

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 614

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:





Course Title: Adult/Technical Education and Economic Development

Alpha Designator/Number: A T E 6 1 4

Title Abbreviation: A D U L T / T E C H E D & E C O N D E V

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course 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.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>11-3-16</u>
Registrar  131320	Date <u>11-14-16</u>
College Curriculum Chair 	Date <u>11/11/2016</u>
Graduate Council Chair 	Date <u>2-10-17</u>

College: COEPD Department/Division: ACE Alpha Designator/Number: ATE 614

Change in CATALOG TITLE: ☒ YES ☐ NO (limited to 30 characters and spaces)

[illegible]

If Yes, Rationale	Changes to the course catalog titles are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).
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From:

A	T	E	
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 To:

A	C	E	
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☒ YES ☐ NO

If Yes, Rationale	Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).
-------------------	---

From:

--	--	--	--

 To:

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If Yes, Rationale

From Grade To Credit/No Credit

Rationale

From	
------	--

To	
----	--

If Yes
Rationale

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD

Department: Adult and Continuing Education (ACE)

Course Number/Title ACE 614

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (COURSE DESCRIPTION CHANGE) (ALPHA DESIGNATOR) (COURSE TITLE CHANGE)

Department: ACE

Current Course Number/Title: ATE 614 Adult/Technical Education and Economic Development

New Course Number: ACE 614 Adult & Continuing Education and Economic Development

Rationale: Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Catalog Description: Individual and group analysis of current issues in business and marketing; identification of issues significant to the direction of sound business education and marketing education programs.

Credit hours: 3

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3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 615

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:

Course Title: Student Career Organizations

Alpha Designator/Number:


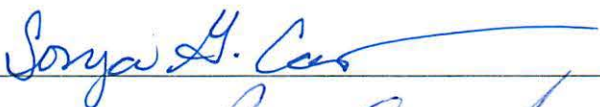
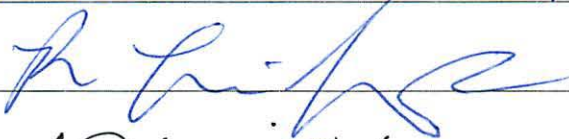

A T E 6 1 5

Title Abbreviation:

S t u d C a r e e r O r g a n i z a t i o n s

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
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Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>11-8-16</u>
Registrar  131320	Date <u>11-16-16</u>
College Curriculum Chair 	Date <u>11/11/2016</u>
Graduate Council Chair 	Date <u>2-10-17</u>

Request for Graduate Course Change - Page 2

College: COEPD

Department/Division: ACE

Alpha Designator/Number: ATE 615

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☒ YES ☐ NO

From

S	T	U	D	.		C	A	R	E	E	R		O	R	G	A	N	I	Z	A	T	I	O	N	S				
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 (limited to 30 characters and spaces)

To

S	T	U	D	E	N	T		C	A	R	E	E	R		O	R	G	A	N	I	Z	A	T	I	O	N	S		
---	---	---	---	---	---	---	--	---	---	---	---	---	---	--	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--

If Yes, Rationale

Changes to the catalog description are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE ALPHA DESIGNATOR:

From:

A	T	E
---	---	---

 To

A	C	E
---	---	---

☒ YES ☐ NO

If Yes, Rationale

Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

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 To:

--	--	--	--

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☒ YES ☐ NO IF YES, fill in below:

From

A study of various facets of existing state/national student organizations. Special emphasis is placed upon the organizations of student career organizations and parliamentary procedures. (PR: ATE 542 or equivalent)																																																	
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

To

A study of various facets of existing state/national student organizations. Special emphasis is placed upon the organizations of student career organizations and parliamentary procedures. (PR: ACE 542 or equivalent)																																																	
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

If Yes
Rationale

Changes to the course catalog description are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Request for Graduate Course Change - Page 3

Change in **COURSE CREDIT HOURS**: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in **COURSE CONTENT**: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD

Department: Adult and Continuing Education (ACE)

Course Number/Title ATE 615

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 615 Student Career Organizations

New Course Number: ACE 615 Student Career Organizations

Catalog Description (old): A study of various facets of existing state/national student organizations. Special emphasis is placed upon the organizations of student career organizations and parliamentary procedures. (PR: ATE 542 or equivalent)

Catalog Description (new): A study of various facets of existing state/national student organizations. Special emphasis is placed upon the organizations of student career organizations and parliamentary procedures. (PR: ACE 542 or equivalent)

Rationale: Changes to the catalog title, course alpha designator, and/or catalog description are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Credit hours: 3

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
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College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 616

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:

Course Title: Community Relations in Adult/Technical Programs

Alpha Designator/Number:

A T E 6 1 6

Title Abbreviation:

C O M M U N I T Y R E L A T I O N S I N A T E

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
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Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _____	Date <u>11-3-16</u>
Registrar <u>Soyial</u> _____	Date <u>11-14-16</u>
College Curriculum Chair <u>Tracy Christofero</u> _____	Date <u>11/11/2016</u>
Graduate Council Chair <u>Tracy Christofero</u> _____	Date <u>2-10-17</u>

Request for Graduate Course Change - Page 2

College: COEPD

Department/Division: ACE

Alpha Designator/Number: ATE 616

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☒ YES ☐ NO

From

C	o	m	m	u	n	i	t	y		R	e	l	a	t	i	o	n	s		i	n		A	T	E				
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 (limited to 30 characters and spaces)

To

C	o	m	m	u	n	i	t	y		R	e	l	a	t	i	o	n	s		i	n		A	C	E				
---	---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	---	---	--	---	---	--	---	---	---	--	--	--	--

If Yes, Rationale

Changes to the course catalog title are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).
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Change in COURSE ALPHA DESIGNATOR:

From:

A	T	E
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 To:

A	C	E
---	---	---

☒ YES ☐ NO

If Yes, Rationale

Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

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 To:

--	--	--	--

If Yes, Rationale

--

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

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Change in CATALOG DESCRIPTION: ☒ YES ☐ NO IF YES, fill in below:

From

Study of community organization and the relationship of adult/technical education; consideration of models for analyzing employment opportunities and occupational training needs and the process in securing community commitment.

To

Study of community organization and the relationship of adult and continuing education; consideration of models for analyzing employment opportunities and occupational training needs and the process in securing community commitment.
--

If Yes Rationale

Changes to the course catalog descriptions are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD

Department: Adult and Continuing Education (ACE)

Course Number/Title ATE 616

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 616 Community Relations in ATE

New Course Number: ACE 616 Community Relations in ACE

Catalog Description (old): Study of community organization and the relationship of adult/technical education; consideration of models for analyzing employment opportunities and occupational training needs and the process in securing community commitment.

Catalog Description (new): Study of community organization and the relationship of adult/continuing education; consideration of models for analyzing employment opportunities and occupational training needs and the process in securing community commitment.

Rationale: Changes to the catalog title, course alpha designator, and/or catalog description are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Credit hours: 3

Request for Graduate Course Change

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College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 635

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:

Course Title: Specialized Practicum in Computer Applications in Business and Industry

Alpha Designator/Number:


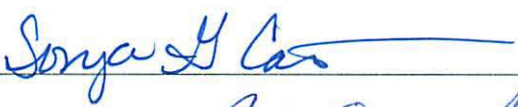


A T E 6 3 5

Title Abbreviation:

S P E C C O M P U T E R A P P B U S I N D

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Dept. Chair/Division Head		Date	11-8-16
Registrar	 131320	Date	11-16-16
College Curriculum Chair		Date	11/11/2016
Graduate Council Chair		Date	2-10-17

Request for Graduate Course Change - Page 2

College: COEPD

Department/Division: ACE

Alpha Designator/Number: ATE 635

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☒ YES ☐ NO

From

S	P	E	C		C	O	M	P	U	T	E	R		A	P	P	B	U	S		I	N	D						
---	---	---	---	--	---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	--	---	---	---	--	--	--	--	--	--

 (limited to 30 characters and spaces)

To

S	P	E	C		P	R	A	C	T		C	O	M	P		A	P	P		B	U	S		&		I	N	D
---	---	---	---	--	---	---	---	---	---	--	---	---	---	---	--	---	---	---	--	---	---	---	--	---	--	---	---	---

If Yes, Rationale

Changes to the catalog title are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE ALPHA DESIGNATOR:

From:

A	T	E
---	---	---

 To

A	C	E
---	---	---

☒ YES ☐ NO

If Yes, Rationale

Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

--	--	--	--

 To:

--	--	--	--

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☒ YES ☐ NO IF YES, fill in below:

From

An advanced course for persons who want to further their knowledge of the application of computers in the business/industrial fields represented by adult and technical education.

To

An advanced course for persons who want to further their knowledge of the application of computers in the business and industrial fields, which are represented by adult and continuing education.

If Yes Rationale

Changes to the course catalog description are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD

Department: Adult and Continuing Education (ACE)

Course Number/Title ATE 635

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

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NOT APPLICABLE

Request for Graduate Course Change - Page 5

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COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR) (COURSE DESCRIPTION CHANGE)

Department: ACE

Current Course Number/Title: ATE 635 Specialized Practicum in Computer Applications in Business and Industry

New Course Number/Title: ACE 635 Specialized Practicum in Computer Applications in Business and Industry

Catalog Description (old): An advanced course for persons who want to further their knowledge of the application of computers in the business/industrial fields represented by adult and technical education.

Catalog Description (new): An advanced course for persons who want to further their knowledge of the application of computers in the business/industrial fields represented by adult and continuing education.

Rationale: Changes to the catalog title, course alpha designator, and/or catalog description are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Credit hours: 3

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: ACE

Alpha Designator/Number: ACE/650

☒ Graded ☐ CR/NC

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

NEW COURSE DATA:

New Course Title: ACE 650 Career Education Curriculum Development

Alpha Designator/Number:

A C E 6 5 0

Title Abbreviation:

C A R E E R E D . C U R R I C . D E V .

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

Instructional unit is developed to assist children and youth achieve academic, general, or technical education and also career education goals; includes goals, objectives, procedures, student activities, resources, and evaluation.

Co-requisite(s): N/A

First Term to be Offered: Spring 2017

Prerequisite(s): NONE

Credit Hours: 3

Course(s) being deleted in place of this addition (must submit course deletion form): NOT APPLICABLE

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head

Date

11-3-16

Registrar

1/3/20

Date

11-16-16

College Curriculum Chair

Date

11/11/2016

Graduate Council Chair

Date

2-10-17

Request for Graduate Course Addition - Page 2

College: COEPD

Department/Division: ACE

Alpha Designator/Number: ACE/650

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

This course is taught by faculty in the ACE Masters Degree Program's Career and Technical Center Teaching area of emphasis. Those faculty are as follows: Brenda Tuckwiller, Chair, Career and Technical Education, WVU Institute of Technology; Paul Lovett; Richard Yocke; David Yost.

2. DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the proposal. Enter "**Not Applicable**" if not applicable.

NOT APPLICABLE

3. REQUIRED COURSE: If this course will be required by another department(s), identify it/them by name. Enter "**Not Applicable**" if not applicable.

NOT APPLICABLE

4. AGREEMENTS: If there are any agreements required to provide clinical experiences, attach the details and the signed agreement. Enter "**Not Applicable**" if not applicable.

NOT APPLICABLE

5. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials to teach this course, attach an estimate of the time and money required to secure these items. (Note: Approval of this form does not imply approval for additional resources.) Enter "**Not Applicable**" if not applicable.

NOT APPLICABLE

6. COURSE OBJECTIVES: (May be submitted as a separate document)

Course objectives are provided to students by the Career and Technical Center Teaching (CTC) instructors. The Career and Technical Center Teaching (CTC) instructors have possession of the course syllabus for ACE 650. The ACE faculty do not teach CTC courses. The West Virginia Career and Technical Center Teaching Preparation and Certification Program is restricted to only currently employed individuals in a CTE Concentration/ Endorsement Program Area in one of the comprehensive high schools, career tech centers, or multi-county centers.

Request for Graduate Course Addition - Page 3

7. COURSE OUTLINE (May be submitted as a separate document)

The course outline are provided to students by the Career and Technical Center Teaching (CTC) instructors. The Career and Technical Center Teaching (CTC) instructors have possession of the course syllabus for ACE 650. The ACE faculty do not teach CTC courses. The West Virginia Career and Technical Center Teaching Preparation and Certification Program is restricted to only currently employed individuals in a CTE Concentration/ Endorsement Program Area in one of the comprehensive high schools, career tech centers, or multi-county centers. The syllabus is attached to this form.

8. SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATES (May be submitted as a separate document)

Sample texts are provided to students by the Career and Technical Center Teaching (CTC) instructors. The Career and Technical Center Teaching (CTC) instructors have possession of the course syllabus for ACE 650. The ACE faculty do not teach CTC courses. The West Virginia Career and Technical Center Teaching Preparation and Certification Program is restricted to only currently employed individuals in a CTE Concentration/ Endorsement Program Area in one of the comprehensive high schools, career tech centers, or multi-county centers. The syllabus is attached to this form.

9. EXAMPLE OF INSTRUCTIONAL METHODS (Lecture, lab, internship)

Example of instructional methods (lecture, lab, internship) are provided to students by the Career and Technical Center Teaching (CTC) instructors. The Career and Technical Center Teaching (CTC) instructors have possession of the course syllabus for ACE 650. The ACE faculty do not teach CTC courses. The West Virginia Career and Technical Center Teaching Preparation and Certification Program is restricted to only currently employed individuals in a CTE Concentration/ Endorsement Program Area in one of the comprehensive high schools, career tech centers, or multi-county centers. The syllabus is attached to this form.

Request for Graduate Course Addition - Page 4

10. EXAMPLE EVALUATION METHODS (CHAPTER, MIDTERM, FINAL, PROJECTS, ETC.)

Evaluation methods are provided to students by the Career and Technical Center Teaching (CTC) instructors. The Career and Technical Center Teaching (CTC) instructors have possession of the course syllabus for ACE 650. The ACE faculty do not teach CTC courses. The West Virginia Career and Technical Center Teaching Preparation and Certification Program is restricted to only currently employed individuals in a CTE Concentration/ Endorsement Program Area in one of the comprehensive high schools, career tech ctrs., or multi-county centers.

11. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE/GRADUATE COURSE

N/A

12. PROVIDE COMPLETE BIBLIOGRAPHY (May be submitted as a separate document)

The course bibliography are provided to students by the Career and Technical Center Teaching (CTC) instructors. The Career and Technical Center Teaching (CTC) instructors have possession of the course syllabus for ACE 650. The ACE faculty do not teach CTC courses. The West Virginia Career and Technical Center Teaching Preparation and Certification Program is restricted to only currently employed individuals in a CTE Concentration/ Endorsement Program Area in one of the comprehensive high schools, career tech centers, or multi-county centers. The syllabus is attached to this form.

Request for Graduate Course Addition - Page 5

Please insert in the text box below your course summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department: Adult and Continuing Education (ACE)

Course Number and Title: ACE 650/Career Education Curriculum Development

Catalog Description: Instructional unit is developed to assist children and youth achieve academic, general, or technical education and also career education goals; includes goals, objectives, procedures, student activities, resources, and evaluation.

Prerequisites: NONE

First Term Offered: This course has always been a part of the program curriculum for many years. Request spring 2017

Credit Hours:

Department: Adult and Continuing Education (ACE)

Area of Emphasis: Career and Technical Center Teaching (CTC)

Course Number and Title: ACE 650 - Career Education Curriculum Development

Catalog Description: Instructional unit is developed to assist children and youth achieve academic, general, or technical education and also career education goals; includes goals, objectives, procedures, student activities, resources, and evaluation.

Prerequisites: NONE

First Term Offered: This course has always been a part of the program curriculum for many years. Request spring 2017

Credit Hours: 3

*Explanation and Rationale for Course Addition: The ACE program submitted paperwork to the graduate program committee during the spring of 2016 for program changes. One form submitted was removal of ATE 650 (now ACE 650) from the Career and Technical Center Teaching (CTC) area of emphasis. After speaking with Dr. Brenda Tuckwiller, Chair, Career and Technical Education, WVU Institute of Technology, about the curricular changes, and receiving a follow up email from her (attached), the email explains why ATE 650 (now ACE 650) is to be added back into the Career and Technical Center Teaching (CTC) area of emphasis. ACE 650 is one of the required sequenced courses for CTC students:

The required, sequenced, 18 Cr Hr block (required by State Policy 5202) for CTC students in the ACE Master of Science degree

Department: Adult and Continuing Education (ACE)

Area of Emphasis: Career and Technical Center Teaching (CTC)

Course Number and Title: ACE 650 - Career Education Curriculum Development

Catalog Description: Instructional unit is developed to assist children and youth achieve academic, general, or technical education and also career education goals; includes goals, objectives, procedures, student activities, resources, and evaluation.

Prerequisites: NONE

First Term Offered: This course has always been a part of the program curriculum for many years. Request spring 2017.

Credit Hours: 3

*Explanation and Rationale for Course Addition: The ACE program submitted paperwork to the graduate program committee during the spring of 2016 for program changes. One form submitted was removal of ATE 650 (now ACE 650) from the Career and Technical Center Teaching (CTC) area of emphasis. After speaking with Dr. Brenda Tuckwiller, Chair, Career and Technical Education, WVU Institute of Technology, about the curricular changes, and receiving a follow up email from her (attached), the email explains why ATE 650 (now ACE 650) is to be added back into the Career and Technical Center Teaching (CTC) area of emphasis. ACE 650 is one of the required sequenced courses for CTC students:

The required, sequenced, 18 Cr Hr block (required by State Policy 5202) for CTC students in the ACE Master of Science degree program includes:

Summer Term 1st year:

ACE 508 (3 Cr Hrs) Teaching Methods

ACE 650 (3 Cr Hrs) Curriculum Development

ACE 511 (3 Cr Hrs) Introduction

ACE 673 (3 Cr Hrs) Methods of Assessment

ACE 524 (3 Cr Hrs) Safety

ACE 631 OR ACE 637 (3 Cr Hrs) one of our two Computer/Technology Applied Courses depending on skill level of individual teacher

It is requested that ACE 650, formerly ATE 650 be included back into the Career and Technical Center Teaching (CTC) area of emphasis program of study as required by the WV State Education Department.

**West Virginia University Institute of Technology
Department of Career and Technical Education**

SYLLABUS

**CTED-302 Course Construction and Planning (3 sem. hrs.)
ATE 650 Career Education Curriculum Development (3 sem. Hrs.)**

Analysis procedures for determining career technical education curriculum content.
Determination of program goals and objectives. Involvement of advisory committees for career technical education. Factors, principles, and techniques of developing a course of study in career technical education program.

COURSE OBJECTIVES:

At the conclusion of this course, the student will be able to:

- I. Use formal and informal assessment strategies to: evaluate student progress toward learning goals; provide feedback to improve student learning; and inform changes that improve instruction.
 - a. Analyze the role assessment plays in high-quality CTE classrooms to improve student motivation and learning and to make expectations clear to students
 - b. Distinguish between formative and summative assessment and explain the value of each in an effective classroom assessment system.
- II. Create a learning environment that encourages student motivation, positive behavior and collaborative social interaction
 - a. Define effective classroom management and its role in the overall responsibilities of teachers.
 - b. Create a detailed plan for the first weeks of school.
 - c. Evaluate the importance of getting to know students and creating a climate of personalization.
 - d. Develop a process for involving students in developing or understanding classroom rules.
- III. Create short-term and long-term standards-based instructional plans based on the varying learning needs of students.
 - a. Design instruction to meet the developmental needs of high school students.
 - b. Use a set of guiding questions to determine the effectiveness of a unit or IP Lesson.
 - c. Analyze different types of content that are taught in CTE.
 - d. Explain the mission of CTE and its implications for the role of CTE in secondary schools.
 - e. Explain the development of industry-specific knowledge and skills and their role in CTE course content.
 - f. Develop a rationale for integrating academics into CTE courses.
 - g. Identify ways to teach 21st century skills in your CTE course.
 - h. Explain the use of different planning tools (curriculum maps, course syllabi, unit and IP Lesson plans), what they typically outline and the time frames for which they are used to plan instruction.

- i. Develop a curriculum map for a CTE course.
 - j. Develop course syllabus with goals that reflect the depth and breadth of knowledge and skills in CTE content: career/technical, academic and 21st century skills.
 - k. Develop a unit plan and utilize each component to provide effective instruction.
 - l. Create a series of IP Lesson plans for a particular unit.
- IV. Use instructional strategies that actively engage students in developing problem-solving, critical thinking and teamwork skills.
- a. Develop the understanding that high-quality CTE instruction actively engages students.
 - b. Identify active engagement strategies used in CTE.
 - c. Analyze the characteristics of intellectually challenging assignments.
 - d. Use frameworks such as Webb's Depths of Knowledge and Blooms Taxonomy for assessing the level of challenge in assignments.

