1) "Written Analysis of CSI Episode" and (2) "Powerpoint slide set for class presentation" will not be accepted if submitted after the due date or if submitted by a mechanism other than email **from the student's official UK email address to the Instructor's official email address**. Assignments that are not accepted for the above reasons will receive a grade of 0.0 and there are no make-up activities to restore any part of that grade.

Missed class presentation/discussion activities. Students with an excused absence for a day on which the student was scheduled to deliver *their* powerpoint and lead discussion will perform that activity as a make-up during the time slot scheduled by the Registrar as final exam for the course. Students with an excused absence for a day on which *other* students presented powerpoints and led discussion will make up the missed learning and participatory activities in the following alternative way: The student will research a CSI episode that has not been covered in the class and submit a written analysis as per the above standard format. This written analysis will be due not later than the time slot scheduled by the Registrar as final exam for the course.

Verification of Absences

Paper documentation of (a) serious illness and (b) illness or death of family member must be presented to the Instructor within one week after the missed class or missed assignment submission date, or else the situation will be recorded as unexcused. The same day, the student will use the student's official UK email address to notify for the record that the student that day has met with the Instructor and provided the Instructor with the above paper documentation. That same day, the Instructor will use the Instructor's official email address to respond to the student's email notification. In all cases of a (c) "University-related trip" absence an official, original, signed, papercopy excuse is also required to be presented to the Instructor before the date of the missed class. A phone number and/or email address of a University-approved official associated with the event must be included with this papercopy so verification can be made. Students may be asked to "appropriate verification" when students claim an excused absence because of (d) illness or death in the family.

Academic Integrity

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on

cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (available online <http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations due to disability

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Classroom Behavior Policies

Do not use cell phones, email, the internet or text during the class, unless specifically approved by the Instructor for that class occasion. In accordance with the Code of Student Conduct and the University Senate Rules on acceptable reasons for excused absence, persons not complying with this policy can be directed by the Instructor to leave the classroom and will not be allowed to make-up the missed graded activities. In the rare situation that a student anticipates receiving an emergency call during the class that will need to be answered, the student will inform the Instructor before the class, set the phone before class to 'vibrate,' and (if the Instructor gave prior approval to the student for that day's situation) may discretely absent themselves from class to deal with the emergency call.

Courses | **Request Tracking**

New Course Form

<https://myuk.uky.edu/sap/bc/soap/rfc?services=>

Open in full window to print or save

Generate R

Attachments:

Upload File

	ID	Attachment
<input type="button" value="Delete"/>	3485	Interdisciplinary Forensic Sciences Course Cover L
<input type="button" value="Delete"/>	4230	Tox350 syllabus Revised Final For UC.doc

1

Select saved project to retrieve...

(*denotes required fields)

1. General Information

a. * Submitted by the College of: Submission Date:

b. * Department/Division:

c.

* Contact Person Name: Email: Phone:

* Responsible Faculty ID (if different from Contact): Email: Phone:

d. * Requested Effective Date: Semester following approval OR Specific Term/Year

e.

Should this course be a UK Core Course? Yes No

If YES, check the areas that apply:

Inquiry - Arts & Creativity Composition & Communications - II

Inquiry - Humanities Quantitative Foundations

Inquiry - Nat/Math/Phys Sci Statistical Inferential Reasoning

Inquiry - Social Sciences U.S. Citizenship, Community, Diversity

Composition & Communications - I Global Dynamics

2. Designation and Description of Proposed Course.

a. * Will this course also be offered through Distance Learning? Yes No

b. * Prefix and Number:

c. * Full Title:

d. Transcript Title (if full title is more than 40 characters):

e. To be Cross-Listed² with (Prefix and Number):

f. * Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours³ for each meeting pattern type.

<input type="text" value="3"/> Lecture	<input type="text"/> Laboratory ¹	<input type="text"/> Recitation	<input type="text"/> Discussion
<input type="text"/> Indep. Study	<input type="text"/> Clinical	<input type="text"/> Colloquium	<input type="text"/> Practicum
<input type="text"/> Research	<input type="text"/> Residency	<input type="text"/> Seminar	<input type="text"/> Studio
<input type="text"/> Other	If Other, Please explain: <input type="text"/>		

g. * Identify a grading system:

Letter (A, B, C, etc.)

Pass/Fail

Medicine Numeric Grade (Non-medical students will receive a letter grade)

Graduate School Grade Scale

h. * Number of credits:

i. * Is this course repeatable for additional credit? Yes No

If YES: Maximum number of credit hours:

If YES: Will this course allow multiple registrations during the same semester? Yes No

j. * Course Description for Bulletin:

This course broadly introduces the interdisciplinary field of Forensic Science. The class will survey the areas of (i) legal/scientific considerations in evidence collection, (ii) physico-chemical, biological-medical, computational, and sociological methods in evidence analysis and (iii) the professional and social implications of the application of these methods. Students will research, evaluate, and present information on, and lead discussion about, how the proper exercise of Forensic Science relates to representations of this discipline in popular media.

k. Prerequisites, if any:

Bio 148 (Lecture) + Bio 155 (lab) and CHE 105 (or by permission of the instructor)

l. Supplementary teaching component, if any: Community-Based Experience Service Learning Both3. * Will this course be taught off campus? Yes No

If YES, enter the off campus address:

4. Frequency of Course Offering.

a. * Course will be offered (check all that apply): Fall Spring Summer Winter

b. * Will the course be offered every year? Yes No

If No, explain:

5. * Are facilities and personnel necessary for the proposed new course available? Yes No

If No, explain:

6. * What enrollment (per section per semester) may reasonably be expected? 14 (cap first year)

7. Anticipated Student Demand.

a. * Will this course serve students primarily within the degree program? Yes No

b. * Will it be of interest to a significant number of students outside the degree pgm? Yes No

If YES, explain:

See cover letter

8. * Check the category most applicable to this course:

Traditional – Offered in Corresponding Departments at Universities Elsewhere

Relatively New – Now Being Widely Established

Not Yet Found in Many (or Any) Other Universities

9. Course Relationship to Program(s).

a. * Is this course part of a proposed new program? Yes No

If YES, name the proposed new program:

b. * Will this course be a new requirement ⁵ for ANY program? Yes No

If YES ⁵, list affected programs:

10. Information to be Placed on Syllabus.

a. * Is the course 400G or 500? Yes No

If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in 10.b. You must include: (i) Identical assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR

b. * The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable above) are attached.

¹¹¹ Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
¹¹² The chair of the cross-listing department must sign off on the Signature Routing Log.

In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, is two hours per week for a semester for one credit hour. (from SR 5.2.1)

You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

In order to change a program, a program change form must also be submitted.

Rev 8/09

Submit as New Proposal Save Current Changes