Current Chair: Brian Morgan

# Request for Undergraduate Course Addition

1. Prepare one paper copy and obtain signatures from the Department Chair/Head, Librarian, and College Dean. 2. Submit the form to your College Curriculum Committee. 3. After attaining the signature of the College Curriculum Chair, send the paper copy to Bernice Bullock in the Faculty Senate office. 4. Send an identical (sans signatures) ELECTROINIC COPY and all supporting documentation in PDF format by email to bullock@marshall.edu.

College: COFA Department/Division: ART & DESIGN Alpha Designator/Number: ART 498 Graded: ☉ CR/NC: ○

Contact Person: Byron Clercx Phone: 304-696-5451

**NEW COURSE DATA:**

New Course Title: Senior Capstone Project BFA

Alpha Designator/Number: ART498

Title Abbreviation: SENIOR CAPSTONE PROJECT BFA
(Limit of 30 characters and spaces.)

Course Description (Limit of 30 words): Students develop their creative visual productions and a supporting capstone statement that culminate in a public gallery exhibition. Art majors only.

Co-requisite(s): _____ First Term to be Offered: FALL 2010

Prerequisite(s): ART 390 Credit Hours: 3

Course(s) being deleted in place of this addition *(must submit course deletion form)*: _____

**CHECKLIST/REQUIREMENTS**

1. After completing this two page form in its entirety, include a complete syllabus and route through the departments/committees below.
2. A complete syllabus can be from when this course was previously taught as a special topics course or by creating a new, intended syllabus to use with the course. The sample syllabus must at a minimum address the following areas:
   a. COURSE OBJECTIVES
   b. COURSE OUTLINE
   c. SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATE
   d. INSTRUCTIONAL METHODS (Lecture, Lab, Internship, Practicum, etc...)
   e. EVALUATION METHODS (Unit/Chapter, Midterm, Final, Projects, etc...)
3. If this course will replace a course that is required by another department, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
4. If this course will be similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
5. Send a copy of this completed form to the Marshall University Catalog Editor.

**SIGNATURES:** (If disapproved at any level, do not sign. Return to previous signer.)

| | |
|---|---|
| Department Chair/Division Head: _____ | Date: _____ |
| Registrar: _____ | Date: _____ |
| Librarian: _____ | Date: _____ |
| College Dean: _____ | Date: _____ |
| College Curriculum Chair: _____ | Date: _____ |
| University Curriculum Committee Chair: _____ | Date: _____ |
| Faculty Senate Chair: _____ | Date: _____ |
| VP Academic Affairs/VP Health Science _____ | Date: _____ |

# Request for Undergraduate Course Addition - Page 2

## Additional Information Required for Undergraduate Course Addition

College: COFA Department/Division: ART & DESIGN Alpha Designator/Number: ART 498

Provide complete information regarding the new course addition for each topic listed below. Before routing this form, a complete syllabus also must be attached addressing the items listed on the first page of this form.

1. Identify by name the faculty in your department/division who may teach this course.

Currently the course is taught by the chair, Byron Clercx, but certainly any full-time studio art faculty member in the department would be qualified to teach it.

2. If your department/division requires additional faculty, equipment, or specialized materials, attach an estimation of money and time required to secure these items.

None required.

3. If this course will be required by a department/division other than your own, identify by name.

Not applicable. Art 498: Senior Capstone Project BFA is a three-credit course designed specifically for art and design (COFA BFA) majors.

4. If there are any agreements required to provide clinical experience, attach details and signed agreements.

Not applicable.

5. If library resources are deemed inadequate, attach a plan to overcome this. The plan must include the cost as stated by the Dean of Libraries.

None needed.

6. EQUIPMENT/SUPPLIES NEEDED TO TEACH THIS COURSE (this does not refer to additional equipment/supplies that need to be purchased; simply what materials are needed in order to teach this course successfully.):

This course can be taught in any room with a computer and LCD projector that accommodates up to thirty students.

7. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE OR GRADUATE COURSE (please also submit to Graduate Council course addition for 5xx graduate component):

Not applicable.

8. PROVIDE A COMPLETE BIBLIOGRAPHY INCLUDING ALL PUBLICATIONS RESEARCHED TO CREATE THIS COURSE AND WHAT PUBLICATIONS MAY BE BENEFICIAL TO STUDENTS TAKING THIS COURSE (separate page).