Textbook and Resources: Teaching To Lead, Preparing CTE Teachers for Today's Students, National Research Center for Career and Technical Education at the Southern Regional Education Board.

Course Procedures, Requirements and Examinations: This course will use primarily a seminar format meeting five consecutive days. The course will be enhanced with activities, discussion and assignments. The course will also detail that assignments be submitted to the instructor(s) by a listed due date and time.

Statement on Inclusion

The following statement has been approved by the Faculty Senate to replace the previously existing Social Justice and Disability Statement. Faculty members are **encouraged** to include this statement in their syllabi. Although its **inclusion is not mandatory**, if a faculty member wishes to include a statement to this effect, it **must be the following**, Faculty Senate-approved statement:

"The West Virginia University community is committed to creating and fostering a positive learning and working environment based on open communication, mutual respect, and inclusion. If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please advise me and make appropriate arrangements with the Office of Disability Services (304.981.6210). For more information on West Virginia University's Diversity, Equity, and Inclusion initiatives, please see <http://diversity.wvu.edu>." [adopted 2-11-2013]

Academic Integrity Syllabus Statement

"The integrity of the classes offered by any academic institution solidifies the foundation of its mission and cannot be sacrificed to expediency, ignorance, or blatant fraud. Therefore, I will enforce rigorous standards of academic integrity in all aspects and assignments of this course. For the detailed policy of West Virginia University regarding the definitions of acts considered to fall under academic dishonesty and possible ensuing sanctions, please see the Student Conduct

Code http://studentlife.wvu.edu/office_of_student_conduct/student_conduct_code. Should you have any questions about possibly improper research citations or references, or any other activity that may be interpreted as an attempt at academic dishonesty, please see me *before* the assignment is due to discuss the matter.”

Please be aware that there have been significant changes in the manner in which academic dishonesty actions are to be handled. Academic dishonesty would include plagiarism, cheating, and fraud. Any time a faculty member discovers an instance of academic dishonesty, the Academic Dishonesty Form must be completed.

The form is documented in the Bearfacts at

<http://studentservices.wvutec.edu/r/download/166814>

The following process is to be followed:

1. Contact the student privately, in person or by phone, about the alleged violation and confer with student, normally within five academic days of detection.
2. Complete the attached form, attach pertinent materials, and cite the charge of academic dishonesty per WVU Tech Student Conduct Code (Bearfacts - also attached).
3. Have the student indicate whether he or she accepts responsibility as charged. If not, the case proceeds to the Department Chair, or Dean if the Department Chair is the initiator of this action.
4. Chair will meet separately with the instructor, separately with the student, and jointly with the student and instructor to attempt to develop a consensus action. If consensus between the student and instructor is not possible, the case moves to the Associate Dean of Student Affairs.
5. At the time of either resolution or appeal, send a copy of the entire packet to the Associate Dean of Student Affairs, 322 Old Main. If the action is appealed, the case will be adjudicated through the Student Conduct Board.
6. Make copies of the form and pertinent materials for the student and for your records.

These changes are necessary to insure that faculty actions are in line with University policy, and adequately protect the rights of both students and faculty members. Your compliance is both required and appreciated.

Participation and Withdrawal Policies

Students are expected to attend all the seminar class meetings and keep informed about all online assignments by carefully following the Tentative Assignment schedule at the end of this syllabus. Failure to submit any of assignments on time will result in the deduction of all points assigned for that assignment. Students deciding to discontinue class attendance and/or online participation have the responsibility for formal withdrawal from class prior to the date published in the catalog. Failure to withdraw properly from class will result in a grade of “F” in the course.

Grading of Course Assignments

The grading of course assignments will be based on the rubric. These assignments should be submitted as directed. The submitted assignments should be complete as to exhibit that there is a great depth of knowledge and learning attained. The submitted assignments should be completed with supporting detail of the information related to the purpose of the assignment.

Assignments	Instructions
Assignment 1- IP 4.1 (20 pts.): <i>Making Learning Real (MLR)</i>	<ul style="list-style-type: none"> • Read pgs. 67-74 and Prepare an Entrance Slip to turn in a beginning of Day 2. • Pre-read: IPTH pgs. 80-82 Information: The Content of CTE Courses.
Assignment 2 (20 pts.) IP 3.1	IPTH pg. 90. Prepare a 5-minute presentation that provides an overview of the knowledge/skills required for a CTE Course... and Teach-back on Day 3.
Assignment 3 (20 pts.) IP 2.2	Write a basic Course Syllabus and turn in at beginning of day 4.
Assignment 4 (20 pts.)	<ul style="list-style-type: none"> • Complete activity on pg. 63- Activity: Unit Planning Resources for Entrance Slip for Day 5. • Read Policy 5902 and Policy 4373
Assignment 5 IP 2.5 Part 1 (20 pts.)	Write 2 Lesson Plans from the Unit Plan on Assignment 4. Turn in at beginning of class on Day 6
Assignment 6 IP 2.4 Part 1 (20 pts.)	Complete a Unit Plan for your first 2 weeks of school. Turn in at beginning of class on Day 6.
Assignment 7 IS 1.3 (20 pts.)	pg. 27 ISTH Activity: High-Level Question Bell-Ringer. Complete the activity and prepare for Table Group Teach Back on Day 6

GRADING SCALE:

A = 140 – 130

B = 129 – 122

C = 121 – 109

D = 108 – 98

F = Below 97

*Work submitted late will have a 10% deduction.

Smith, Feon

From: Brenda Tuckwiller <Brenda.Tuckwiller@mail.wvu.edu>
Sent: Wednesday, May 4, 2016 11:32 AM
To: Smith, Feon; Hanna, Jessica
Cc: Watts, Louis
Subject: ATE Masters Career Focus in Centered Teaching

Dr. Smith and Dr. Hanna,

As promised, I am following up on the "accidental" conversation we had at Hooding last night--regarding your plan to drop ATE 650 from the Masters Degree program of study for our ATE Masters with focus in Career Centered Teaching. I hope the following information will be helpful to you.

The original purpose in developing this particular Masters program (which is restricted to WV Career and Technical Education in-service teachers) was to provide a seamless application of the courses required by Policy 5202 (Teacher Certification and Licensure) for a teacher to be eligible for a WV CTE Teaching Certification, on the way to earning the Masters Degree--and then be eligible for the administrative/principalship program. This is what we must safeguard.

The required, sequenced, 18 Cr Hr block (required by State Policy 5202) includes:

Summer Term 1st year:

ATE 508 (3 Cr Hrs) Teaching Methods

ATE 650 (3 Cr Hrs) Curriculum Development

ATE 511 (3 Cr Hrs) Introduction

ATE 673 (3 Cr Hrs) Methods of Assessment

ATE 524 (3 Cr Hrs) Safety

ATE 631 OR ATE 637 (3 Cr Hrs) one of our two Computer/Technology Applied Courses depending on skill level of individual teacher

We can not simply drop one of those required courses.

If you feel the need to drop one of our Program courses from the Masters basic Program of Study, please let me suggest it be **ATE 548 Application of Basic Skills (3 Cr Hrs)** since it is **no longer a part of the Policy 5202-required Teacher Certification Block**. And, I would hope that course could be retained as an "Elective" in our ATE Career Centered Teaching Masters Program of Study, since it is offered with our faculty assuming responsibility for instruction online.

As my faculty and I advise incoming newly hired CTE teachers daily, across the 55 counties, on degree pursuit, please update me as soon as the new Program of Study has been revised. We have that information printed on our Departmental Program brochure and our Memorandum of Agreement signed by every newly hired teacher when they commit to our program. I provide information and updates at every State Administrators Meeting.

It is so important that we continue to collaborate on any of these factors and courses which may affect either the degree pursuit or the Teacher Certification. Dr. Cunningham worked very closely with Dr. D'Antoni at WVDE, and with me, to stay on top of State Teacher Certification Requirements/Policy 5202, and synchronize the masters, the administrative/principalship and teacher certification programs,

as well as the WVDE/MU Contract Courses at tuition reduction for all our teachers. It gets complicated, but it is critical to hundreds of teachers statewide on a daily basis.

An addition reminder, any of the courses in our Program are restricted for enrollment to our teachers in the graduate track—CTE Certification Program—no one else.

Let me know whenever you need to discuss anything else. Also, please let me know if you have additional questions.

Thank you,

Brenda Tuckwiller, Ed.D.

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 659

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:

Course Title: EFL Methods

Alpha Designator/Number:


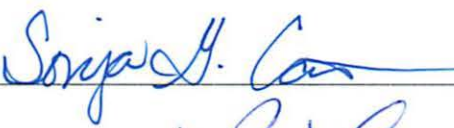
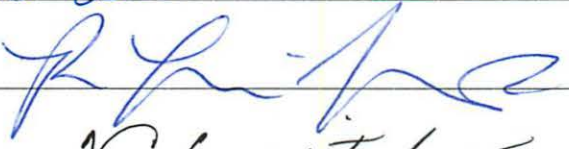

A	T	E		6	5	9			
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Title Abbreviation:

E	F	L		M	e	t	h	o	d	s									
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1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course 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.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>11-3-16</u>
Registrar 	Date <u>11-14-16</u>
College Curriculum Chair 	Date <u>11/11/2016</u>
Graduate Council Chair 	Date <u>2-10-17</u>

Request for Graduate Course Change - Page 2

College: COEPD

Department/Division: ACE

Alpha Designator/Number: ATE 659

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES ☒ NO

From

 (limited to 30 characters and spaces)

To

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From:

 To

☒ YES ☐ NO

If Yes, Rationale

Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

 To:

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☒ YES ☐ NO IF YES, fill in below:

From

To

If Yes
Rationale

Changes to the course catalog description are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD

Department: Adult and Continuing Education (ACE)

Course Number/Title ATE 659

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 659 EFL Methods

New Course Number: ACE 659 EFL Methods

Catalog Description (old): Designed to provide students with the latest methodologies associated with teaching EFL to the adult learner. (PR: ATE 643)

Catalog Description (new): Designed to provide students with the latest methodologies associated with teaching English as a Foreign Language (EFL) to the adult learner. (PR: ACE 643)

Rationale: Changes to the catalog title, course alpha designator, and/or catalog description are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Credit hours: 3

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 661

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:

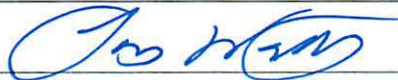
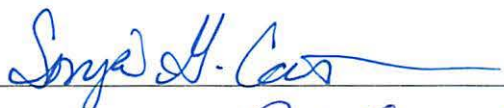
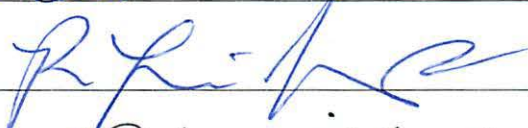
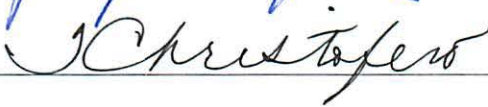
Course Title: Practicum in Adult and Continuing Education

Alpha Designator/Number: A T E 6 6 1

Title Abbreviation: P R A C T I C U M

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course 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.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>11-3-16</u>
Registrar  131320	Date <u>11-16-14</u>
College Curriculum Chair 	Date <u>11/11/2016</u>
Graduate Council Chair 	Date <u>2-10-17</u>

College: COEPD Department/Division: ACE Alpha Designator/Number: ATE 661

Change in CATALOG TITLE: ☒ YES ☐ NO

To P r a c t i c u m A C E

Change in COURSE ALPHA DESIGNATOR:

From:

A	T	E	
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 To:

A	C	E	
---	---	---	--

☒ YES ☐ NO

If Yes, Rationale	Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).
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Change in COURSE NUMBER: ☐ YES ☒ NO

From:

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 To:

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If Yes, Rationale

Change in COURSE GRADING

From Grade To Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☐ YES ☒ NO IF YES, fill in below:

From	
------	--

To	
----	--

If Yes
Rationale

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD _____

Department: Adult and Continuing Education (ACE) _____

Course Number/Title ATE 661 _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 661 Practicum

New Course Number/Title: ACE 661 Practicum in Adult & Continuing Education

Rationale: Changes to the catalog title and alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Catalog Description: Individually designed to provide field experience under the supervision of the faculty, such experience to be related to the student's project role in adult and continuing education.

Credit hours: 3

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 663

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:

Course Title: EFL Practicum

Alpha Designator/Number:

A	T	E		6	6	3			
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Title Abbreviation:

E	F	L		P	r	a	c	t	i	c	u	m							
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1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course 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.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head	Date <u>11-3-16</u>
Registrar 181320	Date <u>11-16-16</u>
College Curriculum Chair	Date <u>11/11/2016</u>
Graduate Council Chair Christofero	Date <u>2-10-17</u>

College: COEPD Department/Division: ACE Alpha Designator/Number: ATE 663

Change in CATALOG TITLE: ☒ YES ☐ NO

[illegible]

From:

A	T	E	
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 To:

A	C	E	
---	---	---	--

☒ YES ☐ NO

From:

--	--	--	--

 To:

--	--	--	--

Page 2 of 5

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD

Department: Adult and Continuing Education (ACE)

Course Number/Title ATE 663

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 663 EFL Practicum

New Course Number: ACE 663 EFL Practicum

Catalog Description (old): Designed to engage the student in hands-on teaching in a classroom setting. (PR: ATE 659)

Catalog Description (new): Designed to engage the student in hands-on teaching in a classroom setting. (PR: ACE 659)

Rationale: Changes to the catalog title, course alpha designator, and/or catalog description are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Credit hours: 3

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 668

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:

Course Title: Field Based Internship in Business and Industry

Alpha Designator/Number:

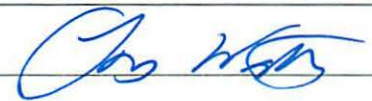


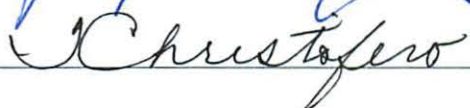
A T E 6 6 8

Title Abbreviation:

F i e l d B a s e d I n t e r n s h i p

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course 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.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>11-2-16</u>
Registrar  131320	Date <u>11-16-16</u>
College Curriculum Chair 	Date <u>11/11/2016</u>
Graduate Council Chair 	Date <u>2-10-17</u>

Request for Graduate Course Change - Page 2

College: COEPD

Department/Division: ACE

Alpha Designator/Number: ATE 668

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☒ YES ☐ NO

From

F	I	E	L	D		B	A	S	E	D		I	N	T	E	R	N	S	H	I	P							
---	---	---	---	---	--	---	---	---	---	---	--	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--

 (limited to 30 characters and spaces)

To

I	N	T	E	R	N	S	H	I	P		F	I	E	L	D		B	A	S	E	D		B	U	S	/	I	N	D
---	---	---	---	---	---	---	---	---	---	--	---	---	---	---	---	--	---	---	---	---	---	--	---	---	---	---	---	---	---

If Yes, Rationale

Changes to the catalog title are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE ALPHA DESIGNATOR:

From:

A	T	E
---	---	---

 To:

A	C	E
---	---	---

☒ YES ☐ NO

If Yes, Rationale

Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

--	--	--	--

 To:

--	--	--	--

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☒ YES ☐ NO IF YES, fill in below:

From

Internship in the technical content areas of marketing, merchandising, management or technology; evaluating methods, and procedures in marketing, merchandising, management, or technology. (PR: ATE 609, 628, 652 and 656)

To

Internship in the technical content areas of marketing, merchandising, management or technology. Evaluation of methods, and procedures in marketing, merchandising, management, or technology. (PR: ACE 609, 628, 652 and 656)

If Yes Rationale

Changes to the course catalog description are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD _____

Department: Adult and Continuing Education (ACE) _____

Course Number/Title ATE 668 _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 668 Field Based Internship in Business and Industry

New Course Number: ACE 668 Field Based Internship in Business and Industry

Catalog Description (old): Internship in the technical content areas of marketing, merchandising, management or technology; evaluating methods, and procedures in marketing, merchandising, management, or technology. (PR: ATE 609, 628, 652 and 656)

Catalog Description (new): Internship in the technical content areas of marketing, merchandising, management or technology; evaluating methods, and procedures in marketing, merchandising, management, or technology. (PR: ACE 609, 628, 652 and 656)

Rationale: Changes to the catalog title, course alpha designator, and/or catalog description are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Credit hours: 3

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 675

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:




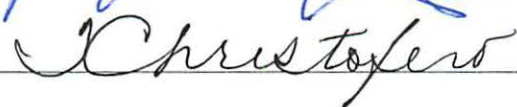
Course Title: Literature and Applied Research in Adult/Technical Education

Alpha Designator/Number: A T E 6 7 5

Title Abbreviation: L I T E R A T U R E A N D R E S E A R C H A T E

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course 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.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>11-3-16</u>
Registrar  131320	Date <u>11-7-16</u>
College Curriculum Chair 	Date <u>11/11/2016</u>
Graduate Council Chair 	Date <u>2-10-17</u>

Request for Graduate Course Change - Page 2

College: COEPD

Department/Division: ACE

Alpha Designator/Number: ATE 675

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☒ YES ☐ NO

From

L	I	T	E	R	A	T	U	R	E		A	N	D		R	E	S	E	A	R	C	H		A	T	E		
---	---	---	---	---	---	---	---	---	---	--	---	---	---	--	---	---	---	---	---	---	---	---	--	---	---	---	--	--

 (limited to 30 characters and spaces)

To

L	I	T	E	R	A	T	U	R	E		A	N	D		R	E	S	E	A	R	C	H		A	C	E		
---	---	---	---	---	---	---	---	---	---	--	---	---	---	--	---	---	---	---	---	---	---	---	--	---	---	---	--	--

If Yes, Rationale

Changes to the course catalog title are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE ALPHA DESIGNATOR:

From:

A	T	E
---	---	---

 To:

A	C	E
---	---	---

☒ YES ☐ NO

If Yes, Rationale

Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

--	--	--	--

 To:

--	--	--	--

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☒ YES ☐ NO IF YES, fill in below:

From

Program of readings and reports on specific areas of adult/ technical education or particular problems within an area of adult and technical education; reading selected cooperatively with advisor.
--

To

Program of readings and reports on specific areas of adult/continuing education or particular problems within an area of adult and continuing education; reading selected cooperatively with advisor.

If Yes
Rationale

Changes to the course catalog description are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Request for Graduate Course Change - Page 3

Change in **COURSE CREDIT HOURS**: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in **COURSE CONTENT**: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD _____

Department: Adult and Continuing Education (ACE) _____

Course Number/Title ATE 675 _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 675 Literature and Applied Research in Adult/Technical Education

New Course Number/Title: ACE 675 Literature and Applied Research in Adult/Continuing Education

Catalog Description (old): Program of readings and reports on specific areas of adult/technical education or particular problems within an area of adult and technical education; reading selected cooperatively with advisor.

Catalog Description (new): Program of readings and reports on specific areas of adult/continuing education or particular problems within an area of adult and continuing education; reading selected cooperatively with advisor.

Rationale: Changes to the catalog title, course alpha designator, and/or catalog description are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Credit hours: 3

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: ATE 677

Contact Person: Dr. Feon Smith and Dr. Jessica Hanna

Phone: Feon 696-2381; Jessi 746-8935

CURRENT COURSE DATA:




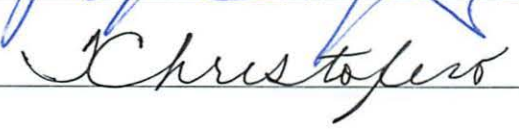
Course Title: Research Methodology and Design in Adult/Continuing Education

Alpha Designator/Number: A T E 6 7 7

Title Abbreviation: R E S E A R C H M E T H O D S & D E S I G N

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
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4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>11-3-16</u>
Registrar  131320	Date <u>11-16-16</u>
College Curriculum Chair 	Date <u>11/11/2016</u>
Graduate Council Chair 	Date <u>2-10-17</u>

Request for Graduate Course Change - Page 2

College: COEPD

Department/Division: ACE

Alpha Designator/Number: ATE 677

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☒ YES ☐ NO

From

R	e	s	e	a	r	c	h		M	e	t	h	o	d	s		&		D	e	s	i	g	n				
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 (limited to 30 characters and spaces)

To

R	e	s	e	a	r	c	h		M	e	t	h		&		D	e	s	i	g	n		i	n		A	C	E
---	---	---	---	---	---	---	---	--	---	---	---	---	--	---	--	---	---	---	---	---	---	--	---	---	--	---	---	---

If Yes, Rationale

Changes to the course catalog title are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).
--

Change in COURSE ALPHA DESIGNATOR:

From:

A	T	E
---	---	---

 To:

A	C	E
---	---	---

☒ YES ☐ NO

If Yes, Rationale

Changes to the course alpha designator are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

--	--	--	--

 To:

--	--	--	--

If Yes, Rationale

--

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

--

Change in CATALOG DESCRIPTION: ☐ YES ☒ NO IF YES, fill in below:

From

--

To

--

If Yes
Rationale

--

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: COEPD

Department: Adult and Continuing Education (ACE)

Course Number/Title ATE 677

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE CHANGE (ALPHA DESIGNATOR)

Department: ACE

Current Course Number/Title: ATE 677 Research Methodology and Design in Adult/Technical Education

New Course Number/Title: ACE 677 Research Methodology and Design in Adult & Continuing Education

Rationale: Changes to the course alpha designator and title are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE).

