#70-UNC Revised 2/9/2012

FORMAT 1

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

SUBMITTED BY:		

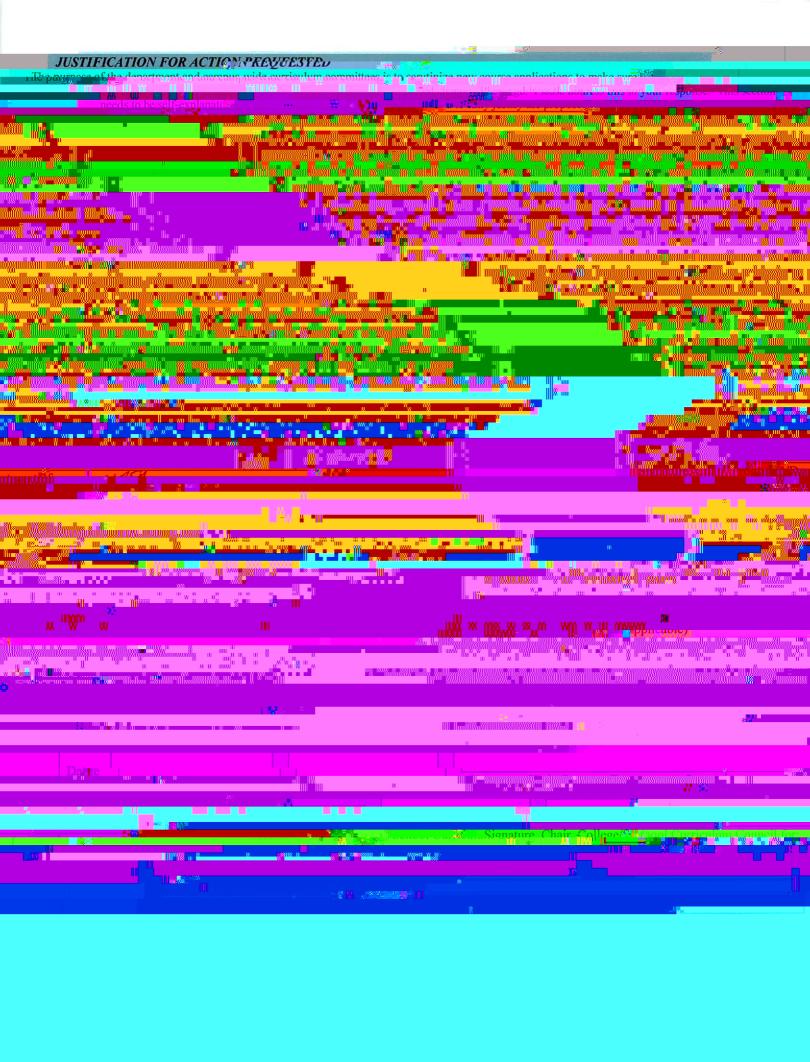


JUSTIFICATION FOR ACTION REQUESTED

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.

Providing opportunities for undergraduate research is a high impact educational practice. In the current economic climate and in the face of rising tuition costs, such high impact practices are essential to successful recruiting and retention of students at post-secondary learning institutions. In recognition of this, the UAF Chancellor and Provost have created URSA. The mission of URSA is to support, develop and institutionalize a broad-based and robust program of undergraduate research and creative scholarship. At all levels, URSA aims to improve skills in critical thinking and communication and to engender a culture of life-long learning among all students, as well as enhance preparation and education of students who will fill the needs of Alaska's 21st century workforce and society. URSA is UAF's resource for the development and promotion of experiential learning activities that engage undergraduate students to support UAF's goal to become a leading student-focused research university. Building on existing efforts and capacities, the program enables UAF students to pursue varying levels of research engagement from a single credit of first-year seminar to independent scholarly investigations or a senior thesis including BFA exhibit or performance. URSA 388 will afford students an opportunity to actively participate in research. These opportunities will have a preparatory benefit; they will help develop and improve critical thinking skills, which are essential for success in any field. For those students who aspire to post-graduate research positions, the opportunity to develop research skills will be particularly beneficial.

APPROVALS: Add additional signature lines as no	needed. As per attached.
	Date
Signature, Chair, Program/Department of:	
	Date
Signature, Chair, College/School Curriculum Cou	uncil for:
	Date Date
Signature, Dean, College/School of:	



Preliminary Syllabus:

URSA 388 Undergraduate Research and Creative Scholarship I

Fall 2012

Course Information:

Title: Undergraduate Research and Creative Scholarship I

CRN Number: TBD

Instructor: Barbara Taylor, PhD

Contact Information: <u>betaylor@alaska.edu</u>; 474-2487

Office Location: URSA Office 301 Bunnell Office Hours for Students: weekdays 9AM - 5PM

Course Readings/Materials:

How to Mentor Undergraduate Researchers Council on Undergraduate Research (CUR) http://www.cur.org

Course Description:

Undergraduate research refers to a collaboration in original research and/or creative activity between an undergraduate student and a faculty member, leading to work which is presentable to scholars in the field. Research projects may be an element of the faculty member's work or could be initiated by the student. Undergraduate Research offers opportunities for student research in advanced topics beyond typical undergraduate course offerings. Enrolled student are required to make a poster presentation of their project and turn in a progress report. Research areas range across all disciplines. A substantial level of discipline-specific background, a level commensurate with having achieved junior or senior standing, is assumed.