Catalog Description: Study of methodology, application, analysis and synthesis of research; a review of current studies with attention to statistical techniques, data collecting, data handling, and the impact of particular research.

Credit hours: 3

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: ACE

Current Alpha Designator/Number: SEE ATTACHED LIST

Contact Person: Dr. Louis Watts and/or Dr. Feon Smith

Phone: Louis: 746-1933; Feon: 696-2381

CURRENT COURSE DATA:

Course Title: SEE ATTACHED LIST

Alpha Designator/Number:




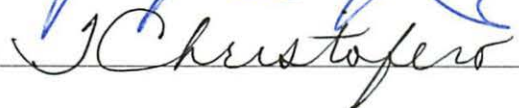
A T E

Title Abbreviation:

S E E A T T A C H E D L I S T

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course 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.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>11-3-16</u>
Registrar  131320	Date <u>11-16-16</u>
College Curriculum Chair 	Date <u>11/11/2016</u>
Graduate Council Chair 	Date <u>2-10-17</u>

Request for Graduate Course Change - Page 2

College: COEPD

Department/Division: ACE

Alpha Designator/Number: SEE ATTACHED

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES ☒ NO

From

 (limited to 30 characters and spaces)

To

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From:

 To

☒ YES ☐ NO

If Yes, Rationale

Changes are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE). SEE ATTACHED LIST WHICH INCLUDES ALL COURSE CHANGES IN ALPHA DESIGNATOR(S). The attached table lists courses that only require a Alpha Designator change from ATE to ACE.

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

 To:

If Yes, Rationale

N/A

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

N/A

Change in CATALOG DESCRIPTION: ☐ YES ☒ NO IF YES, fill in below:

From

To

If Yes
Rationale

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From N/A

To N/A

Change in COURSE CONTENT: ☐ YES ☒ NO

From N/A

To N/A

Rationale N/A

Request for Graduate Course Change-Page 4

College: COEPD

Department: Adult and Continuing Education (ACE)

Course Number/Title SEE ATTACHED LIST FOR CHANGES. Changes are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE). SEE ATTACHED LIST WHICH INCLUDES ALL COURSE CHANGES IN ALPHA DESIGNATOR(S). **The attached table lists courses that only require a Alpha Designator change from ATE to ACE.**

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

N/A

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

N/A

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

N/A

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

Changes are required to correspond with the new program name, now known as Adult and Continuing Education (ACE), formerly Adult and Technical Education (ATE). SEE ATTACHED LIST WHICH INCLUDES ALL COURSE CHANGES IN ALPHA DESIGNATOR(S).

The attached table lists courses that only require a Alpha Designator change from ATE to ACE.

**Adult and Continuing Education (ACE)
Request for Graduate Course Change**

This table represents all courses that only require a change in Alpha Designator (from ATE to ACE)

Current Course Number/Title:	New Course Number/Title:	Current Catalog Description:	New Catalog Description:	Credit Hours:
ATE 503 Introduction to Adult Learning Theory	ACE 503 Introduction to Adult Learning Theory	Designed to acquaint the student with the field of adult education and its underpinnings and the various adult learning theories and/or approaches.	N/A	3
ATE 505 Instructional Methods in Technical Training	ACE 505 Instructional Methods in Technical Training	Unit and lesson planning; cooperative education as a method of instruction, project plan of instruction, classroom management and control, demonstration techniques, evaluation methods, field experience in Marketing Education classroom.	N/A	3
ATE 510 Developing Selling Curriculum	ACE 510 Developing Selling Curriculum	Conduct library research, review selling content, select content objectives, identify content appropriate for the target group, prepare teaching outlines, and design evaluation instruments.	N/A	3
ATE 512 Course Construction and Planning in Career and Technical Education	ACE 512 Course Construction and Planning in Career and Technical Education	Analysis procedures for determining career and technical curriculum content; determination of program goals and objectives; involvement of advisory committees; factors, principles, and techniques of developing a course of study.	N/A	3
ATE 513 Organization and Management of School Shops and Laboratories	ACE 513 Organization and Management of School Shops and Laboratories	Responsibilities as a manager; methods of handling tools, equipment, and supplies; project instructional resource needs and reporting; improvement of facilities; filing system, and career and technical laboratory.	N/A	3
ATE 520	ACE 520	Principles for planning, implementing, and evaluating the	N/A	3

Current Course Number/Title:	New Course Number/Title:	Current Catalog Description:	New Catalog Description:	Credit Hours:
Principles of Cooperative Education	Principles of Cooperative Education	cooperative design within the various service areas of technical education; analysis of factors which must be considered in selection of the cooperative design.		
ATE 521 Occupational Analysis	ACE 521 Occupational Analysis	Assist the instructor in analyzing an occupation; goals and objectives to form a basis for vocational curriculum; classifying and describing occupations; analysis procedures; course content, and technical skills and knowledge.	N/A	3
ATE 522 Administration of Cooperative Programs	ACE 522 Administration of Cooperative Programs	Administering cooperative education programs, recruiting, and selecting students; selecting training agencies and placing students; conducting public relations activities for the program; and advising the student organization.	N/A	3
ATE 525 Computer Applications in Business and Marketing Education	ACE 525 Computer Applications in Business and Marketing Education	Study of computer applications and software for Business and Marketing Education.	N/A	3
ATE 535 Methods of Examination in Career and Technical Education	ACE 535 Methods of Examination in Career and Technical Education	Develop written and performance evaluation instruments; develop and use progress charts; determine appropriate grading procedures. Develop rating scales, objectives tests, classroom tests, and manipulative tests. Introduction to statistics.	N/A	3
ATE536 Coordination of Cooperative Career and Technical Education	ACE 536 Coordination of Cooperative Career and Technical Education	Background of coordination; methods of techniques for evaluating and selecting work stations; student selection, placement, and follow-up; role of advisory committees; methods of evaluating cooperative work experience.	N/A	3

Current Course Number/Title:	New Course Number/Title:	Current Catalog Description:	New Catalog Description:	Credit Hours:
ATE 540 Developing Merchandising/Sales Promotion Curriculum	ACE 540 Developing Merchandising/Sales Promotion Curriculum	Conduct library research, review merchandising and sales promotion content, objectives, identify content appropriate for the target group, prepare teaching outlines, and design evaluation instruments.	N/A	3
ATE 542 Principles of Prevocational Exploration	ACE 542 Principles of Prevocational Exploration	Study of the prevocational exploration delivery system. Develop instructional units which include goals, objectives, and criteria for evaluation of students.	N/A	3
ATE 547 Computer Applications in Career and Technical Education	ACE 547 Computer Applications in Career and Technical Education	Designed to introduce modern instructional technology in today's classrooms and labs. Introduction to disk operating systems; application software for instruction and instructional management; student evaluation; record keeping, and word processing.	N/A	3
ATE 548 Applications of Basic Skills in Career and Technical Education	ACE 548 Applications of Basic Skills in Career and Technical Education	Methods, techniques, and strategies for incorporating basic skills in career and technical instruction; emphasis on reading, writing, math, oral communication, and critical thinking skills; job-seeking and job-keeping skills.	N/A	3
ATE 549 Occupational Analysis and Instructional Design	ACE 549 Occupational Analysis and Instructional Design	Analyzing an occupation to identify knowledge and skills; use of the analysis to develop problem solving objectives and instructional plans; emphasis on approach to facilitate student achievement of objectives.	N/A	3
ATE 550 Interpersonal Skills in the Workplace	ACE 550 Interpersonal Skills in the Workplace	Course is designed to provide opportunities to learn in preparation for career success with supervisors, coworkers, clients, and customers. Human relations skills are examined and related to business success.	N/A	3

Current Course Number/Title:	New Course Number/Title:	Current Catalog Description:	New Catalog Description:	Credit Hours:
ATE 552 History and Philosophy of Career and Technical Education	ACE 552 History and Philosophy of Career and Technical Education	Historical influences in the development of workforce education in America and Europe; motivating influences and the implications of philosophy in modern career and technical education.	N/A	3
ATE 559 Coordination of Career and Technical Youth Activities	ACE 559 Coordination of Career and Technical Youth Activities	Organize and develop co-curricular student organization; defining the purpose of the organization; plan application and integration into the vocational program; competencies in leadership and team building.	N/A	3
ATE 565 Career Exploration and Development	ACE 565 Career Exploration and Development	Exploring principles and techniques for career planning and job search. An overview of strategies for gaining a competitive edge in the labor market and for experiencing a successful career beginning.	N/A	3
ATE 569 Business and Occupational Teaching Methods	ACE 569 Business and Occupational Teaching Methods	Survey materials and methods for developing competencies in teaching business education and/or occupational training programs.	N/A	3
ATE 570 Practicum in Adult and Technical Education	ACE 570 Practicum in Adult and Technical Education	Individually designed field experience under supervision of the faculty; such experience related to the student's future professional role.	N/A	1-4
ATE 580-584 Special Topics	ACE 580-584 Special Topics	None	N/A	1-4
ATE 585-588 Independent Study	ACE 585-588 Independent Study	None	N/A	1-4
ATE 591-594 Workshop	ACE 591-594 Workshop	None	N/A	1-4
ATE 595 Historical Developments in Workforce Preparation	ACE 595 Historical Developments in Workforce Preparation	An overview of the historical evolution of technical education legislation; analysis of Technical Education Acts as they relate to state and local planning of technical education programs.	N/A	3

Current Course Number/Title:	New Course Number/Title:	Current Catalog Description:	New Catalog Description:	Credit Hours:
ATE 601 Philosophy of Workforce Preparation	ACE 601 Philosophy of Workforce Preparation	Overview of the historical origins of technical education and their relationship to educational philosophies; foundations of areas of technical education; analysis of questions fundamental to a philosophy of technical education.	N/A	3
ATE 605 Foundations of Business and Marketing Education	ACE 605 Foundations of Business and Marketing Education	Application of philosophy and principles of business and marketing education to the objectives, curriculum, guidance, and teacher preparation, emphasizing the techniques for coordination of federally aided programs.	N/A	3
ATE 609 Developing Training Plans for Business and Industry	ACE 609 Developing Training Plans for Business and Industry	Analysis of factors in developing local plans for business and industry; emphasis on implications of federal guidelines; factors which impinge upon programs during implementation; developing evaluation procedures.	N/A	3
ATE 610 Current Issues in Business and Marketing Education	ACE 610 Current Issues in Business and Marketing Education	Individual and group analysis of current issues in business and marketing; identification of issues significant to the direction of sound business education and marketing education programs.	N/A	3
ATE 637 Individual Computer Program Applications	ACE 637 Individual Computer Program Applications	Individually designed learning activities that involve the application of previously learned theories, processes, operations, techniques or systems. The applications are studied, analyzed, and evaluated.	N/A	3
ATE 643 Teaching EFL Abroad	ACE 643 Teaching EFL Abroad	Designed to explore the educational history of teaching a foreign language in different countries. (PR: CISL 550 and CISL 551)	N/A	3
ATE 651 Developing Marketing Curriculum	ACE 651 Developing Marketing Curriculum	Conduct library research, review marketing content, select content	N/A	3

Approved
9-30-16

Current Course Number/Title:	New Course Number/Title:	Current Catalog Description:	New Catalog Description:	Credit Hours:
		objectives, identify content appropriate for the target group, prepare teaching outlines, and design evaluation instruments.		
ATE 652 Field Based Job Analysis and Curriculum Design	ACE 652 Field Based Job Analysis and Curriculum Design	Field study of job analysis, curriculum, course, and program design.	N/A	3
ATE 653 Developing Management Curriculum	ACE 653 Developing Management Curriculum.	Conduct library research, review management content, select content objectives, identify content appropriate for the target group, prepare teaching outlines, and design evaluation instruments.	N/A	3
ATE 655 Developing Human Resources Curriculum	ACE 655 Developing Human Resources Curriculum	Conduct library research, review personnel content, select content objectives, identify content appropriate for the target group, prepare teaching outlines, and design evaluation instruments.	N/A	3
ATE 664 Technical Education Practicum	ACE 664 Technical Education Practicum	Individually designed to provide field experience under the supervision of the faculty, such experience to be related to the student's profession.	N/A	3
ATE 667 Cooperative Education Workforce Experience	ACE 667 Cooperative Education Workforce Experience	Alternating or parallel periods of study and paid employment for experiential learning related to student's academic and/or professional goals (Min. 50 hours of paid work experience per credit hour)	N/A	1-10
ATE 679 Problem Report	ACE 679 Problem Report	None	N/A	1-6
ATE 680 International Workforce Development	ACE 680 International Workforce Development	This course is designed for students in technical and social fields who are interested in workforce development. It has three components: education and training, collaborative research, and technical assistance.	N/A	3
ATE 681 Thesis	ACE 681 Thesis	None	N/A	1-6

Current Course Number/Title:	New Course Number/Title:	Current Catalog Description:	New Catalog Description:	Credit Hours:
ATE 690-692 Seminar	ACE 690-692 Seminar	None	N/A	1-4
ATE 702 Analysis of Literature on Community and Technical College Teaching	ACE 702 Analysis of Literature on Community and Technical College Teaching	Identification and analysis of current issues in community technical college teaching with application of procedures for investigation, accompanied by a critical examination of findings and their application to local programs.	N/A	3
ATE 703 Interpretation and Utilization of Applied Research in Community and Technical College Teaching	ACE 703 Interpretation and Utilization of Applied Research in Community and Technical College Teaching	Students will learn how to choose the appropriate statistics, interpret the outputs, and develop skills in writing about the meaning of the results.	N/A	3
ATE 707 Professional Seminar I	ACE 707 Professional Seminar I	Selected topics in program and institutional assessments related to community and technical colleges.	N/A	1
ATE 708 Professional Seminar II	ACE 708 Professional Seminar II	Selected topics in thesis proposal, overview of grantsmanship, and funding sources. Discussion of the effects of new technologies and the Internet on the proposal process.	N/A	1
ATE 709 Professional Seminar III	ACE 709 Professional Seminar III	Provides students an opportunity to synthesize prior course experiences and to prepare and present a draft thesis prospectus.	N/A	1
ATE 712 Classroom Assessment for Community and Technical College Students	ACE 712 Classroom Assessment for Community and Technical College Students	Presentation of assessment principles that clearly and specifically relate to instruction, current research and new directions in the assessment field, and practical and realistic examples and suggestions.	N/A	3
ATE 714 Community and Technical College Curriculum Design	ACE 714 Community and Technical College Curriculum Design	Study of the major curricular programs of the comprehensive community college, including factors that influence the design and implementation, processes for assessing, and strategies for	N/A	3

Current Course Number/Title:	New Course Number/Title:	Current Catalog Description:	New Catalog Description:	Credit Hours:
		changing the curriculum for open access colleges.		
ATE 718 Education and Employment Preparation for Diverse Populations	ACE 718 Education and Employment Preparation for Diverse Populations	The needs of diverse/special needs populations, including youth and adults with disabilities, disadvantaged, limited English proficient, displaced workers, minorities, incarcerated, and single teen parents. Specific attention to federal legislation.	N/A	3
ATE 723 Perspectives and Strategies for Teaching Workforce Education	ACE 723 Perspectives and Strategies for Teaching Workforce Education	Teaching/learning process and consideration of teaching methods employed to encourage, guide, and evaluate community and technical college students' learning.	N/A	3
ATE 726 Funding, Planning, and Administrative Issues of Community and Technical Colleges	ACE 726 Funding, Planning, and Administrative Issues of Community and Technical Colleges	Governance and administration of the contemporary community and technical college in the United States with a focus on planning, funding, and selected administrative issues.	N/A	3
ATE 781 Thesis	ACE 781 Thesis	Individual research in a selected field of community and technical college teaching under the direction of a graduate faculty member of the department.	N/A	6

Chair: Tracy Christofero

GC#4: Major or Degree

Request for Graduate Addition, Deletion, or Change of a Major or Degree

NOTE: Before you submit a request for a new Major or Degree, you must submit an INTENT TO PLAN form. Only after the INTENT TO PLAN goes through the approval process are you ready to submit this request for a new Major or Degree. For detailed information on new programs please see: <http://vvhepcdoc.vvnet.edu/resources/133-11.pdf>.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures to the Graduate Council Chair.
3. The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.

College: COEPD

Dept/Division: Adult and Technical Education (ATE)

Contact Person: Louis Watts, Ed.D. Assoc. Prof./Prog. Dir.--Leadership Studies/ATE

Phone: (304) 746-1933

Degree Program: Master of Science in Adult and Technical Education (ATE)

Check action requested: ☐ Addition ☐ Deletion ☒ Change

Effective Term/Year

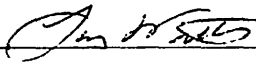
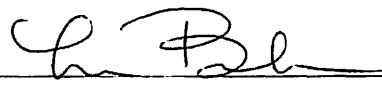
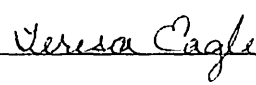
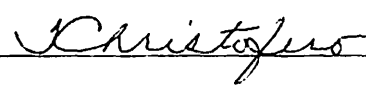
Fall 20

Spring 20

Summer 20

Information on the following pages must be completed before signatures are obtained.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>3-3-16</u>
College Curriculum Chair 	Date <u>3/14/16</u>
College Dean 	Date <u>3-24-16</u>
Graduate Council Chair 	Date <u>5-23-16</u>
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____
Board of Governors Approval _____	Date _____

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: CITE

Dept/Division: Engineering

Current Alpha Designator/Number: CE 612

Contact Person: Gregory K. Michaelson, Ph.D.

Phone: (304) 696-5606

Summer 2017

CURRENT COURSE DATA:

Course Title: Structural Steel Design and Behavior

Alpha Designator/Number: C E 6 1 2

Title Abbreviation: A d v a n c e d S t e e l D e s i g n

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course 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.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head <i>[Signature]</i>	Date <i>8/19/2012</i>
Registrar <i>[Signature]</i> 140101	Date <i>11/9/14</i>
College Curriculum Chair <i>[Signature]</i>	Date <i>11/15/16</i>
Graduate Council Chair <i>[Signature]</i>	Date <i>2-10-17</i>

Request for Graduate Course Change - Page 2

College: CITE

Department/Division: Engineering

Alpha Designator/Number: CE 612

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☒ YES ☐ NO

From

S	t	r	u	c	t	u	r	a	l		S	t	e	e	l		D	e	s	i	g	n		a	n	d		B	e
---	---	---	---	---	---	---	---	---	---	--	---	---	---	---	---	--	---	---	---	---	---	---	--	---	---	---	--	---	---

 (limited to 30 characters and spaces)

[illegible]

If Yes, Rationale	Original title was deemed superfluous. In addition, the main focus of this course is the design (not the behavior) of advanced structural steel systems.
-------------------	--

Change in COURSE ALPHA DESIGNATOR:

From:

--	--	--	--

 To

--	--	--	--

☐ YES ☒ NO

If Yes, Rationale

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

--	--	--	--

 To:

--	--	--	--

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☒ YES ☐ NO IF YES, fill in below:

From	Principles and methodologies for conceptual and detailed design of steel structures emphasizing LRFD. Topics include behavior and design of hot-rolled/cold-formed steel, connections, members, frames, plate girders, and advanced analysis techniques.
------	--

To	Background of AISC 360, emphasizing building applications. Analysis methods for second-order effects. Composite member design. Plate girders. Splices and bracing connections. Eccentric connections. Wind and seismic applications.
----	--

<p>If Yes</p> <p>Rationale</p>	<p>This revision is intended to better reflect current advanced design practices and issues as well as what is currently taught in the course (i.e. using current codes). In addition, these changes are intended to remove as much course overlap as possible.</p>	
--------------------------------	---	--

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: CITE _____

Department: Engineering _____

Course Number/Title CE 612 _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE TITLE CHANGE

Department: Engineering

Current Course Number/Title: CE 612 (Structural Steel Design and Behavior)

New Course Title: CE 612 (Advanced Steel Design)

Rationale:

Original title was deemed superfluous. In addition, the main focus of this course is the design (not the behavior) of advanced structural steel systems.

COURSE DESCRIPTION CHANGE

Department: Engineering

Course Number and Title: CE 612 (Structural Steel Design and Behavior)

Course Description (old)

Principles and methodologies for conceptual and detailed design of steel structures emphasizing LRFD. Topics include behavior and design of hot-rolled/cold-formed steel, connections, members, frames, plate girders, and advanced analysis techniques.

Course Description: (new)

Background of AISC 360, emphasizing building applications. Analysis methods for second-order effects. Composite member design. Plate girders. Splices and bracing connections. Eccentric connections. Wind and seismic applications.

Rationale:

This revision is intended to better reflect current advanced design practices and issues as well as what is currently taught in the course (i.e. using current codes). In addition, these changes are intended to remove as much course overlap as possible.

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: CITE

Dept/Division: Engineering

Current Alpha Designator/Number: CE 614

Contact Person: Gregory K. Michaelson, Ph.D.

Phone: (304) 696-5606

CURRENT COURSE DATA:


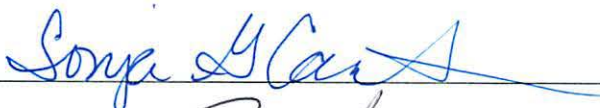

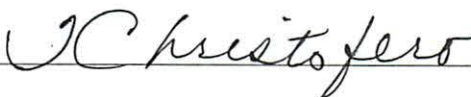
Course Title: Advanced Reinforced Concrete Structure Design and Behavior

Alpha Designator/Number: C E 6 1 4

Title Abbreviation: A d v R e i n f C o n S t r D e s i g n /

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
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Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head <u></u>	Date <u>11/9/2016</u>
Registrar <u></u> 140101	Date <u>11/9/16</u>
College Curriculum Chair <u></u>	Date <u>11/15/16</u>
Graduate Council Chair <u></u>	Date <u>2-10-17</u>

Request for Graduate Course Change - Page 2

College: CITE

Department/Division: Engineering

Alpha Designator/Number: CE 614

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☒ YES ☐ NO

From

A	d	v	a	n	c	e	d		R	e	i	n	f	o	r	c	e	d		C	o	n	c	r	e	t	e		S
---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	---	--	---

 (limited to 30 characters and spaces)

To

A	d	v	a	n	c	e	d		C	o	n	c	r	e	t	e		D	e	s	i	g	n						
---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	--	--	--	--	--	--

If Yes, Rationale

Original title was deemed superfluous. In addition, the main focus of this course is the design (not the behavior) of advanced reinforced concrete systems.

Change in COURSE ALPHA DESIGNATOR:

From:

--	--	--	--

 To:

--	--	--	--

☐ YES ☒ NO

If Yes, Rationale

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

--	--	--	--

 To:

--	--	--	--

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☒ YES ☐ NO IF YES, fill in below:

From

Background of modern reinforced concrete design procedures. Comparison of standard design codes. Review of research on behavior of reinforced concrete structures and projection of future changes in design and construction practices.

To

Background of ACI 318, emphasizing building applications. Precast elements. Moment frames and shear walls. Continuous construction. Foundations and earth-retaining structures. Two-way slab design methods. Strut-and-tie analogies. Column supported slabs.

If Yes Rationale

This revision is intended to better reflect current advanced design practices and issues as well as what is currently taught in the course (i.e. using current codes). In addition, these changes are intended to remove as much course overlap as possible.

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☐ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: CITE _____

Department: Engineering _____

Course Number/Title CE 614 _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE TITLE CHANGE

Department: Engineering

Current Course Number/Title: CE 614 (Advanced Reinforced Concrete Structure Design and Behavior)

New Course Title: CE 614 (Advanced Concrete Design)

Rationale:

Original title was deemed superfluous. In addition, the main focus of this course is the design (not the behavior) of advanced structural steel systems.

COURSE DESCRIPTION CHANGE

Department: Engineering

Course Number and Title: CE 614 (Advanced Concrete Design)

Course Description (old)

Background of modern reinforced concrete design procedures. Comparison of standard design codes. Review of research on behavior of reinforced concrete structures and projection of future changes in design and construction practices.

Course Description: (new)

Background of ACI 318, emphasizing building applications. Precast elements. Moment frames and shear walls. Continuous construction. Foundations and earth-retaining structures. Two-way slab design methods. Strut-and-tie analogies. Column supported slabs.

Rationale:

This revision is intended to better reflect current advanced design practices and issues as well as what is currently taught in the course (i.e. using current codes). In addition, these changes are intended to remove as much course overlap as possible.

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: CITE

Dept/Division: Engineering

Current Alpha Designator/Number: CE 616

Contact Person: Gregory K. Michaelson, Ph.D.

Phone: (304) 696-5606

CURRENT COURSE DATA:

Course Title: Prestressed Concrete Design

Alpha Designator/Number:

C E 6 1 6


Title Abbreviation:

P r e s t r e s s e d C o n c r e t e D e s i

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course 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.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

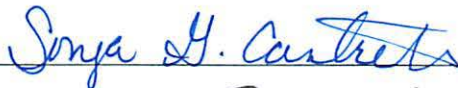
Dept. Chair/Division Head



Date

11/9/2016

Registrar



140101

Date

11/9/16

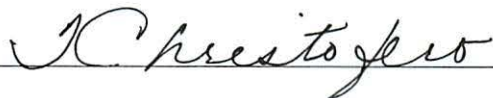
College Curriculum Chair



Date

11/18/16

Graduate Council Chair



Date

2-10-17

Request for Graduate Course Change - Page 2

College: CITE

Department/Division: Engineering

Alpha Designator/Number: CE 616

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES ☒ NO

From

 (limited to 30 characters and spaces)

To

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From:

 To:

☐ YES ☒ NO

If Yes, Rationale

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

 To:

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☒ YES ☐ NO IF YES, fill in below:

From

Design of prestressed concrete structures, methods and losses. Design for flexure, shear torsion, camber, deflections, continuity, connections, fire rating, and review of research and projection to changes in construction practices.
--

To

Behavior and design of prestressed concrete beams, columns, and beam-columns, emphasizing highway bridge applications. Methods of prestressing and loss estimation for precast and cast-in-place elements.
--

If Yes
Rationale

This revision is intended to better reflect current advanced design practices and issues as well as what is currently taught in the course (i.e. using current codes). In addition, these changes are intended to remove as much course overlap as possible.
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Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☐ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: CITE _____

Department: Engineering _____

Course Number/Title CE 616 _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE DESCRIPTION CHANGE

Department: Engineering

Course Number and Title: CE 616 (Prestressed Concrete Design)

Course Description (old)

Design of prestressed concrete structures, methods and losses. Design for flexure, shear torsion, camber, deflections, continuity, connections, fire rating, and review of research and projection to changes in construction practices.

Course Description: (new)

Behavior and design of prestressed concrete beams, columns, and beam-columns, emphasizing highway bridge applications.

Methods of prestressing and loss estimation for precast and cast-in-place elements.

Rationale:

This revision is intended to better reflect current advanced design practices and issues as well as what is currently taught in the course (i.e. using current codes). In addition, these changes are intended to remove as much course overlap as possible.

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: CITE

Dept/Division: Engineering

Current Alpha Designator/Number: CE 618

Contact Person: Gregory K. Michaelson, Ph.D.

Phone: (304) 696-5606

Summer 2017
CURRENT COURSE DATA:

Course Title: Bridge Engineering

Alpha Designator/Number:

C	E		6	1	8				
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Title Abbreviation:

B	r	i	d	g	e		E	n	g	i	n	e	e	r	i	n	g						
---	---	---	---	---	---	--	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course 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.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head <i>Amuse</i>	Date <i>11/9/2016</i>
Registrar <i>Sonye H. Contreras</i> 140101	Date <i>11/9/16</i>
College Curriculum Chair <i>Walter</i>	Date <i>11/15/16</i>
Graduate Council Chair <i>Tracy Christofero</i>	Date <i>2-10-17</i>

Request for Graduate Course Change - Page 2

College: CITE

Department/Division: Engineering

Alpha Designator/Number: CE 618

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES ☒ NO

From

 (limited to 30 characters and spaces)

To

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From:

 To:

☐ YES ☒ NO

If Yes, Rationale

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

 To:

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☒ YES ☐ NO IF YES, fill in below:

From

An overview of design of highway bridges, and an introduction to maintenance of highway bridges, including the history of bridge engineering, types, design rules, loads, inspection, rating, preventive maintenance and aesthetics. (PR: CE 616 and advisor approval).

To

Analysis, design, and rating of bridges according to AASHTO specifications, emphasizing steel superstructures. Detailing of elements and systems based on strength, serviceability, constructability, and fatigue requirements.

If Yes
Rationale

This revision is intended to better reflect current advanced design practices and issues as well as what is currently taught in the course (i.e. using current codes). In addition, these changes are intended to remove as much course overlap as possible.
--

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☐ NO

From

To

Rationale

Request for Graduate Course Change-Page 4

College: CITE _____

Department: Engineering _____

Course Number/Title CE 618 _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE DESCRIPTION CHANGE

Department: Engineering

Course Number and Title: CE 618 (Bridge Engineering)

Course Description (old)

An overview of design of highway bridges, and an introduction to maintenance of highway bridges, including the history of bridge engineering, types, design rules, loads, inspection, rating, preventive maintenance and aesthetics. (PR: CE 616 and advisor approval).

Course Description: (new)

Analysis, design, and rating of bridges according to AASHTO specifications, emphasizing steel superstructures. Detailing of elements and systems based on strength, serviceability, constructability, and fatigue requirements.

Rationale:

This revision is intended to better reflect current advanced design practices and issues as well as what is currently taught in the course (i.e. using current codes). In addition, these changes are intended to remove as much course overlap as possible.

Request for Graduate Course Deletion

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy (without signatures), to the Graduate Council Chair. If attachments included, merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and signed hard copy.**
4. Additionally, attach a copy of your written notification and any response(s) regarding this course deletion to other Departments/Divisions which advise students to enroll in this course as a prerequisite, co-requisite, or as an approved elective.

College Dept/Div. Contact Person Phone Current Course Number and Title

Rationale for Course Deletion

The rationale for deleting this course is namely that it was developed during a time when there was a greater need to train law enforcement and corrections professionals. However, the content is reinforced in other criminal justice courses that require oral presentations as well as courses that have an administrative focus.

 Final term and year this course is to be offered: Fall 20 ☐ Spring 20 ☒ 16 Summer 20 ☐

Course being ADDED in place of this DELETION. NOTE: A course ADDITION request form is also required.

Course Number and Title Credit Hrs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head *Kim DeTardo-Bora*Date 10-19-16Registrar *Suzie Y Carter* 430104Date 10-19-16College Curriculum Chair *Tracy Christofero*Date 11/01/16Graduate Council Chair *J Christofero*Date 2-10-17

Request for Graduate Course Deletion-Page 2

Please insert in the text box below your course deletion summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Course Number and Title:

Rationale for deletion:

Final Term Offered:

Courses added (*if any*):

Department: Criminal Justice & Criminology

Course Number and Title: CJ 501/Teaching and Training in CJ

Rationale for deletion: The rationale for deleting this course is namely that it was developed during a time when there was a greater need to train law enforcement and corrections professionals. However, the content is reinforced in other criminal justice courses that require oral presentations as well as courses that have an administrative focus.

Final Term Offered: Spring 2016

Courses added: N/A

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Science

Dept/Division: Criminal Justice

Alpha Designator/Number: CJ/503

☒ Graded ☐ CR/NC

Contact Person: Kim DeTardo-Bora

Phone: 304-696-3084

NEW COURSE DATA:

New Course Title: Understanding Cybercrime

Alpha Designator/Number:

C J 5 0 3

Title Abbreviation:

U n d e r s t a n d i n g C y b e r c r i m e

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

Examination of hacking, piracy, cyber stalking, cyber bullying, identity theft, and other cybercrimes through the lens of various criminological theories with an emphasis on research methodology and criminal justice policy.

Co-requisite(s): None

First Term to be Offered: Fall 2017 ~~or 2018~~

Prerequisite(s): None

Credit Hours: 3

Course(s) being deleted in place of this addition (must submit course deletion form): None

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head <u>Kim DeTardo-Bora</u>	Date <u>10-14-16</u>
Registrar <u>Sonya G Cantelero</u> 430104	Date <u>10-19-16</u>
College Curriculum Chair <u>Tracy Christofero</u>	Date <u>11/01/16</u>
Graduate Council Chair <u>Tracy Christofero</u>	Date <u>2-10-17</u>

COS Dean Office
2016 OCT 20 4:38 PM

Request for Graduate Course Addition - Page 2

College: Science

Department/Division: Criminal Justice

Alpha Designator/Number: CJ 503

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

Dr. Dru Bora, Dr. Wyatt Brown, Dr. Kim DeTardo-Bora, and Dr. Wendy Perkins,

2. DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the proposal. Enter **"Not Applicable"** if not applicable.

Not Applicable

3. REQUIRED COURSE: If this course will be required by another department(s), identify it/them by name. Enter **"Not Applicable"** if not applicable.

Not Applicable

4. AGREEMENTS: If there are any agreements required to provide clinical experiences, attach the details and the signed agreement. Enter **"Not Applicable"** if not applicable.

Not Applicable

5. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials to teach this course, attach an estimate of the time and money required to secure these items. (Note: Approval of this form does not imply approval for additional resources.) Enter **"Not Applicable"** if not applicable.

Not Applicable

6. COURSE OBJECTIVES: (May be submitted as a separate document)

Please see attached course syllabus

Request for Graduate Course Addition - Page 3

7. COURSE OUTLINE (May be submitted as a separate document)

Please see attached course syllabus

8. SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATES (May be submitted as a separate document)

Holt, T.J. (2013). Cybercrime and criminological theory. San Diego, CA: Cognella.

9. EXAMPLE OF INSTRUCTIONAL METHODS (Lecture, lab, internship)

Lecture, facilitation of class discussions, and videos or video clips

Request for Graduate Course Addition - Page 4

10. EXAMPLE EVALUATION METHODS (CHAPTER, MIDTERM, FINAL, PROJECTS, ETC.)

Two to three exams, research paper, presentation, discussion question submission, active participation, and attendance.

11. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE/GRADUATE COURSE

Additional research paper requirements (i.e., longer paper, more scholarly sources, etc.) and a class presentation.

12. PROVIDE COMPLETE BIBLIOGRAPHY (May be submitted as a separate document)

Brenner, S. (2010). *Cybercrime: Criminal threats from cyberspace*. Santa Barbara, CA: Praeger.

Holt, T.J. (2013). *Cybercrime and criminological theory*. San Diego, CA: Cognella.

Wall, D. S. (2007). *Cybercrime: The transformation of crime in the information age*. Somerset, NJ: Wiley.

Request for Graduate Course Addition - Page 5

Please insert in the text box below your course summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Course Number and Title:

Catalog Description:

Prerequisites:

First Term Offered:

Credit Hours:

Department: Criminal Justice & Criminology

Course Number and Title: CJ 503 Understanding Cybercrime

Catalog Description: Examination of hacking, piracy, cyber stalking, cyber bullying, identity theft, and other cybercrimes through the lens of various criminological theories with an emphasis on research methodology and criminal justice policy.

Prerequisites: None

First Term Offered: Fall 2017 or 2018

Credit Hours: 3

CJ 403/503: Understanding Cybercrime

Fall 2017, Sec. 101

Dr. Ima Good Professor
Department of Criminal Justice & Criminology
School of Forensic and Criminal Justice Sciences

Office: Smith Hall 736
Office Phone: 304/696-3084 (and voice mail)
Fax: 304/696-3085
Email: detardobora@marshall.edu
Web Page: <http://www.marshall.edu/criminal-justice>



Office Hours: Mondays 12:00-2:00 & Wednesdays 12:00-4:00 (or by appointment)

COURSE DESCRIPTION

Examination of hacking, piracy, cyber stalking, cyber bullying, identity theft, and other cybercrimes through the lens of various criminological theories with an emphasis on research methodology and criminal justice policy.

- Prerequisite: None
- CJ 403/503 meets on Wednesdays from 4:00-6:20 in SH 418

STUDENT LEARNING OUTCOMES FOR THE CRIMINAL JUSTICE & CRIMINOLOGY PROGRAM

Upon completion of the Bachelor of Arts degree in criminal justice, and in part emphasized and reinforced through this course, students will:

1. Differentiate Among Criminal Justice System Components, Roles, and Practices- Students will define and properly use specialized terms to describe, explain, and differentiate the components, roles, and practices of the criminal justice system.
2. Apply Theory in Criminal Justice and Criminology- Students will describe, explain, and differentiate major theories and theorists in criminal justice and criminology, and use one or more of these theories to explain a selected behavior (e.g., crime), event (e.g. victimization), or policy response (e.g., law).
3. Evaluate, Use, and Cite Relevant Sources to Support Written Products or Oral Presentations-Students will locate, evaluate, and incorporate information from different relevant media sources (e.g., book, journal article, online source) to support a written product or oral presentation with citations in APA format.
4. Propose to Resolve a Theoretical or Practical Problem in Criminal Justice/Criminology- Students will develop a research proposal to resolve a problem in criminal justice/criminology that is related to another discipline or practical setting, review literature from criminal justice/criminology and at least one other related field, propose an appropriate research design, and describe potential policy implications.
5. Deliver an Oral & Visual Presentation- Students will develop and deliver an oral presentation and supplemental media (e.g., Powerpoint) that constructs a sustained, coherent argument, provides narrative information, or explains technical issues and processes related to criminal justice/criminology theory, practice, or research.

Upon completion of the Master of Science degree in criminal justice, and in part emphasized and reinforced through this course, graduate students will be able to:

Exhibit specialized knowledge in the criminal justice and criminology field by

1. demonstrating advanced knowledge of the terms, laws, theories, processes, research methods, statistics, and key principles and
2. analyzing and critiquing concepts, theoretical perspectives, empirical findings, and trends.

Demonstrate oral, written, and analytic abilities by

3. evaluating contemporary criminal justice issues using analytical reasoning, problem solving, and effective communication skills;
4. preparing and delivering a presentation using effective oral communication skills that contains sustained, coherent arguments or explanations; and/or
5. interpreting descriptive and inferential statistical data.

Integrate and apply advanced knowledge of the criminal justice and criminology field by:

6. designing and producing an applied, investigative, paper or project with real-world implications that draws on scientific literacy, theoretical criminology, and research methods
7. supporting the paper or project with appropriate information from the scholarly literature and using citations in APA format; and
8. assessing and articulating the relevant public policy implications of that project.

COURSE LEARNING OBJECTIVES MATRIX

Course Learning Objectives	How Each Objective is Practiced in this Course	How Each Objective is Evaluated in this Course
Upon completion of this course, students will be able to:		
a. <i>apply and interpret</i> theoretical explanations to various cybercrimes;	In-class discussions; readings; response questions	Exams, paper
b. <i>identify</i> prospective predictors of both virtual offending and victimization;	In-class discussions; response questions; readings	Exams, paper
c. <i>describe</i> research methods used by criminologists to assess cybercrime and victimization;	In-class discussions; response questions; readings	Exams; paper
d. <i>interpret</i> rates and prevalence of cybercrime offenses using data sets from populations across the United States;	In-class discussions; response questions; readings	Exams; paper
e. <i>compare and formulate</i> preventative, legal, and technical policy responses to cybercrime; and	In-class discussions; response questions; readings	Exams; paper
f. <i>write</i> a professional paper and <i>deliver</i> a professional presentation.	In-class discussions; readings	Paper and presentation

Required Text:

Holt, T. J. (2013). *Cybercrime and criminological theory: Fundamental readings in hacking, piracy, theft, and harassment*. San Diego, CA: Cognella. (ISBN: 978-1-60927-496-2)

**Additional readings are available on MU Online.*

COMPUTER REQUIREMENTS

Students are responsible for knowing the University Computing Services' Acceptable Use Policy. It is essential that students have access to the Internet to send and receive email messages. If you are using an email account other than your Marshall email account, (i.e., hotmail, yahoo, aol, etc.) you must set your Marshall email account to forward to your other account. Also, students will need to access Blackboard to obtain additional course readings and to have access to the discussion assignments. Both sections of this course are cross-listed, so be sure to click on "CJ403 503-CL 201401-DETARDO-BORA" to access this course.

ASSESSMENT MEASURES AND DETERMINATION OF GRADES

Each student learning objective is assessed in the following manner:

Course Requirements:

Exams (45%)

Research Paper (+ Presentation for grad students) (25%)

Discussion Questions (20%)

Active Participation & Attendance (10%)

The grading scale is as follows:

100-90% = A

89-80% = B

79-70% = C

69-60% = D

59% & below = F

Please note that course grades are calculated using weighted percentages as shown above.

EXAMS (45%)

There are three exams. Each exam is worth 15% of your final grade (45% total). All exams will consist of short answer and essay questions.

Exam & Make-up Exam Policy:

Examinations must be taken during the periods designated in the syllabus. If a student arrives late for an exam, the student can complete the exam but only in the original time frame specified in class. However, if a student arrives after another student has completed the exam, the student who was late will not be allowed to take the examination, because the exam has been compromised. In other words, the student cannot take the exam or make up the exam; the student will receive a grade of zero for the examination. Deviations from this policy can be made if the student makes provisions with the instructor before the test date.

It is the student's responsibility to notify me if he/she is unable to take an examination. Students must contact me **prior** to the administration of the exam. (**If I am not contacted prior to the exam or if you do not show up to take the exam, you will receive a failing grade for the exam.**) For those students who contact me and have a legitimate excuse (includes family emergencies/illness or pre-approved university sponsored activities), an alternative time to take the exam will be determined. The format of the make-up exam will be left to my discretion.

RESEARCH PAPER (and PRESENTATION for graduate students) (25%)

Undergraduate students will write a 5-7 page paper (introduction through conclusion) about a cybercrime of their choice. The paper must include a description of the cybercrime as well as the current research and policy approaches. A minimum of 5 sources are required. The paper must be typed, double-spaced and written using the APA publication manual (6th ed.). The paper is due for undergraduates on the last day of class.

Graduate students will submit a 10-15 page paper on their assigned presentation topic. The paper will be due in class the day of the presentation. More details will be provided.

DISCUSSION QUESTIONS (20%)

Readings from the text as well as from various academic journals are required for this course (see course schedule). I have designated several days for us to discuss a particular reading(s). To facilitate discussion on these days, I ask that you submit two questions about one of the readings and one comment. The questions and comment you provide must be submitted via MU Online no later than midnight the night before the class discussion. Late questions and comments will not be accepted. While there are 7 weeks where we will have these discussion sessions, you are required to complete 5 of the discussion assignments. The questions you ask should incorporate the material you have read and should be substantive in nature. Simply asking, "What is the author talking about on page 100?" will not suffice. Be critical of the material you are reading. If you are having difficulty with the material, please see me or email me. In turn, these questions and comments will be part of our class discussion.

ACTIVE PARTICIPATION & CLASS ATTENDANCE (10%)

Students are expected to attend class and participate regularly. Attendance will be recorded daily. Each student will be awarded 100 points at the beginning of the semester for attendance. These points are yours to lose or keep. For each class day missed without a legitimate excuse and documentation from the Dean of Student Affairs, 7 points will be deducted from your attendance grade. If you miss a class, I recommend that you obtain the lecture notes/assignments from that day. Consistent tardiness (excessive) will result in a reduction of your attendance grade as well.

Bear in mind that I understand that there are circumstances that may arise throughout the semester that prevent a student from attending class. Documentation of an excused absence can be obtained from the Dean of Student Affairs, MSC 2W38. Excused absences include: death or illness of an immediate family member, pre-approved university sponsored activity, athletics, academic activities, short-term military obligation, jury duty/court appointment, and/or religious holiday (see MU Undergraduate Catalog).

ADDITIONAL POLICIES

University Policies:

By enrolling in this course, you agree to the University Policies: Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ and Sexual Harassment. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802.

Emails and Teacher-Student Correspondence:

If you have any questions about the course material, exams, or assignments you may email me, visit me during my office hours, or schedule an appointment. If you email me, under most circumstances, I will get back to you within 24 hours. However, there may be times when I am out of the office (for meetings, class, or conferences), hence, delaying my response.

Extra Credit:

There is one opportunity to receive extra credit in this course. That is, students may attend the WVCJEA conference on Friday, October 25 at West Liberty University (near Wheeling, WV) and earn up to 10 percentage points which will be added to their lowest exam score.

Academic Dishonesty: I assume that every student is familiar with MU's Academic Dishonesty policy. Academic Dishonesty includes cheating, fabrication and falsification of data or information, plagiarism, bribes/favors/threats, and complicity. More specifically with regards to plagiarism, "It is the student's

responsibility to clearly distinguish their own work from that created by others. This includes the proper use of quotation marks, paraphrase and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism” (MU Undergraduate Catalog). If a student violates this policy, discretion will be used by the instructor; the possible sanction to be applied will be a failing grade for the assignment, exam, or paper. For those of you who need a reminder about the policy, please refer to the MU Undergraduate Catalog.

Plagiarism: For students (major or non-majors; undergraduates and graduates) who plagiarize a paper that is less than 10 pages in length, a letter grade of zero will be issued for that assignment. When a student plagiarizes a major research paper, report, legal paper, etc., that is 10 pages or more in length, a failing grade will be issued to the student for the course. It should be noted that students are entitled to an appeals process. The protocol for doing so is described under the heading “Academic Dishonesty Policy” and the subheading “Appeals Process” in the MU Undergraduate Catalog.

Classroom Civility:

1. All students are expected to be in class on time (including exam days).
2. All pagers, cell phones, and electronic devices such as iPods or MP3 players must be turned off before you enter the classroom. Please no text messaging or tweeting during class or during exams.
3. One-on-one or personal conversations during lecture or class discussions are not permitted.
4. Respect different opinions and keep an open mind. Support your fellow classmates and reward each other with positive remarks/comments.
5. All students are expected to abide by the academic dishonesty policy-this means no cheating or plagiarizing!
6. Students are expected to speak one at a time. Do not be disruptive.
7. Working on other materials during class time is considered disruptive not only to the instructor but to other classmates as well.
8. Do not use class time to catch up on your ZZZZZ's.
9. No food or alcoholic beverages are permitted (non-alcoholic beverages are acceptable).
10. Students are prohibited from leaving the classroom once the lecture or discussion has started. Only in the case of an emergency can a student leave the room. If you need to leave class early for some reason, notify the instructor in advance.

The DeTardo-Bora Policy:

As students have a code of conduct to follow, I believe the instructor should follow one as well. Throughout this course, I will make an effort to see that the following responsibilities are carried out (these responsibilities were adapted from McKeachie, 1999).

1. I will encourage the free pursuit of learning
2. I will demonstrate respect for students
3. I will respect confidentiality
4. I will model the best scholarly and ethical standards
5. I will foster honest academic conduct and ensure fair evaluation
6. I will avoid exploitation, harassment, or discrimination

CJ 403/503: Tentative Topic Schedule- Fall 2017

<u>Week</u>	<u>Dates</u>	<u>Lecture & Discussion Topics</u>	<u>Readings/Assignments</u>
1	Aug. 28	Review of the course syllabus; defining cybercrime	
2	Sept. 4	Overview of cybercrime	Holt (pp. 3-12)
3	Sept. 11	Overview of criminological theories	Additional theory readings and Wada, Longe, & Danquah (2012)-available on MU Online
4	Sept. 18	Overview of criminological theories	Additional theory readings-available on MU Online
5	Sept. 25	Exam #1	
6	Oct. 2	Graduate presentation(s) and class discussion cyber terrorism/warfare	Holt (pp. 13-58); discussion questions due
7	Oct. 9	Graduate presentation(s) and class discussion victimization/harassment and hacking	Holt (pp. 61-88 & 147-164); Dalal & Sharma (2007)-available on MU Online; discussion questions due
8	Oct. 16	Graduate presentation and class discussion internet fraud/identify theft	Holt (pp. 89-103); discussion questions due
9	Oct. 23	Graduate presentation and class discussion cyberstalking	Holt (pp. 105-119); discussion questions due
10	Oct. 30	Exam #2	
11	Nov. 6	Graduate presentation and class discussion digital/audio piracy	Holt (pp. 123-146 & 195-224), Gunter (2008); Ingram & Hinduja (2007), Steinmetz & Tunnell (2012)-available on MU Online; discussion questions due
12	Nov. 13	Graduate presentation and class discussion cyberbullying	Holt (pp. 167-194); discussion questions due
13	Nov. 20	Graduate presentation and class discussion cyber child pornography/exploitation	Cohen-Almagor (2013)-available on MU Online ; discussion questions due
14	Nov. 27	<i>No Class-Thanksgiving Break</i>	
15	Dec. 4	Final conclusions and review	Final paper due for undergraduates
16	Dec. 11	Final Exam @ 4:00pm	

Additional Course Readings (available on MU Online)

Cohen-Almagor, R. (2013, May). Online child sex offenders: Challenges and counter-measures. *Howard Journal of Criminal Justice*, 52(2), 190-215.

Dalal, A., & Sharma, R. (2007). Peeping into a hacker's mind: Can criminological theories explain hacking? *ICFAI Journal of Cyber Law*, 6(4), 34-47.

Gunter, W. (2008). Piracy on the high speeds: A test of social learning theory on digital piracy among college students. *International Journal of Criminal Justice Sciences*, 3(1), 54-68.

Ingram, J., & Hinduja, S. (2008). Neutralizing music piracy: An empirical examination. *Deviant Behavior*, 29(4), 334-366.

Steinmetz, K., & Tunnell, K. (2013). Under the pixelated jolly roger: A study of on-line pirates. *Deviant Behavior*, 34(1), 53-67.

Wada, F., Longe, O., & Danquah, P. (2012). Action speaks louder than words: Understanding cyber criminal behavior using criminological theories. *Journal of Internet Banking and Commerce*, 17(1), 1-12.

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Science

Dept/Division: Criminal Justice

Alpha Designator/Number: CJ 505

☒ Graded ☐ CR/NC

Contact Person: Kim DeTardo-Boia

Phone: 304-696-3084

NEW COURSE DATA:

New Course Title: Women and the Criminal Justice System

Alpha Designator/Number:

C J 5 0 5

Title Abbreviation:

W o m e n a n d t h e C J S

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

Examines factors surrounding women and the criminal justice system from a theoretical and practical perspective. Explores feminist ideologies, plus women as victims, offenders, and professionals in the justice system.

Co-requisite(s): N/A

First Term to be Offered: Fall 2017 ~~or 2018~~

Prerequisite(s): N/A

Credit Hours: 3

Course(s) being deleted in place of this addition (must submit course deletion form): N/A

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head

Kim DeTardo-Boia

Date 10-19-16

Registrar

Sonja Y. Cantrell

430104

Date 10-19-16

College Curriculum Chair

Paul DeB

Date 11/01/16

Graduate Council Chair

Tracy Christofero

Date

2-10-17
COS Dean Office
2016 OCT 20 4:03 PM

Request for Graduate Course Addition - Page 2

College: Science

Department/Division: Criminal Justice

Alpha Designator/Number: CJ 505

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

Dr. Peggy Brown, Dr. Wyatt Brown, Dr. Kim DeTardo-Bora, and Dr. Wendy Perkins

2. DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the proposal. Enter "**Not Applicable**" if not applicable.

Not Applicable

3. REQUIRED COURSE: If this course will be required by another department(s), identify it/them by name. Enter "**Not Applicable**" if not applicable.

Not Applicable

4. AGREEMENTS: If there are any agreements required to provide clinical experiences, attach the details and the signed agreement. Enter "**Not Applicable**" if not applicable.

Not Applicable

5. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials to teach this course, attach an estimate of the time and money required to secure these items. (Note: Approval of this form does not imply approval for additional resources.) Enter "**Not Applicable**" if not applicable.

Not Applicable

6. COURSE OBJECTIVES: (May be submitted as a separate document)

(A) Students will describe feminist theories and multiple marginality as explanations for female offending and victimization. (B) Students will explain the relationship between victimization and offending among women. (C) Students will identify the roles, nuances, and challenges among female professionals in the justice system. (D) Students will conduct research using the library databases and incorporate scholarly sources into a professional paper. (E) (E) Students will develop and enhance professional communication skills by writing a research paper using APA publication guidelines.

Request for Graduate Course Addition - Page 3

7. COURSE OUTLINE (May be submitted as a separate document)

See attached syllabus.

8. SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATES (May be submitted as a separate document)

Belknap, J. (2015). *The invisible woman: Gender, crime, and justice* (4th ed.). Stamford, CT: Cengage.

Muraskin, R. (2012). *Women and justice: It's a crime* (5th ed.). Upper Saddle River, NJ: Pearson.

Pollack, J.M. (2014). *Women's crimes, criminology, and corrections*. Long Grove, IL: Waveland Press.

Van Wormer, K.S., & Bartollas, C. (2014). *Women and the criminal justice system* (4th ed.). Upper Saddle River, NJ: Pearson.

9. EXAMPLE OF INSTRUCTIONAL METHODS (Lecture, lab, internship)

Lecture, class discussion, video and guided reflection

Request for Graduate Course Addition - Page 4

10. EXAMPLE EVALUATION METHODS (CHAPTER, MIDTERM, FINAL, PROJECTS, ETC.)

Exams, discussion question submission, active participation, attendance, term paper

11. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE/GRADUATE COURSE

Additional page length and references on the research paper and presentation

12. PROVIDE COMPLETE BIBLIOGRAPHY (May be submitted as a separate document)

Belknap, J. (2015). *The invisible woman: Gender, crime, and justice* (4th ed.). Stamford, CT: Cengage.

Martin, S.E., & Jurik, N.C. (2007). *Doing justice, Doing gender: Women in legal and criminal justice occupations*. (2nd ed). Thousand Oaks, CA: Sage.

Muraskin, R. (2012). *Women and justice: It's a crime* (5th ed.). Upper Saddle River, NJ: Pearson.

Pollack, J.M. (2014). *Women's crimes, criminology, and corrections*. Long Grove, IL: Waveland Press.

Price, R.P., & Sokoloff, J.J. (2004). *The criminal justice system and woman: Offender, prisoners, victims & workers* (3rd ed). NY: McGraw Hill.

Van Wormer, K.S., & Bartollas, C. (2014). *Women and the criminal justice system* (4th ed.). Upper Saddle River, NJ: Pearson.

Request for Graduate Course Addition - Page 5

Please insert in the text box below your course summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Course Number and Title:

Catalog Description:

Prerequisites:

First Term Offered:

Credit Hours:

Department: Criminal Justice & Criminology

Course Number and Title: CJ 505/Women and the Criminal Justice System

Catalog Description: Examines factors surrounding women and the criminal justice system from a theoretical and practical perspective. Explores feminist ideologies, plus women as victims, offenders, and professionals in the justice system.

Prerequisites: None

First Term Offered: Fall 2017 or Fall 2018

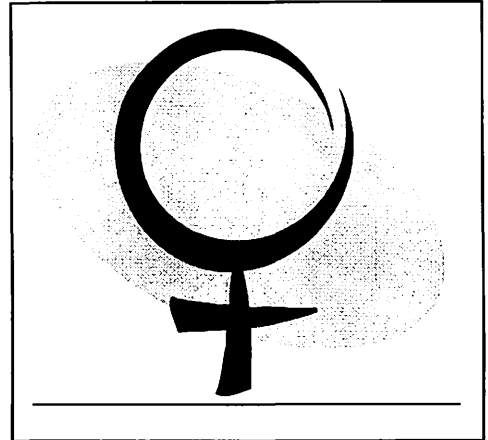
Credit Hours: 3

CJ 405/505: Women and the Criminal Justice System

Section 101
Fall 2017

Dr. Ima Good Professor
Criminal Justice & Criminology Program
School of Forensics and Criminal Justice Sciences

Office: Smith Hall 736
Office Phone: 304.696.3084
Fax: 304.696.3085
Email: criminal-justice@marshall.edu
Web: <http://www.marshall.edu/criminal-justice>



Office Hours: Mondays & Wednesdays 8:30-10:00 & 2:00-3:30 (or by appointment)

COURSE DESCRIPTION

Examines factors surrounding women and the criminal justice system from a theoretical and practical perspective. Explores feminist ideologies, plus women as victims, offenders, and professionals in the justice system.

- Prerequisites: CJ 200
- CJ 405/505, section 101 meets on Mondays, Wednesdays, and Fridays from 10-10:50 in Smith Hall 418

Please note this course is very challenging and was designed for students in their junior or senior year. To achieve the objectives of this course, you will need to process course material as an active learner, that is, you must diligently read and write. There is a lot of material that will be covered in this class, which means that it may be difficult for those of you who do not pay attention, miss class, or study on a regular basis. I suggest that you make it a habit to come to class and ask questions. Given the opportunities I will provide you, and your dedication to being an active learner, there is no doubt in my mind that you will enhance your critical thinking abilities and be successful in this course.

REQUIRED TEXT

Van Wormer, K.S., & Bartollas, C. (2000). *Women and the criminal justice system*. Needham Heights, MA: Allyn & Bacon. (*Required for both undergraduate and graduate students.)

REQUIRED TECHNOLOGY

Students must have a computer or access to one, as well as access to the Internet to send and receive email messages. If you are using an email account other than your Marshall email account, (i.e., hotmail, yahoo, aol, etc.) you must set your Marshall email account to forward to your other account. In addition, students are required to have access to MU Online in order to submit discussion questions and to upload the term paper. Make certain that you use a computer that is compatible for completing any online work.

STUDENT LEARNING OUTCOMES FOR THE CRIMINAL JUSTICE & CRIMINOLOGY PROGRAM

Upon completion of the Bachelor of Arts degree in criminal justice, and in part emphasized and reinforced through this course, undergraduate students will be able to:

1. Differentiate Among Criminal Justice System Components, Roles, and Practices--Students will define and properly use specialized terms to describe, explain, and differentiate the components, roles, and practices of the criminal justice system.
2. Apply Theory in Criminal Justice and Criminology--Students will describe, explain, and differentiate major theories and theorists in criminal justice and criminology, and use one or more of these theories to explain a selected behavior (e.g., crime), event (e.g. victimization), or policy response (e.g., law).

Upon completion of the Master of Science degree in criminal justice, and in part emphasized and reinforced through this course, graduate students will be able to:

Exhibit specialized knowledge in the criminal justice and criminology field by

1. demonstrating advanced knowledge of the terms, laws, theories, processes, research methods, statistics, and key principles and
2. analyzing and critiquing concepts, theoretical perspectives, empirical findings, and trends.

Demonstrate oral, written, and analytic abilities by

3. evaluating contemporary criminal justice issues using analytical reasoning, problem solving, and effective communication skills;
4. preparing and delivering a presentation using effective oral communication skills that contains sustained, coherent arguments or explanations; and/or
5. interpreting descriptive and inferential statistical data.

Integrate and apply advanced knowledge of the criminal justice and criminology field by:

6. designing and producing an applied, investigative, paper or project with real-world implications that draws on scientific literacy, theoretical criminology, and research methods
7. supporting a paper or project with appropriate information from the scholarly literature and using citations in APA format; and
8. assessing and articulating the relevant public policy implications of that project.

COURSE LEARNING OUTCOMES MATRIX

Course Learning Outcomes	How Each Outcome is Practiced in this Course	How Each Outcome is Evaluated in this Course
(A) Students will describe feminist theories and multiple marginality as explanations for female offending and victimization.	In-class examples, readings, and discussions	Discussion questions, Reflection #1, Reflection #2, Exam #1, Exam #2
(B) Students will explain the relationship between victimization and offending among women.	In-class examples, readings, and discussions	Discussion questions, Reflection #1, Reflection Exam #2
(C) Students will identify the roles, nuances, and challenges among female professionals in the justice system.	In-class examples, readings, and discussions	Discussion questions, Final Exam
(D) Students will conduct research using the library databases and incorporate scholarly sources into a professional paper.	Discussion questions, reflection assignments	Research paper
(E) Students will develop and enhance professional communication skills by writing a research paper using APA publication guidelines.	In-class APA review session	Research paper

ASSESSMENT MEASURES AND DETERMINATION OF GRADES

Each student learning outcome is assessed in the following manner:

Grading Scale:

90% & Above = A	80%-89% = B	70%-79% = C	60%-69% = D	59% & Below = F
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<u>Course Requirements:</u>	Score	Weighted %	Weighted % Ave.
Exams (60%)		X .60	
Term Paper (20%)		X .20	+
Reflections & Discussion questions (10%)		X .10	+
Attendance & Active Participation (10%)		X .10	+
Grand Total =			

Calculating your class grade:

For each exam sum your earned points and then divide by the total number of possible points. Then, multiply this number by 60% (or .60). Hold on to this number for the last step. Do this for the term paper (multiply your paper grade by .20). Tally all of the points earned for all of the discussion questions (total number of earned points divided by the total possible points multiplied by .10). Last, calculate your active participation/attendance grade (multiply the total

points you earned by .10). Once you have these 4 numbers, move the decimal places over as appropriate and add them together to get the total percent or your grade for the course. If you don't want to calculate your grade this way, check the Grade Center on MU Online in our course. Just remember that that your grade is weighted!

EXAMS (60%)

There are three exams in this course (worth 20% each). The final exam is not comprehensive. Exams may consist of a variety of response formats such as, multiple choice, true/false, matching, listing, short answer, essay and/or any combination of the above. Graduate exams will include an essay portion.

Make-up Exam Policy:

In-class exams and online quizzes must be taken during the periods designated in the syllabus. If the exam or quiz is administered in class, it is imperative that you arrive on time. If a student arrives after another student has completed the exam, the student who was late will not be allowed to take the examination, because the exam has been compromised. In other words, the student who arrived late cannot take the exam or make up the exam; the student will receive a grade of zero.

Deviations from this policy are possible if the student makes provisions with the instructor before the test date. **If I am not contacted prior to the exam or if you do not show up to take the exam, you will receive a failing grade for the exam.** For those students who contact me at least 24 hours in advance and have a legitimate excuse from the Dean of Student Affairs (see Class Absences), an alternative time to take the exam will be determined. The format of the make-up exam will be left to my discretion.

RESEARCH PAPER (20%)

Students are required to write a professional paper that will be comprised of a topic related to the class. Undergraduate student papers are to be eight to ten pages in length (introduction through conclusion). Graduate students are required to submit a ten to fifteen page paper (introduction through conclusion). *Important-Once you decide on who you want to profile, it is FINAL!

REFLECTION ASSIGNMENTS & DISCUSSION QUESTIONS (10%)

Based on a reading assignment or video, undergraduate students are required to complete two short written reflections. **All reflections must be typed, a minimum of 2 full pages of text, and double-spaced unless I state otherwise.** Standard margins and fonts must be used. Times New Roman is the standard font to be used, size 12. Remember to number your pages, and staple the reflection.

During the course of the semester we will discuss the current topic in class. Readings will be used to supplement our discussion and are required. I have designated some of those days for us to discuss a particular reading. To facilitate discussion on these days, I ask that you submit two questions about the reading and one comment. The questions and comment you provide

must be posted on Blackboard no later than 11:00 pm the night before class. Late questions and comments will not be accepted. The questions you ask should incorporate the material you have read and should be of some substance. Simply asking, "What is the author talking about on page 100?" will not suffice. Be critical of the material you are reading. If you are having difficulty with the material, please see me or email me.

ATTENDANCE & ACTIVE PARTICIPATION (10%)

Students are expected to attend class and participate regularly. Attendance will be recorded daily. Each student will be awarded 100 points at the beginning of the semester for attendance. These points are yours to lose or keep. For each class day missed without a legitimate excuse and documentation from the Dean of Student Affairs, 2.5 points will be deducted from your attendance grade. If you miss a class, I recommend that you obtain the lecture notes/assignments from that day. Consistent tardiness (excessive) will result in a reduction of your attendance grade as well.

GRADUATE PRESENTATION (included in the term paper grade)

In pairs, GRADUATE students will teach some of the course material. That is, graduate students will prepare learning objectives and create supplements to the course material in the form of but not limited to the following: statistical data sheets and interpretation of issues, brief PowerPoint of images, short video clip, class learning activity, class debate, game/quiz. In addition, graduate students are expected to facilitate class discussion from the assigned material. These items will be submitted in a portfolio for a grade.

ADDITIONAL POLICIES

University Policies:

By enrolling in this course, you agree to abide by the following University Policies: Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ and Sexual Harassment. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802.

Emails and Teacher-Student Correspondence:

If you have any questions about the course material, exams, or assignments you may email me, visit me during my office hours, or schedule an appointment. If you email me, under most circumstances, I will get back to you within 24 hours on weekdays (8:30 AM to 4:30 PM EST). However, there may be times when I am out of the office (for meetings, class, or conferences), hence, delaying my response.

Class Absences:

I understand that there are circumstances that may arise throughout the semester that prevent a student from attending class. Documentation of an excused absence can be obtained from the Dean of Student Affairs, MSC 2W38. Excused absences include: death or illness of an immediate

family member, pre-approved university sponsored activity, athletics, academic activities, short-term military obligation, jury duty/court appointment, and/or religious holiday (see MU Undergraduate Catalog and the Graduate Catalog). Nonetheless, if you miss class it is your responsibility as a student to obtain any lecture notes or assignments that you missed on that day.

Academic Dishonesty:

Academic Dishonesty includes cheating, fabrication and falsification of data or information, plagiarism, bribes/favors/threats, and complicity (i.e., helping or attempting someone commit an act of dishonesty). As stated in the policy, "A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by Marshall University accepts the academic requirements and criteria of the institution. It is the student's responsibility to be aware of policies regulating academic conduct, including the definitions of academic dishonesty, the possible sanctions and the appeal process. For the purposes of this policy, an academic exercise is defined as any assignment, whether graded or ungraded, that is given in an academic course or must be completed toward the completion of degree or certification requirements. This includes, but is not limited to: Exams, quizzes, papers, oral presentations, data gathering and analysis, practica and creative work of any kind" (MU Undergraduate Catalog). If a student violates this policy, discretion will be used by the instructor; the possible sanction to be applied will be a failing grade for the assignment, exam, or paper. For those of you who need a reminder about the policy, please refer to the MU Undergraduate/Graduate Catalog.

Plagiarism:

For students (major or non-majors; undergraduates and graduates) who plagiarize a paper that is less than 10 pages in length, a letter grade of zero will be issued for that assignment. When a student plagiarizes a major research paper, report, legal paper, etc., that is 10 pages or more in length, a failing grade will be issued to the student for the course. It should be noted that students are entitled to an appeals process. The protocol for doing so is described under the heading "Academic Dishonesty Policy" and the subheading "Appeals Process" in the MU Undergraduate/Graduate Catalog.

Laptops and Tablets: Over time, I have observed more students who prefer to use laptops and tablets in class. If you wish to use either a laptop or tablet in class, you must receive permission from me, and you must present a compelling reason for doing so. If you are approved to use the laptop, tablet for note-taking, or e-reader, no other sites or functions may be open, and you are expected to make regular eye contact when I am speaking.

Tentative Course Outline: CJ 405/505.101

Dates/Course Topics	Readings	Assignments Due
Week 1		
Review Syllabus Gender, Patriarchy, & Social Control	Ch. 1	
Week 2		
Women as Criminals Video-Monster	Ch. 2	
Week 3		
*NO CLASS-Labor Day African American Female Offenders Discussion and debate	*Additional Reading ¹	Reflection #1 Discussion questions
Week 4		
Female Juvenile Offenders and Gangs Graduate presentation Discussion and debate	*Additional Reading ²	Discussion questions
Week 5		
Exam #1 Domestic Violence	Ch. 5	
Week 6		
Graduate presentation Domestic Violence Discussion and Debate	*Additional Reading ³	Discussion questions
Week 7		
Women as Victims of Sexual Assault and Rape Women as Victims of Rape-Discussion & Debate	Ch. 4 *Additional Reading ⁴	Discussion questions
Week 8		
Women in Prison Graduate presentation Video-Mothers Behind Bars	Ch. 3	
Week 9		
Women on Death Row Graduate Presentation Discussion and debate	*Additional Reading ⁵	Reflection #2 Discussion questions
Week 10		
Exam #2 Women as CJ Professionals APA Review Session		
Week 11		
Women in Law Enforcement Women & Law Enforcement-speaker	Ch. 6	
Week 12		
Women and the Legal Profession Women & the Legal Profession-speaker	Ch. 7	

Dates/Course Topics	Readings	Due Dates
Week 13		
Female Correctional Officers Female Corrections Officer-speaker	Ch. 8	Term paper
Week 14		
NO CLASS-Thanksgiving Break		
Week 15		
Women as Offenders, Victims, and Practitioners Final Exam Review	Ch. 9	
December 7 (10:15-12:15)		
Final exam		

*Additional readings may be assigned and made available on Blackboard.

Additional Reading Assignments:

¹ Richey Mann, C. (1993). Explanations of minority crime. In *Unequal justice: A question of color* (pp. 74-112). Bloomington, IN: Indiana University Press.

² Brunson, R. K., & Miller, J. (2001). Girls and gangs. In C. M. Renzetti & L. Goodstein (Eds.), *Women, crime, and criminal justice* (pp. 44-59). Los Angeles, CA: Roxbury.

² Chesney-Lind, M. (2001). 'Out of sight, out of mind': Girls in the juvenile justice system. In C. M. Renzetti & L. Goodstein (Eds.), *Women, crime, and criminal justice* (pp. 27-43). Los Angeles, CA: Roxbury.

³ Belknap, J. Perceptions of women battering. In I. Moyer (Ed.), *The changing roles of women in the criminal justice system: Offenders, victims, and professionals* (2nd ed) (pp. 181-201). Prospect Heights, IL: Waveland.

⁴ Joseph, J. (2003). Sexual aggression against female college students. In J. Joseph & D. Taylor (Eds.), *With justice for all: Minorities and women in criminal justice* (pp. 19-31). Upper Saddle River, NJ: Prentice Hall.

⁵ O'Shea, K. A. (1999). History and the execution of women. In *Women and the death penalty in the United States, 1900-1998* (pp. 1-33). Westport, CT: Praeger.

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Science

Dept/Division: Criminal Justice

Current Alpha Designator/Number: CJ 506

Contact Person: Kim DeTardo-Bora

Phone: 304-696-3084

CURRENT COURSE DATA:

Course Title: Race, Ethnicity, Gender, & Crime

Alpha Designator/Number:

C J 5 0 6

Title Abbreviation:

R a c e E t h n G e n d e r & C r i m e

1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course 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.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head <u>Kim DeTardo-Bora</u>	Date <u>10-19-16</u>
Registrar <u>Song-Li Cant</u> <u>430104</u>	Date <u>10-19-16</u>
College Curriculum Chair <u>Tracy Christofero</u>	Date <u>11/01/16</u>
Graduate Council Chair <u>Tracy Christofero</u>	Date <u>2-10-17</u> <div style="text-align: right; font-size: small;"> COS Dean Office 2016 OCT 20 A 9:30 </div>

Request for Graduate Course Change - Page 2

College: Science

Department/Division: Criminal Justice

Alpha Designator/Number: CJ 506

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☒ YES ☐ NO

From

R	a	c	e	,	E	t	h	n	i	c	i	t	y	,	G	e	n	d	e	r	,	&	C	r	i	m	e		
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--

 (limited to 30 characters and spaces)

To

R	a	c	e	,	E	t	h	n	i	c	i	t	y	,	C	l	a	s	s	,	&	C	r	i	m	e		
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--

If Yes, Rationale

The revised course will place a greater emphasis on social class. In turn, a new proposed class will focus on gender instead.

Change in COURSE ALPHA DESIGNATOR:

From:

--	--	--	--

 To

--	--	--	--

☐ YES ☒ NO

If Yes, Rationale

Change in COURSE NUMBER: ☐ YES ☒ NO

From:

--	--	--	--

 To:

--	--	--	--

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

No change

Change in CATALOG DESCRIPTION: ☒ YES ☐ NO IF YES, fill in below:

From

Examines the impact of race, ethnicity, and culture within the criminal justice system. Explores minorities and women as victims, witnesses, and offenders.

To

Examines the impact and relationship of race, ethnicity, and social class within the criminal justice system.

If Yes Rationale

First, there is an abundance of content to cover in the current course, so much so that it is difficult to get through all of the course material in one semester. Second, the content of race, ethnicity and class alone is sufficient for one course.

Request for Graduate Course Change - Page 3

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☒ YES ☐ NO

From The course content will no longer include coverage of women as victims, offenders, and professionals in the criminal justice system.

To The course will continue to include content on race and ethnicity as well as a stronger emphasis on social class.

Rationale First, there is an abundance of content to cover in the current course, so much so that it is difficult to get through all of the course material in one semester. Second, the content of race, ethnicity and class alone is sufficient for one course.

Request for Graduate Course Change-Page 4

College: Science _____

Department: Criminal Justice & Criminology _____

Course Number/Title CJ 506/Race, Ethnicity, Gender, and Crime _____

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

COURSE DESCRIPTION CHANGE

Department: Criminal Justice & Criminology

Course Number and Title: CJ 506 Race, Ethnicity, Gender, and Crime (old title-see below)

Rationale: The course content will no longer include coverage of women as victims, offenders, and professionals in the criminal justice system. However, the course will continue to include content on race and ethnicity as well as a stronger emphasis on social class.

Course Description (old): Examines the impact of race, ethnicity, and culture within the criminal justice system. Explores minorities and women as victims, witnesses, and offenders.

Course Description (new): Examines the impact of race, ethnicity, and social class within the criminal justice system.

Catalog Description (new): Examines the impact of race, ethnicity, and social class within the criminal justice system.

COURSE TITLE CHANGE

Department: Criminal Justice & Criminology

Current Course Number/Title: CJ 506 Race, Ethnicity, Gender, and Crime

New Course Title: Race, Ethnicity, Class, and Crime

Rationale: The course title needs to reflect that the coverage of gender and women's issues is not included in this course.

Catalog Description (new): Examines the impact of race, ethnicity, and social class within the criminal justice system.

Request for Graduate Course Deletion

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy (without signatures), to the Graduate Council Chair. If attachments included, merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and signed hard copy.**
4. Additionally, attach a copy of your written notification and any response(s) regarding this course deletion to other Departments/Divisions which advise students to enroll in this course as a prerequisite, co-requisite, or as an approved elective.

College Dept/Div. Contact Person Phone Current Course Number and Title

Rationale for Course Deletion

The rationale for deleting this course is three-fold. First, the US Supreme Court put a lot of discussion about which test to use for prisoners' rights cases to rest in 1987. Not much has happened since then that is worthy of coverage. Second, we are winding down on the death penalty. The Court has reversed itself on several issues regarding imposition of the death penalty in recent years, suggesting that the demise of the death penalty is likely in the foreseeable future. Plus, attention will be given to the death penalty in a new course that is being proposed (e.g., miscarriages of justice). Last, to some extent, attention is given to this subject in our introduction to corrections class and correctional administration class.

Final term and year this course is to be offered: Fall 20 ☐ Spring 20 Summer 20 ☐

Course being ADDED in place of this DELETION. NOTE: A course ADDITION request form is also required.

Course Number and Title Credit Hrs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head *Kim DeTardo-Bora*Date 10-14-16Registrar *Sonya M Carter* 430104Date 10-19-16College Curriculum Chair *Tracy Christofero*Date 11/01/16Graduate Council Chair *Tracy Christofero*Date 2-10-17
COS Dean Office

Request for Graduate Course Deletion-Page 2

Please insert in the text box below your course deletion summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Course Number and Title:

Rationale for deletion:

Final Term Offered:

Courses added (*if any*):

Department: Criminal Justice & Criminology

Course Number and Title: CJ 521/Corrections and the Law

Rationale for deletion: The rationale for deleting this course is three-fold. First, the US Supreme Court put a lot of discussion about which test to use for prisoners' rights cases to rest in 1987. Not much has happened since then that is worthy of coverage. Second, we are winding down on the death penalty. The Court has reversed itself on several issues regarding imposition of the death penalty in recent years, suggesting that the demise of the death penalty is likely in the foreseeable future. Plus, attention will be given to the death penalty in a new course that is being proposed (e.g., miscarriages of justice). Last, to some extent, attention is given to this subject in our introduction to corrections class and correctional administration class.

Final Term Offered: Spring 2017

Courses added: N/A

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Science

Dept/Division: Criminal Justice

Alpha Designator/Number: CJ 560

☒ Graded ☐ CR/NC

Contact Person: Kim DeTardo-Bora

Phone: 304-696-3084

NEW COURSE DATA:

New Course Title: Miscarriages of Justice

Alpha Designator/Number:

C J 5 6 0

Title Abbreviation:

M i s c a r r i a g e s o f J u s t i c e

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

This course provides a critical examination of the processes and procedures used by police, prosecutors, defense attorneys, judges, and corrections agents which may potentially produce errors or "miscarriages" of justice.

Co-requisite(s): None

First Term to be Offered: Fall 2017 ~~or 2018~~

Prerequisite(s): None

Credit Hours: 3

Course(s) being deleted in place of this addition (must submit course deletion form): None

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head

Kim DeTardo-Bora

Date

10-19-16

Registrar

Sonya G. Cantrell

430124

Date

10-19-16

College Curriculum Chair

22nd Jan

Date

11/01/16

Graduate Council Chair

Tracy Christofero

Date

2-10-17

COS Dean Office
2016 OCT 20 A 3:30

Request for Graduate Course Addition - Page 2

College: Science

Department/Division: Criminal Justice and Criminology

Alpha Designator/Number: CJ560

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

Wyatt Brown, Ph.D.

Kim DeTardo-Bora, Ph.D.

Wendy Perkins, Ph.D.

2. DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the proposal. Enter "**Not Applicable**" if not applicable.

Not Applicable

3. REQUIRED COURSE: If this course will be required by another department(s), identify it/them by name. Enter "**Not Applicable**" if not applicable.

Not Applicable

4. AGREEMENTS: If there are any agreements required to provide clinical experiences, attach the details and the signed agreement. Enter "**Not Applicable**" if not applicable.

Not Applicable

5. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials to teach this course, attach an estimate of the time and money required to secure these items. (Note: Approval of this form does not imply approval for additional resources.) Enter "**Not Applicable**" if not applicable.

Not Applicable

6. COURSE OBJECTIVES: (May be submitted as a separate document)

See Syllabus example

Request for Graduate Course Addition - Page 3

7. COURSE OUTLINE (May be submitted as a separate document)

Introduction to Miscarriages of Justice
Wrongful Conviction Rates
Police Corruption
Eyewitness Identification
Why eyewitnesses get it wrong
Police Interrogations and False Confessions
Criminal Informants
Deception Detection
Forensic Science
Legal Causes
Death Penalty/Innocence Project
Remedies

(also See Syllabus Example)

8. SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATES (May be submitted as a separate document)

Turvey, B. E., & Cooley, C. M. (2014). *Miscarriages of Justice: Actual Innocence, Forensic Evidence, and the Law*. Academic Press. ISBN 9780124095281

9. EXAMPLE OF INSTRUCTIONAL METHODS (Lecture, lab, internship)

Lecture based with discussion, and activities when appropriate.

Request for Graduate Course Addition - Page 4

10. EXAMPLE EVALUATION METHODS (CHAPTER, MIDTERM, FINAL, PROJECTS, ETC.)

Chapter Exams, Final Exam, and Research Paper

11. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE/GRADUATE COURSE

Additional graduate level research paper on a discussed topic.

12. PROVIDE COMPLETE BIBLIOGRAPHY (May be submitted as a separate document)

Turvey & Cooley (2014). *Miscarriages of Justice: Actual Innocence, Forensic Evidence, and the Law*. Academic Press. ISBN 9780124095281

Crowder and Turvey (2013) *Ethical Justice: Applied Issues for Criminal Justice Students and Professionals* Elsevier Science, San Diego, CA

Forst (2011) Managing miscarriages of justice from victimization to reintegration. *Albany Law Review*, 74, 3, pp. 1209–1275

Garret, B. (2008) Judging innocence. *Columbia Law Review*, 108, pp. 55–142

Naughton (2005) Redefining miscarriages of justice. *British Journal of Criminology*, 45, pp. 165–179

Bedau, H., Radelet, M., (1987). Miscarriages of justice in potentially capital cases. *Stanford Law Review* 40 (1), 21–179.

Bedau, H., Radelet, M. (1998). Execution of the innocent. *Law and Contemporary Problems* 61 (4), 105–124.

Bedau, H., Radelet, M., Putnam, C. (1994). *In Spite of Innocence: Erroneous Convictions in Capital Cases*. Northeastern University Press, Boston, MA.

Request for Graduate Course Addition - Page 5

Please insert in the text box below your course summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Course Number and Title:

Catalog Description:

Prerequisites:

First Term Offered:

Credit Hours:

Department: Criminal Justice and Criminology

Course Number and Title: CJ 560 Miscarriages of Justice

Catalog Description: This course provides a critical examination of the processes and procedures used by police, prosecutors, defense attorneys, judges, and corrections agents which may potentially produce errors or "miscarriages" of justice.