Course Goals:

Involvement in research can be an important ingredient in a successful and satisfying undergraduate program in biology. Undergraduate Research gives students a chance to discuss research projects with faculty members, participate in ongoing projects in research laboratories, write a research report and present a research poster. As a research university, UAF strives to communicate to undergraduate students how research and scholarly activity is conducted. Accordingly, the course goals of URSA 388 are that students learn, through direct research experience, how discipline-specific knowledge is created and how to communicate research results in oral, written and performance formats.

Student Learning Outcomes:

The intended outcomes of URSA 388 are that students learn, through direct research experience, how discipline-specific knowledge is created and how to communicate research results in oral, written and performance formats. Specifically students will learn:

1. tools, skills and techniques specific to the discipline that encompasses their project

- 2. critical thinking skills leading to ability to engage in research, to interpret results and to formulate future questions and directions
- 3. to communicate research motivations, results and conclusions in oral, written, poster and performance formats.

Instructional Methods & Course Activities:

Course Meetings Meetings with the instructor will be held on an ad hoc basis during the first 2 weeks of the semester. The purpose of these classes is to insure students identify a research mentor, complete any safety training required for research participation in their chosen discipline and understand the requirement to produce a poster and a report by the end of the semester. Students are encouraged to identify a mentor as quickly as possible, perhaps even before the semester starts so they can have the maximum amount of time for project work. Attendance is not mandatory if the student has a research project and has completed all necessary training.

Course Projects The research project should be envisioned as a component of a publication in a peer-reviewed journal or a public performance. It should be well-defined, stand a reasonable chance of completion in the available time, apply and develop an understanding of in-depth concepts and be grounded in the primary scholarly literature.

Finding a project First-time 388 students, or returning students planning to work with a different professor, must meet with at least three faculty members to discuss possible projects. The signatures of the three faculty members must be obtained on the attached form. After these meetings the student will select a research project and mentor, as well as write a half-page description outlining the proposed project, including one reference, on the attached form. The project description must be submitted by 5 PM of the 3rd Friday of the se

Progress report Each semester a final report, written according to the format of a manuscript to be submitted to a research journal or the discipline-specific equivalent, is required. Early in the semester the student and mentor should decide on an appropriate format. Midway through the semester the student should begin writing the report. Copies of the report are to be submitted to both the research mentor and the instructor no later than 5 PM on the last day of final exams for the semester. Reports must be well-written, comprehensive and contain appropriate citations. Although oral presentations, poster presentations, and journal article co-authorship are valuable, they do not substitute for the student writing a comprehensive report.

Public Presentation (poster) Each semeste	er, students must present a poster at the URSA
,	Continuing students present a poster describing
their most recent results. The usual size is	36" x 48", but other sizes may be appropriate if the
student will be presenting a poster at a reg will be paid by URSA.	ional or national conference. The cost of poster printing
	in will be a 2 begin a man agives with atvident masses of

Course Symposium The URSA Symposium will be a 2-hour symposium with student presence required. We will try to make this a potluck symposium so that refreshments can be provided for the student participants and to attract participation from a wider campus audience.

Course Calendar: Course [Page was blank as submitted.]

Course Policies:

Safety All research students must complete safety training. This may involve several online training presentations (with quizzes that you must pass). Contact your department's Safety Coordinator to arrange for training before beginning your project.

Safety Tips While Safety Coordinators will provide a thorough review of safety issues, and you will hopefully have gained safety knowledge in previous courses, here we emphasize several important points. Project work must be carried out with all due caution. Do not work alone. Wear safety gear as suggested. Do not rush. Do not attempt a procedure without the necessary training. Familiarize yourself with the potential hazards of materials you are using. Use common sense. This is a learning experience, so do not be bashful about asking for assistance.

Attendance In consultation with your mentor, establish a regular schedule of attendance in the mentor's work area (studio, laboratory, etc.). You may also be asked to attend a regular research meetings with your mentor and other students held weekly or periodically during the semester. Regular attendance is required. You are expected to attend all classes. Classes will be held during the first two weeks of the semester. The purpose of these classes is to assist students in identifying research mentors and insure each student completes any training required for research participation in their chosen discipline.