Prerequisites: None

First Term Offered: Fall 2017 or 2018

Credit Hours: 3

**Marshall University
Syllabus Template**

Course Title/Number	CJ 560
Semester/Year	Fall 2017
Days/Time	TBD
Location	TBD
Instructor	Brown
Office	SH 731
Phone	NA
E-Mail	brownwy@marshall.edu
Office/Hours	TBD
University Policies	By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802 Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment

Course Description: From Catalog

This course provides a critical examination of the processes and procedures used by police, prosecutors, defense attorneys, judges, and corrections agents which may potentially produce errors or "miscarriages" of justice.

The table below shows the following relationships: How each student learning outcomes will be practiced and assessed in the course.

Course Learning Outcome	How Each Outcome is Practiced in this Course	How Each Outcome is Evaluated in this Course
1) Students will understand and effectively articulate prevalence of miscarriages of justice in the U.S. criminal justice system.	In-class examples and assignments, readings, and discussions	Quizzes, final exam
2) Students will understand and articulate strategies to measure wrongful convictions, and be able to identify the costs of wrongful convictions for both individuals and society	In-class examples and assignments, readings, and discussions	Quizzes, final exam
3) Students will understand, articulate, and critically assess the causes of wrongful convictions in the U.S. criminal justice system and present these	In-class examples and assignments, readings, and discussions	Quizzes, final exam

critiques effectively in group discussions and written assignments.		
4) Students will understand, articulate, and develop policy recommendations to reduce miscarriages of justice and communicate these suggestions effectively in group discussion and written assignments.	In-class examples and assignments, readings, and discussions	Quizzes, final exam
5) Students will be able to effectively classify and discuss the major causes of wrongful convictions, including problems with eyewitness misidentification, false or misleading expert (e.g., forensic) testimony, evidence, confessions, testimony, defense counsel, and prosecution.	In-class examples and assignments, readings, and discussions	Quizzes, final exam
6) Students will conduct research using the library databases and incorporate scholarly sources into a professional paper.	Research for term paper/draft	Term paper

Required Texts, Additional Reading, and Other Materials

1. Turvey, B. E., & Cooley, C. M. (2014). *Miscarriages of Justice: Actual Innocence, Forensic Evidence, and the Law*. Academic Press. ISBN 9780124095281

Course Requirements / Due Dates

1. Quiz 1/TBD
2. Quiz 2/TBD
3. Quiz 3/TBD
4. Quiz 4/TBD
5. Quiz 5/TBD
6. Final exam/TBD
7. Term Paper/TBD

Grading Policy

Grade Distribution

The final grade is the total of three different components: weekly quizzes, weekly discussions, and final paper.

1. Quizzes (500 points)

There will be 5 quizzes in this course which cover material in readings, films, discussion, and any other class related material. Each quiz is worth 100 points. The quizzes can consist of True or False, Multiple Choice and Fill-in-the-Blank questions based on class material, notes, lecture, activities, and discussion, the assigned readings, films, and any guest speakers.

2. Final Exam (200 points)

There will be one final exam. Students are required to take the final exam in order to pass the class. The exam will consist of True or False, Multiple Choice, Short Answer, and Fill-in-the-Blank questions based on class material, notes, lecture, activities, and discussion, the assigned readings, in-class and at-home films, and any guest speakers. The purpose of the exam is to keep students up-to-date on the reading assignments and course topics. The final exam is cumulative. The final exam is open book and open notes but there is a time limit.

3. Term Paper (200 points)

4. Participation (100 points)

Participation points are accumulated in two ways. First, in lieu of long lectures, in-class group assignments will be completed, turned in, and graded for completion rather than accuracy. These assignments are designed to open discussion for students in a group forum. Students are encouraged to complete these assignments in pairs or in small groups. The second part of the participation grade is based on both the frequency and quality of your participation in class. Frequent but off track or irrelevant contributions do not count toward participation. Students who do not wish to participate in class discussions may earn participation points by posting comments, questions, and relevant news items on the classroom discussion board on Canvas.

The following grading schema and point distribution will be used to assign final letter grades in this course:

Grading Scale

A	=	≥ 900 points
B	=	800 - 899 points
C	=	700 - 799 points
D	=	600 - 699 points
F	=	≤ 599 points

Point Distribution

Examinations:

Quizzes	500 pts (50%)
Final Exam	200 pts (20%)
Paper	200 pts (20%)
Participation	100 pts (10%)
	1000 pts

Attendance Policy

In the event of an unexcused absence, no student will be given the opportunity to earn credit toward an in-class assignment or an examination. The professor is not obligated and will not provide to any absent student lecture notes, class summaries, or any other information that was provided in class. The university has detailed policies regarding absences, including what constitutes an excused absence. In the event of a university-excused absence, the professor will follow the guidelines set forth by the university. Each student is expected to review, be familiar with, and follow the university's guideline regarding absences.

Course Schedule

Class Schedule

Week & Topic:

Reading Due:

August 31

M: Introduction

W: Introduction to Miscarriages of Justice

Ch. 1 & 2 in Turvey

September 7

M: Introduction to Miscarriages of Justice

W: Wrongful Conviction Rates/Film *Juror Number Six*

Quiz 1

Ch. 1 & 2 in Turvey

September 14

M: Police Corruption

W: Police Corruption

Ch. 3 in Turvey

Ch. 3 in Turvey

September 21

M: Eyewitness Identification/ Film

W: Police Interrogations and False Confessions

Ch. 4 in Turvey

Ch. 5 in Turvey

September 28

M: Criminal Informants/Film

W: Film

Quiz 2

Ch. 6 in Turvey

October 5

M: Deception Detection

W: Forensic Science

Ch. 7, 8, & 9 in Turvey

October 12

M: Film
W: Forensic Science

Ch. 7, 8, & 9 in Turvey

October 19
M: Film
W: Legal Causes
Quiz 3

Ch. 10 & 11 in Turvey

October 26
M: Legal Causes
W: Film

Ch. 10 & 11 in Turvey

November 2
M: Death Penalty/Innocence Project
W: Death Penalty
Quiz 4

November 9
M: Film
W: Remedies

Ch. 12 & 13 in Turvey

November 16
M: Remedies
W: Quiz 5

November 23
M: Remedies
W: No Class (Thanksgiving Break)

Ch. 12 & 13 in Turvey

November 30
M: Review
W: Final Exam

Request for Graduate Non-Curricular Changes

PLEASE USE THIS FORM FOR ALL NON-CURRICULAR CHANGE REQUESTS (changes in admission requirements or requirements for graduation, changes in or new policies/procedures, changes in program descriptions in catalog, general language changes in catalog.)

SIGNATURES may not be required, depending on the nature of the request and from where it originates. Consult Graduate Council chair.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Graduate

Dept/Division:

Contact Person: David Pittenger

Phone: 62818


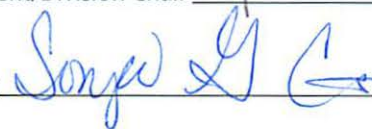
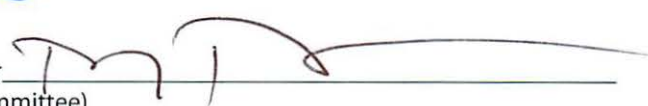
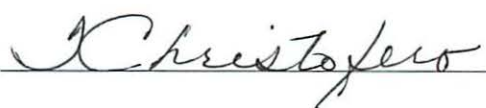
Rationale
for Request

Clarify withdrawal process.

(May attach
separate page
if needed)

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

NOTE: all requests may not require all signatures.

Department/Division Chair 	Date <u>1/9/17</u>
Registrar 	Date <u>1-9-17</u>
College Curriculum Committee Chair (or Dean if no college curriculum committee) 	Date <u>1/9/17</u>
Graduate Council Chair 	Date <u>2-10-17</u>

NOTE: please complete information required on the following pages before obtaining signatures above.

Request for Graduate Non-Curricular Changes-Page 2

1. Current Catalog Description (if applicable): Please insert the catalog description from the current catalog for entries you would like to change. (May attach separate page if needed)

4. Final Date for Dropping or Withdrawing

The final date for dropping an individual class is the tenth Friday in a regular term. The last date for complete withdrawal from the University is the last day of classes. In both cases, "W" grades are assigned.

Request for Graduate Non-Curricular Changes-Page 3

2. Edits to current description: Attach a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

DROPPING COURSES AND COMPLETELY WITHDRAWING FROM THE UNIVERSITY
(See also Medical Withdrawal)

...

4. Final Date for Dropping or Withdrawing

The final date for dropping an individual class is the tenth Friday in a regular term. Students wishing to drop a course after the last day to withdraw must withdraw from all courses in which they are enrolled. The last date for complete withdrawal from the University is the last day of classes. In both cases, "W" grades are assigned.

...

WITHDRAWAL FROM *INDIVIDUAL COURSES* OR THE UNIVERSITY

...

Graduate Council

Request for Non-Curricular Changes-Page 4

3. **New Catalog Description:** Provide a "clean" copy of your proposed description without strikethroughs or highlighting. This should be what you are proposing for the new description. (May attach separate page if needed)

DROPPING COURSES AND COMPLETELY WITHDRAWING FROM THE UNIVERSITY (See also Medical Withdrawal)

...

4. **Final Date for Dropping or Withdrawing**

The final date for dropping an individual class is the tenth Friday in a regular term. Students wishing to drop a course after the last day to withdraw must withdraw from all courses in which they are enrolled. The last date for complete withdrawal from the University is the last day of classes. In both cases, "W" grades are assigned.

...

WITHDRAWAL FROM INDIVIDUAL COURSES OR THE UNIVERSITY

Graduate Council Request for Non-Curricular Changes-Page 5

Please insert in the text box below your proposed change information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Type of change request:

Department:

Degree program:

Effective date (*Fall/Spring/Summer, Year*)

Noncurricular
Graduate
Graduate
Spring 2017

Request for Graduate Non-Curricular Changes

PLEASE USE THIS FORM FOR ALL NON-CURRICULAR CHANGE REQUESTS (changes in admission requirements or requirements for graduation, changes in or new policies/procedures, changes in program descriptions in catalog, general language changes in catalog.)

SIGNATURES may not be required, depending on the nature of the request and from where it originates. Consult Graduate Council chair.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: The Graduate College

Dept/Division: The Dean of the Graduate College

Contact Person: David J. Pittenger

Phone: 6-2818

Rationale
for Request

(May attach
separate page
if needed)

I believe that a slight modification needs to be made regarding the withdrawal from courses. The current policy is to allow students to withdraw from individual courses on or before the 10th Friday of the regular semester. Students withdrawing after the 10th Friday must withdraw from all scheduled courses. The catalog does not mention the latter practice. The attached document presents recommended changes for two sections in the catalog.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

NOTE: all requests may not require all signatures.

Department/Division Chair 	Date <u>12-8-16</u>
Registrar 	Date <u>12-8-16</u>
College Curriculum Committee Chair _____ (or Dean if no college curriculum committee)	Date _____
Graduate Council Chair _____	Date _____

NOTE: please complete information required on the following pages before obtaining signatures above.

Request for Graduate Non-Curricular Changes-Page 2

1. Current Catalog Description (if applicable): Please insert the catalog description from the current catalog for entries you would like to change. (May attach separate page if needed)

DROPPING COURSES AND COMPLETELY WITHDRAWING FROM THE UNIVERSITY (See also Medical Withdrawal)

...

4. Final Date for Dropping or Withdrawing

The final date for dropping an individual class is the tenth Friday in a regular term. The last date for complete withdrawal from the University is the last day of classes. In both cases, "W" grades are assigned.

...

WITHDRAWAL FROM THE UNIVERSITY

Request for Graduate Non-Curricular Changes-Page 3

2. Edits to current description: Attach a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

Graduate Council Request for Non-Curricular Changes-Page 4

3. **New Catalog Description:** Provide a "clean" copy of your proposed description without strikethroughs or highlighting. This should be what you are proposing for the new description. (May attach separate page if needed)

DROPPING COURSES AND COMPLETELY WITHDRAWING FROM THE UNIVERSITY (See also Medical Withdrawal)

...

4. Final Date for Dropping or Withdrawing

The final date for dropping an individual class is the tenth Friday in a regular term. Students ^{wishing}~~wishing~~ to drop a course after the last day to withdraw must withdraw from all courses in which they are enrolled. The last date for complete withdrawal from the University is the last day of classes. In both cases, "W" grades are assigned.

...

WITHDRAWAL FROM INDIVIDUAL COURSES OR THE UNIVERSITY

Graduate Council Request for Non-Curricular Changes-Page 5

Please insert in the text box below your proposed change information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Type of change request:

Department:

Degree program:

Effective date (*Fall/Spring/Summer, Year*)

Request for Graduate Addition, Deletion, or Change of a Certificate

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
 2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
 3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**
- NOTE:** If proposing a new certificate, please read this first: www.marshall.edu/graduate/graduatecouncil/certificatespolicy/certificatepolicy.pdf

College: College of Education & Prof

Dept/Division: Leadership Studies

Contact Person: Louis Watts


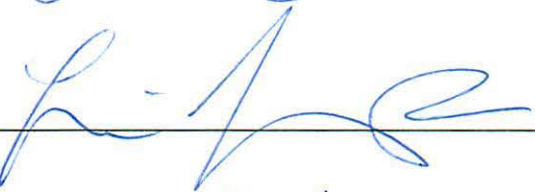
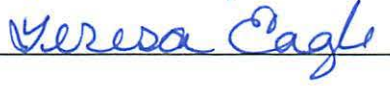
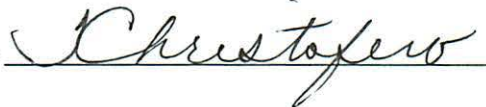
Phone: 304-746-1933

Name of Certificate Superintendent

Check action requested: ☒ Addition ☐ Deletion ☐ ChangeEffective Term/Year Fall 20 ☐ Spring 20 ☒ Summer 20 ☒

Information on the following pages must be completed before signatures are obtained.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>11-30-16</u>
College Curriculum Chair 	Date <u>12-1-16</u>
College Dean 	Date <u>12-1-16</u>
Graduate Council Chair 	Date <u>2-10-17</u>
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____

Request for Graduate Addition, Deletion, or Change of a Certificate-Page 2

Please provide a rationale for addition, deletion, change:

Leadership Studies (LS) has had a program on file with the WV State Department of Education (WVDE) to provide coursework leading to licensure as a Superintendent in WV Schools. For two years, the WVDE allowed individuals with initial administrative licensure to add the Superintendent licensure with no additional coursework. Thus, LS has not been offering the program.

In addition, the previous licensure was offered through the Education Specialist program. LS is no longer accepting applicants into this program. We need a different method of admitting students to complete the requirements for licensure as Superintendent.

LS faculty have concluded that the curriculum of the program can be reduced from 21 to 15 hours and still provide essential knowledge and experiences for prospective district-level leaders. No additional courses are being added to the Leadership Studies courses. Existing courses will be utilized.

Please describe any changes in curriculum:

List course number, title, credit hours. Note whether each course is required or optional. Enter NONE if no change.

The program will consist of 15 hours.

LS 700--Superintendency (3)--required

LS 710--Principles of Leadership (3)--required

LS 720--Public School Finance (3)--required

LS 740--Public School Law (3)--required

LS 771--School District Leadership--required

The program will no longer include: LS 730--Facility Planning and Management, LS 760--Politics of Education.

1. ADDITIONAL RESOURCE REQUIREMENTS: If your program requires additional faculty, equipment or specialized materials to ADD or CHANGE this certificate, attach an estimate of the time and money required to secure these items.

NOTE: Approval of this form does not imply approval for additional resources. Enter NONE if not applicable.

NONE

2. NON-DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the request and any response received from them. Enter NONE if not applicable.

NONE

For catalog changes as a result of the above actions, please fill in the following pages.

Request for Graduate Addition, Deletion, or Change of a Certificate-Page 3

3. **Current Catalog Description**

Insert the *Current* Catalog Description and page number from the latest catalog for entries you would like to change.
(May attach separate page if needed)

School Superintendent Licensure

Marshall University's program is currently being revised. Contact the Leadership Studies program for information.

4. **Edits to the Current Description**

Attach a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

5. **New Catalog Description**

Insert a 'clean' copy of your proposed description, i.e., no strikethroughs or highlighting included. This should be what you are proposing for the new description. (May attach separate page if needed).

The Graduate Certificate in Superintendency is a 15-hour program that leads to licensure as a School Superintendent in West Virginia. It consists of coursework that helps prepare candidates to provide district-level leadership to a school system, including coursework in leadership principles, school law and finance, and other systems level issues in education.

Prerequisites: Students must have a Master's Degree in Educational Leadership or the equivalent from a CAEP-accredited institution, a minimum 3.0 Graduate GPA, and a valid principal license.

Request for Graduate Addition, Deletion, or Change of a Certificate-Page 4

Please insert in the text box below your change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Name of Certificate:

Credit Hours:

Type of Change: *(addition, deletion, change)*

Rationale:

Department: Leadership Studies

Name of Certificate: School Superintendent

Credit Hours: 15 hours

Type of Change: Change from a Ed.S. program to a Graduate Certificate program. Reduction in number of credit hours from 21 to 15.

4. Edits to current catalog description:

~~School Superintendent Licensure~~

~~Marshall University's program is currently being revised. Contact the Leadership Studies program for information.——School Superintendent Licensure~~

~~Marshall University's program is currently being revised. Contact the Leadership Studies program for information.~~

The Graduate Certificate in Superintendency is a 15-hour program that leads to licensure as a School Superintendent in West Virginia. It consists of coursework that helps prepare candidates to provide district-level leadership to a school system, including coursework in leadership principles, school law and finance, and other systems level issues in education.

The prerequisites for admission are a Master's Degree in Educational Leadership or the equivalent from a CAEP-accredited institution, a minimum 3.0 Graduate GPA, and a valid principal license.

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COS

Dept/Division: NRE



Alpha Designator/Number: NRE 531

☒ Graded ☐ CR/NC

Contact Person: Mindy Armstead

Phone: 304-696-2923

NEW COURSE DATA:

New Course Title: Aquatic Toxicology

Alpha Designator/Number:

N R E 5 3 1

Title Abbreviation:

A q u a T o x i c o l o g y

Space

(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

This course will introduce students to the principles of aquatic toxicology including regulations driving biological criteria, development of laboratory toxicity testing and test methodology.

Co-requisite(s):

First Term to be Offered: Spring 2018

Prerequisite(s): ~~BSC105 or 121 or IST323~~

Credit Hours: 4

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

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head

Mindy Armstead

Date

10-4-16

Registrar

Sonya G. G.

039999

Date

10-5-16

College Curriculum Chair

[Signature]

Date

11-01-16

Graduate Council Chair

Christofero

Date

2-10-17

Request for Graduate Course Addition - Page 2

College: COS

Department/Division: NRE

Alpha Designator/Number: NRE531

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

Mindy Armstead

2. DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the proposal. Enter "**Not Applicable**" if not applicable.

Not Applicable

3. REQUIRED COURSE: If this course will be required by another department(s), identify it/them by name. Enter "**Not Applicable**" if not applicable.

Not Applicable

4. AGREEMENTS: If there are any agreements required to provide clinical experiences, attach the details and the signed agreement. Enter "**Not Applicable**" if not applicable.

Not Applicable

5. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials to teach this course, attach an estimate of the time and money required to secure these items. (Note: Approval of this form does not imply approval for additional resources.) Enter "**Not Applicable**" if not applicable.

Additional faculty and equipment are not needed to offer this course. Materials associated with the laboratory portion of the course include: water chemistry meters, buffers and reagents, culturing supplies, test organisms, DI water, and salts for preparing reconstituted water. Total cost is expected not to exceed \$400 and would be covered by departmental budget for laboratory supplies.

6. COURSE OBJECTIVES: (May be submitted as a separate document)

Included in course syllabus - attached.

Request for Graduate Course Addition - Page 3

7. COURSE OUTLINE (May be submitted as a separate document)

Included in Course Syllabus - attached

8. SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATES (May be submitted as a separate document)

Included in Course Syllabus - attached

9. EXAMPLE OF INSTRUCTIONAL METHODS (Lecture, lab, internship)

Instruction methods include classroom lecture, individual presentations and group discussion in the classroom setting. Laboratory projects will include implementation of standard protocols for water chemistry analysis, organism culturing and implementation of toxicity testing procedures.

Request for Graduate Course Addition - Page 4

10. EXAMPLE EVALUATION METHODS (CHAPTER, MIDTERM, FINAL, PROJECTS, ETC.)

Evaluation methods will include mid-term and final exams which will be discussion/essay type answers demonstrating student understanding of material. Students will also present their interpretation/reviews of relevant literature and prepare laboratory reports including data interpretation.

11. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE/GRADUATE COURSE

Undergraduate students are expected to complete laboratory procedures and turn in data collected. Graduate students will be expected to interpret laboratory data in discussion sections of laboratory reports. Their findings will integrate material covered in classroom discussions and relevant literature.

12. PROVIDE COMPLETE BIBLIOGRAPHY (May be submitted as a separate document)

Attached

Request for Graduate Course Addition - Page 5

Please insert in the text box below your course summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Course Number and Title:

Catalog Description:

Prerequisites:

First Term Offered:

Credit Hours:

Department: Department of Natural Resources and the Environment

Course Number and Title: NRE 531 Aquatic Toxicology

Catalog Description: This course will introduce students to the principles of aquatic toxicology including regulations driving biological criteria, development of laboratory toxicity testing and test methodology.

Prerequisites: BSC 105 or BSC 121 or NRE 323

First Term Offered: Spring 2018

Credit Hours: 4

NRE 431/531: Aquatic Toxicology

Course Syllabus – Spring 2018

Tuesday/Thursday, 11:00 to 12:15 WAES 1227

Tuesday/Thursday, 12:30 to 2:00 WAES 1227

Instructor: Mindy Yeager Armstead, Ph.D.

Telephone: 304-696-2923

E-mail: m.armstead@marshall.edu

Office: Morrow Library 104

Office Hours: T Th 12:00 pm – 2:00pm, Wednesday 9:30 to 11:30

Textbook:

Rand, 1995. **Fundamentals of Aquatic Toxicology**, Edition 2. Taylor and Francis

Online supplemental material:

Methods for Measuring Acute Toxicity to Freshwater and Marine Organisms (5th ed.), EPA-821-R-02-012, 2002

Short-term Methods for Estimating Chronic Toxicity to Freshwater Organisms (4th ed.), EPA-821-R-02-013, 2002

Methods for Measuring the Toxicity and Bioaccumulation of Sediment-associated Contaminants with Freshwater Invertebrates, EPA-R-94-024, 1994

Barbour, M.T., J. Gerritsen, B.D. Snyder, and J.B. Stribling. 1999. **Rapid Bioassessment Protocols for Use in Streams and Wadeable Rivers: Periphyton, Benthic Macroinvertebrates and Fish, Second Edition**. EPA 841-B-99-002. U.S. Environmental Protection Agency; Office of Water; Washington, D.C.

Additional References and Reading Assignments: Will be provided

University Policies

By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on “Marshall University Policies.” Or, you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802

Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment

Course Description:

Catalog description: This course will introduce students to the principles of aquatic toxicology including regulations driving biological criteria, development of laboratory toxicity testing and test methodology.

Additional description:

This course will introduce students to the regulatory and laboratory principles of aquatic toxicology. Discussions will focus on the sources of contamination, need for regulation, and development of laboratory testing. The course will cover methods used to measure organism and community level response to environmental stressors including physical and chemical stressors. Topics will include laboratory testing, in-situ evaluations, bio-assessment and bio-monitoring methods using multiple species. State and federal requirements for permitting and monitoring of toxics will also be discussed.

Laboratory evaluations will focus on the principals of toxicity testing including water chemistry, organism culturing, and conducting toxicity tests with multiple organisms. Students will conduct acute and chronic tests using published methods of multiple taxa for hands on experience. Students will also learn methodology for water chemistry associated with toxicity testing. Course objectives will cover statistical evaluations of testing outcomes and data interpretation (graduate) and presentation.

Credit:

This course is four (4) credit hours. It includes classroom lectures and laboratory components.

Pre/co-requisites:

Pre-requisites include Biology 105 or 121 or NRE 323 (or equivalent)

Desired Objectives/Outcomes:

Course Student Learning Outcomes	How Practiced in this Course	How Assessed in this Course
Students will possess a firm understanding of the history and development of the field of aquatic toxicology including regulatory background and method development	In-class discussions and reading of course material	Test questions
Students will be able to complete water chemistry evaluations of samples and predict toxicity from chemical analysis	In-class discussions, reading course material, laboratory practice	Test questions, laboratory write-ups
Students will gain understanding of the major classes of contaminants and their effects on aquatic life	In-class discussions, reading course material, laboratory practice	Test questions, laboratory write-ups
Students will employ knowledge of test organism biology for culturing organisms in the laboratory	In-class discussions, reading course material, laboratory practice	Laboratory write-ups

Students will assess toxicity using standard procedures in interpret findings in the context of real-world scenarios	In-class discussions, reading course material, laboratory practice	Test questions and laboratory write-ups.
--	--	--

Instruction method:

There will be 2 contact hours of classroom lecture and group discussion per week. Laboratory projects will be discussed during class room meetings but will require students to conduct the projects at various times outside of class meetings.

Content from each of the lecture concepts will be reinforced through the laboratory projects and examinations. Student understanding of classroom lectures will be evaluated by exams while understanding of laboratory material will be evaluated by project reports.

Evaluation/Assessment method:

Student understanding of classroom lectures will be evaluated by exams while understanding of laboratory material will be evaluated by project reports.

Individuals who utilize other people's thoughts or ideas must provide appropriate references to said resources, including any and all web resources consulted. Failure to provide such documentation will result in a failing grade for the assignment, and may result in a failing grade for the course.

Policy Statement:

My Academic Dishonesty Policy

Academic Dishonesty is defined as any act of a dishonorable nature which gives the student engaged in it an unfair advantage over others engaged in the same or similar course of study and which, if known to the classroom instructor in such course of study, would be prohibited. Academic Dishonesty will not be tolerated as these actions are fundamentally opposed to "assuring the integrity of the curriculum through the maintenance of rigorous standards and high expectations for student learning and performance" as described in Marshall University's Statement of Philosophy.

If you are found cheating on projects or plagiarizing answers from the Internet or other sources (among other things), there will be no second chance. Your penalty is that you will receive a failing grade for the course. In those cases in which the offense is particularly flagrant or where there are other aggravating circumstances, additional, non-academic, sanctions may be pursued through the Office of Judicial Affairs. Notice of an act of academic dishonesty will be reported to the Department Chair, Dean of the College of Science, and to the Office of Academic Affairs. Please refer to the Marshall University Undergraduate Catalog for a full definition of academic dishonesty.

Attendance:

Attendance is required due to the course design which will focus heavily on discussion of topics being considered and laboratory skills which will be covered during course meetings. Material

covered in class discussions will cover multiple sources. Students are expected to read the assigned material prior to class and to participate in discussions.

Grading:	Mid-Term Exam	20%
	Final Exam	20%
	Literature review (4*50 pts)	20%
	Laboratory reports	40%(20%)
	Laboratory interpretations (graduate)	(20%)

Writing skills will be considered in assignment of grades. Spelling, grammar, punctuation and organization are important communication skills for resource managers.

Assignments:

Assignments are due on the due date at the time of class.

NO LATE ASSIGNMENTS WILL BE ACCEPTED.

Students will prepare laboratory reports (data package) and interpretations (graduate students) for 6 laboratory projects. Students will work together on generation of the data but will submit independent data sheets, statistical evaluations and interpretations.

Water Chemistry – report analysis of 3 water samples

Culturing laboratory

Acute – dapnid and fathead minnow

Chronic Ceriodaphnid

Chronic fathead minnow

Toxicity laboratory project

Communication:

The Discussion Tool within Blackboard is the mechanism for dissemination of information and will be used for all interactions. Students are responsible for checking the course website and email within Blackboard.

Note about cell phones in class:

In compliance with Marshall University's cell phone policy, please set your cell phone ringer to "Vibrate Only" mode (or turn it off) before you enter the classroom.

Course Outline

NRE 431/531: Aquatic Toxicology Course Syllabus –

	Lecture Topic	Readings	Lab Project	Assignments
Jan. 12	Intro	Chapter 1		
Jan. 14	Clean Water Act - WQC	Chapter 1	Lab 1. Water Chemistry	
Jan. 19	Clean Water Act- NPDES	Provided		
Jan. 21	Water Chem		Lab 1. Water Chemistry	
Jan. 26	Water Chem			
Jan 28	Toxicant Types	Chapter 1,16, 17	Lab 1. Water Chemistry	
Feb. 2	Culturing Overview	Material Provided	Lab 2. Culturing	Lab 1 – Water Chemistry Due
Feb. 4	Culturing - Cerios and fish		Lab 2. Culturing	
Feb. 9	Culturing – QA/QC	Chapter 11 and Material Provided	Lab 2. Culturing	
Feb. 11	Literature discussion		Lab 2. Culturing	
Feb. 16	Testing Overview	Chapter 2,4 & Material Provided	Lab 3. Acute tests	
Feb. 18	Testing development		Lab 3. Acute tests	
Feb. 23	Testing – Procedures		Lab 3. Acute tests	Lab 2. Culture Lab Due

Feb 25	Testing – Data analysis	Chapter 10 and Material Provided	Lab 3. Acute tests	
March 1	Testing QA/QC	Chapter 11 & Material Provided	Lab 3. Acute tests	
March 3	Testing in the real world	Chapter 33 & Material Provided		
March 8	Literature discussion			Lab 3. Acute reports due
March 10	Sediment Toxicity	Chapter 8 & Material Provided	Lab 4. Chronic toxicity testing - Cerio	
March 15	Sediment Toxicity		Lab 4. Chronic toxicity testing	
March 17	Literature discussion			
March 23-25	SPRING BREAK		SPRING BREAK	
March 29	Literature discussion			
March 31	Sediment Toxicity		Lab 4. Chronic toxicity testing	
April 5	Mesocosm studies	Chapter 19, 29,30 & Material Provided	Lab 4. Chronic toxicity testing	
April 7	Mesocosm studies		Lab 4. Chronic toxicity testing - Fatheads	Lab 4. Chronic Toxicity Testing Due - Cerios
April 12	In-situ	Material Provided	Lab 4. Chronic toxicity testing	
April 14	In-situ		Lab 4. Chronic toxicity testing	
April 19	In-situ		Lab 4. Chronic toxicity testing	
April 21	Literature discussion			Lab 4. Chronic Toxicity Testing Due - Fatheads

April 26	Bio-monitoring	Material Provided	Lab Practice – Other organisms	
April 28	Bio-monitoring		Lab Practice – Other organisms	Lab Project Write-up Due

Bibliography

- Cooney, J.D., DeGraeve, G.M., Moore, E.L., Lenoble, B.J., Pollock, T.L., and Smith, G.J. 1992. Effects of environmental and experimental design factors on culturing and toxicity testing of *Ceriodaphnia dubia*. Environ.Toxicol. Chem. 11:839-850.
- Cooney, J.D., Degraeve, G.M., Moore, E.L., Palmer, W.D. Pollock T.L. 1992. Effects of food and water quality on culturing of *Ceriodaphnia dubia*. Environ. Toxicol. Chem. 11: 823-837.
- Erickeson, R.J., Beniot, D.A., Mattson, V.R., Nelson, H.P., Leonard, E.N. 1996. The effects of water chemistry on the toxicity of copper to fathead minnows. Environ. Toxicol. Chem. 15:181-193.
- Gordon, D.A., Smith, M.E., Wratschko, M., Agard, D., Holden, L., Wilcox, S., and Lazorchak, J.M. 2013. A new approach for the laboratory culture of the fathead minnow, *Pimephales promelas*. Environ. Toxicol. Chem. 33:126-133.
- Knight, J.T., Waller, W.T. 1992. Influence on the addition of cerophyll® on the *Selenasturm capricornutum* diet of the cladoceran *Ceriodaphnia dubia*/ Environ. Toxicol. Chem. 11:521-534.
- Malaj, E., Grote, M., Shafer, R.B., Brack, W. Carsten vod der Ohe, P. 2012. Physiological sensitivity of freshwater macroinvertebrates to heavy metals. Environ. Toxicol. And Chem. 31:1754-1764.
- Mebane., C.A., Dillion, F.S., Hennessy, D.P. 2012. Acute toxicity of cadmium, lead, zinc and their mixtures to stream-resident fish and invertebrates. Environ. Toxicol. Chem. 31:1334-1348.
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- Patterson, P. W., Dickson, K.L., Waller, W.T., and Rodgers, J.H.Jr., 1992. The effects of nine diet and water combinations on the culture health of *Ceriodaphnia dubia*. Environ. Toxicol. Chem. 11: 1023-1035.

Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: ScienceDept/Division: PhysicsAlpha Designator/Number: PHY 546☒ Graded ☐ CR/NCContact Person: Que Huong NguyenPhone: 62756

NEW COURSE DATA:

New Course Title: Mathematical Methods of Physics II

Alpha Designator/Number:

P	H	Y		5	4	6			
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Title Abbreviation:

MTH

M	A	T	H		M	E	T	H	O	D	S		O	F		P	H	Y	S	I	C	S						
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(Limit of 25 characters and spaces)

Course Catalog Description:
(Limit of 30 words)

A second semester of a full year course on methods of solving problems in physics: calculus of variations, ordinary partial differential equations and special functions with real physics problems.

Co-requisite(s): _____

First Term to be Offered: Fall 2017Prerequisite(s): PHY 545Credit Hours: 3

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

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head

Que Huong Nguyen

Date

10/20/2016

Registrar

Sonye Y. Can *400801*

Date

10-20-16

College Curriculum Chair

Tracy Christofero

Date

11/01/16

Graduate Council Chair

Tracy Christofero

Date

2-10-17

Request for Graduate Course Addition - Page 2

College: Science Department/Division: Physics Alpha Designator/Number: _____

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

Que Huong Nguyen, Maria Babiuc-Hamilton, Sean McBride, Howard Richard, Curt Foltz, Anre Wehner, Thomas Wilson

2. DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the proposal. Enter "**Not Applicable**" if not applicable.

N/A

3. REQUIRED COURSE: If this course will be required by another department(s), identify it/them by name. Enter "**Not Applicable**" if not applicable.

N/A

4. AGREEMENTS: If there are any agreements required to provide clinical experiences, attach the details and the signed agreement. Enter "**Not Applicable**" if not applicable.

N/A

5. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials to teach this course, attach an estimate of the time and money required to secure these items. (Note: Approval of this form does not imply approval for additional resources.) Enter "**Not Applicable**" if not applicable.

N/A

6. COURSE OBJECTIVES: (May be submitted as a separate document)

The course is the second part of a full-year course on mathematical methods of solving problems in physical sciences with examples taken from physics common problems. This second course will introduce tensor analysis, ordinary and partial differential equations as well as special functions used in physics. We will also study functions of complex variables, partial differential equations, probability and statistics. The course is strongly recommended for all physics majors and students working toward their graduate program in physics or related science and/or engineering. As the course is emphasized on mathematical methodology in physics, problems of mechanics, electrodynamics, optics, thermodynamics and quantum mechanics will be introduced.

7. COURSE OUTLINE (May be submitted as a separate document)

1. Ordinary Differential equations. Green's Functions.
2. Calculus of Variations. Lagrange's Equations.
3. Tensor Analysis.
4. Special Functions
5. Series Solutions of Differential Equations. Legendre, Bessel, Hermite, and Laguerre Functions
6. Partial Differential Equations. Diffusion, Wave, Schrodinger's and Poisson's Equations
7. Functions of Complex Variables
8. Probability and Statistics. Distributions.

8. SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATES (May be submitted as a separate document)

Mary L. Boas "Mathematical Methods in Physical Sciences", 3rd Edition, Wiley & Sons, 2006.

9. EXAMPLE OF INSTRUCTIONAL METHODS (Lecture, lab, internship)

Lecture

Request for Graduate Course Addition - Page 4

10. EXAMPLE EVALUATION METHODS (CHAPTER, MIDTERM, FINAL, PROJECTS, ETC.)

Homework, Classwork, Quizzes, Midterms, Final

11. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE/GRADUATE COURSE

Final Project

12. PROVIDE COMPLETE BIBLIOGRAPHY (May be submitted as a separate document)

Attached

Request for Graduate Course Addition - Page 5

Please insert in the text box below your course summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Course Number and Title:

Catalog Description:

Prerequisites:

First Term Offered:

Credit Hours:

Department: Physics

Course Number and Title: PHY 546 Mathematical Methods of Physics

Catalog Description: Second semester of a full year course on methods of solving problems in physics:calculus of variations, ordinary and partial differential uquations and special functions with real physics problems.

Bibliography Supporting the Addition of PHY 546: Math Methods of Physics II

The proposed textbook for this course is the same book we currently use for PHY 545: Math Methods of Physics (I). This is a standard text used by many universities.

Boas, Mary L. *Mathematical methods in the physical sciences*. Vol. 3. New York: Wiley, 2006.

Other potential textbooks exist, but they are in less widespread use and are probably less appropriate for our students.

Other books recommended for students as additional sources are:

1. Arfken & Weber, *Mathematical Methods for Physicists*, 7th Edition, Elsevier Academic Press, 2012
2. Mathews & Walker, *Mathematical Methods of Physics*, 2nd Edition, Addison-Wesley Publishing Co.
3. National Institute of Standards and Technology. "NIST Digital Library of Mathematical Functions." *DLMF: Digital Library of Mathematical Functions*. NIST, 08 June 2016. Web. 06 Sept. 2016. <<http://dlmf.nist.gov/>>.
4. Spiegel, Murray R. "Schaum's outline series." *Mathematical Handbook of Formulas and Tables*, 4th edition, USA (2012).

PHY 446/546 SYLLABUS

Course Title/Number	PHYS 446: Mathematical Methods for Physicists II
Semester/Year	Fall 2017
Days/Time	T & R, 10-11:15
Location	S281
Instructor	Que Huong Nguyen
Office	S 251
Phone	62756
E-Mail	nguyenh@marshall.edu
Office/Hours	1-3pm T&R
University Policies	By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802 Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment

Course Description: From Catalog

A second semester of a full year course on Methods of solving problems in physics: calculus of variations, ordinary and partial differential equations and special functions with real physics problems.
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Goals & Outcomes:

Course Student Learning Outcomes	How students will practice each outcome in this Course	How student achievement of each outcome will be assessed in this Course
Students will learn theoretical background of basic methods used in solving physics problems	Methods and theory will be discussed in classroom, examples will be solved as classwork.	Students will be given quizzes on each method they learn.
Students will learn problem solving techniques for each method.	Students will practice the techniques through classwork and homework.	Three semester exams will be given to assess student knowledge.
Student will concentrate on physical application of each method.	Students will be introduced to problems different areas of physics in class. Students are expected to be attentive in class and participate in the classroom discussion.	Final exam will be accumulative.

Students will apply the techniques and strategies to solve problems in Mechanics, Electrodynamics, Thermal Physics and Quantum Mechanics.	Homework will be assigned every week. Students will work on real physics problems using methods they learn in class. Graduate students will work on a graduate project using these methods.	Evaluation of student work will be based on homework, quiz and exam performance, and also graduate project for graduate students.
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Required Texts, Additional Reading, and Other Materials

1. Required Textbook: : *Mathematical Methods in the Physical Science*, Mary L. Boas, 3rd Edition.
2. Arfken & Weber, *Mathematical Methods for Physicists*, 7th Edition, Elsevier Academic Press, 2012
3. Mathews & Walker, *Mathematical Methods for Physicists*, 2nd Edition, Addison-Wesley Publishing Co.
4. Spiegel, Murray R "Schaum's outline series "Mathematical Handbook of Formulas and Tables", 4th Edition, USA, 2012.

Course Requirements / Due Dates

There will be 3 midterms and one final. Quizzes will be given every 2- week period

1. Exam 1: September 23rd
2. Exam 2: October 19
3. Exam 3: November 18
4. Final: December 12

Grading Policy

Homework:	10%
Quizzes	15%
Exam I	15%
Exam II	15 %
Exam III	15%
Final Exam	30%

For graduate student: Final Exam 15% and Graduate Project 15%

Attendance Policy

Students are expected to attend all scheduled classes. Lectures and class discussions are vital for learning and understanding. Any absence from exams and quizzes can be excused only if the instructor is informed in advance with reasonable excuses. See University policy above.

Course Schedule

Mary L. Boas, Mathematical Methods in Physical Sciences, 3rd Edition

Chapter 7. Fourier Series and Transforms

Chapter 8. Ordinary Differential Equation

Chapter 9. Calculus of Variations

Exam 1

Chapter 10. Tensor Analysis

Chapter 11. Special Functions

Chapter 12. Series Solutions of Differential Equations; Legendre, Bessel, Hermite and Laguerre Functions

Exam 2

Chapter 13. Partial Differential Equations

Chapter 14. Function of Complex Variables

Exam 3

Chapter 15. Probability and Statistics

FINAL EXAM