If you are required to participate in: military; UAF-sponsored activities; or documented, necessary participation in cultural activities that will cause you to miss a class, you must notify me as soon as possible. You must notify me of all scheduled UAF-required absences for the semester (e.g. athletic events) during the first week of classes.

Research Hours The total number of hours spent working on the project (both time in and away from your mentor's workplace, doing background reading, data production and analysis, creation, practice, performance or poster and report preparation will vary between students and projects. Spend all the time necessary to complete the proposed project and facilitate the poster and report presentation required at the end of the semester. The number of credits assigned for each student's URSA 388 course is determined by the project. As a rough guide, students should spend an average minimum of 3 hours per week per credit.

Student Conduct As a UAF student, you are subject to the Student Code of Conduct (http://www.uaf.edu/ses/student-resources/conduct/#condu). In accordance with Board of Regents' Policy 09.02.01, UAF will maintain an academic environment in which the freedom to teach, conduct research, learn, and administer the university is protected. Students will enjoy maximum benefit from this environment by accepting responsibilities commensurate with their role in the academic community. The principles of the Code are designed to facilitate communication, foster academic integrity, and defend freedoms of inquiry, discussion, and expression among members of the university community. You should become familiar with campus policies and regulations as published in the student handbook.

UAF requires students to conduct themselves honestly and responsibly, and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or that violates the rights of others is prohibited. Students and student organizations will be responsible for ensuring that they and their guests comply with the Code while on property owned or controlled by the university or at activities authorized by the university.

Disciplinary action may be initiated by the university and disciplinary sanctions imposed against any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct:

- A. cheating, plagiarism, or other forms of academic dishonesty;
- B. forgery, falsification, alteration, or misuse of documents, funds, or property;
- C. damage or destruction of property;
- D. theft of property or services;
- E. harassment;
- F. endangerment, assault, or infliction of physical harm;
- G. disruptive or obstructive actions;
- H. misuse of firearms, explosives, weapons, dangerous devices, or dangerous chemicals;
- I. failure to comply with university directives;
- J. misuse of alcohol or other intoxicants or drugs;
- K. violation of published university policies, regulations, rules, or procedures; or
- L. any other actions that result in unreasonable interference with the learning environment or the rights of others.

This list is not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior.

Honesty is a primary responsibility of you and every other UAF student. The following are common guidelines regarding academic integrity:

- 1. Students will not collaborate on any quizzes or exams that will contribute to their grade in a course, unless permission is granted by the instructor of the course. Only those materials permitted by the instructor may be used to assist in quizzes and exams.
- 2. 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.
- 3. 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 regent's policy, university regulations and UAF rules and procedures. For additional information and details about the Student Code of Conduct, contact the Dean of Student Services or web www.alaska.edu/bor/ or refer to the student handbook that is printed in the back of the class schedule for each semester. Students are encouraged to review the entire code.

A Few Words on Plagiarism: In general, DO NOT present someone else's ideas or data as your own: you are expected and required to give credit where credit is due. Plagiarism is a violation of the law and may lead to serious repercussions! Please follow the following guidelines: for any written assignments, if you use someone else's ideas, data, or other information, write it in your own words and include the reference in parentheses directly following that information. Avoid copying someone else's text. If, however, you feel you have to include an exact copy of that text, put it in quotation marks followed by the reference in parentheses. Of course, include all cited references in the Literature Cited section. During oral presentations, please acknowledge the sources by mentioning their name(s) and year of

is a C, 60-69.9% is a D, and < 60% is an F. Students will not be graded on a curve. This means that, in principle, it will be possible for everyone to get an A in this course.

Support Services:

Students in need of support are encouraged to contact me via telephone. I have posted office hours and am available for group and private face to face meetings during the specified times. All college classes require strong reading and communication skills. There may be a student support program in your area. If you feel that you may be falling behind, contact me immediately. I want you to be successful. Never be afraid to ask for help.

Disabilities Services:

The Office of Disability Services (208 W HIT, 474-5655) implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. I will work with the Office of Disabilities Services to provide reasonable accommodation to rural students with disabilities. Please contact me or The Office of Disability Services is you require special assistance.

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Student name:

UAF email address (must be your UAF ad	ddress):	
Return this page with three or more sign 301 by the 3 rd Friday of the semester. Incorproject.	•	
Faculty researcher consulted	Signature	Date
I agree to serve as research mentor for thalong with a statement of possible labora	•	
Mentor Name (print):	Date:	
Mentor Signature:		
Number of Credit hours:		
The above student has completed his or h project.	ner safety training and is approve	ed for working on this
Safety Coordinator:	Date:	
If IACUC or IRB training is required for training.	the project, attached an email tha	atconfirmscompletiono

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Mentor:
Semester:
Description of proposed research (Including overview of planned laboratory procedures and materials, including descriptions of potentially hazardous procedures or materials):
Lead-in literature reference: