NC STATE UNIVERSITY

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University Courses & Curricula Committee 2015-2016

August 26, 2015
Talley Student Union 3285
12:30pm-2:30pm

Call to Order

- Welcome and Instructions, Chair Scott Despain
- Remarks from Associate Vice Provost, Dr. Barbara Kirby
- Committee Overview and Agenda, Gina Neugebauer
- Review of the Consent Agenda

Presenter	Type	Action	Notes
Ferguson	Revision: Pre-requisite	CE 325 *Structural Analysis I* CE 339 *Civil Engineering Systems* CE 390 *Engineering Economics* CE 437 *Civil Engineering Computing*	All other pre-requisites for each course will remain the same.
Ozturk	New Course	ECE 498 *Special Projects in ECE*	New Special Problems Course

New Business

- Setting Quorum
- Chair-Elect Process
- Approval of UCCC May 6, 2015 Minutes
- Course and Curricular Business

Humanities & Social Sciences			
Presenter	Reviewers	Action	Type
Auerbach	Beller, Nowel, Tarpy	ENG 100 *Reading and Writing Rhetorically*	Rev: Title, Abbreviated Title, Credit/Contact Hours, Restrictive Statement, Catalog Description
Poole College of Management			
Presenter	Reviewers	Action	Type
Nowel	Black, Driscoll, Rieder	M 299 *Professional Internship in Management*	New Course
Nowel	Banks, Hessling, Trivedi	M 399 *International Business Dual Degree Student Professional Internship in Management*	New Course
College of Sciences			
Presenter	Reviewers	Action	Type
Black	Auerbach, Lindsay, Ozturk	ST 307 *Introduction to Statistical Programming-SAS*	New Course

Presentation

- UCCC Subcommittee Update: Attendance Policy, Service Learning, Syllabus Tool, Chair Despain
- Presentation by Charles Clift, Associate Registrar

UCCC Minutes 5.6.2015
Room-Talley Student Center 3285
Call to Order: 12:32pm

ATTENDANCE

Members Present (Quorum Present:16) David Auerbach, Amanda Beller, David Berube, Betty Black, Gene Brothers, Debbie Currie, Scott Despain, Charles Hardin, Peter Hessling, Tom Koch, Helen Kraus, Andy Nowel, Hatice Ozturk, David Parish, Rebeca Swanson, Robert Warren

Ex-Officio Members Present: Charles Clift, Catherine Freeman, Barbara Kirby

Members Absent: Alton Banks, Joseph Gilliam, Michael Helms, Helmut Hergeth, Brittany Mastrangelo (E), Farzad Rezaei

Guests Present: Katherine Diuguid (*Art and Design*), Alina Duca (*Mathematics*), Beth Fath (*Health & Exercise Studies*), Johnna Frierson (*College of Veterinary Medicine*), John Mertz (*Foreign Languages & Literatures*), Nancy Mitchell (*History*), Rudolf Seracino (*Civil, Construction, & Environmental Engineering*), William Winner (*Environmental Science*)

WELCOME and INTRODUCTIONS

Remarks from Chair, David Auerbach:
Chair Auerbach welcomed the committee to the last UCCC meeting of the academic school year. Additionally, he welcomed the guests in attendance: Katherine Diuguid (*Art and Design*), Alina Duca (*Mathematics*), Beth Fath (*Health & Exercise Studies*), Johnna Frierson (*College of Veterinary Medicine*), John Mertz (*Foreign Languages & Literatures*), Nancy Mitchell (*History*), Rudolf Seracino (*Civil, Construction, & Environmental Engineering*), and William Winner (*Environmental Science*).

Remarks from Associate Vice Provost Academic Programs, Barbara Kirby:
Dr. Kirby welcomed members and the guests in attendance. Due to the size of the agenda, she asked the committee to try to stay on point in regards to the business of actions. She suggested not engaging in too many 'what-ifs' or philosophical discussions. Additionally, should the committee need more time to review actions, the Chair will check with the assembly to see if they are willing to extend the time and maintain quorum. Dr. Kirby thanked members cycling off. She noted that the committee's tasks are not always the easiest, but they are important. She noted that she is not sure who will be replacing those cycling off. Dr. Kirby noted that she had a long conversation with Betsy Brown from the Faculty Senate about having members who also serve on their college CCC. Dr. Kirby also thanked Chair Auerbach for his service. He attends the UCCC meetings every other week, and attends pre-UCCC meetings on 'off' weeks to review the agenda and prepare for meetings.

OLD BUSINESS

- ➤ HI 354 The Rise of the American Empire- **APPROVED, 15 in favor, 1 abstention.**
  Discussion: David Berube moved; David Parish seconded. The instructor of the course, Dr. Nancy Mitchell, was present to provide clarification for the committee regarding the course that had been tabled at the previous meeting. Dr. Mitchell was flabbergasted that the title of her proposed course caused debate. In reading the minutes from the previous meeting, she found the concerns to be ill-informed and political. She explained that the History Department approved it in its review, as did the college CCC. She noted that the word 'empire' as a historian is a descriptive term to show how great

powers have controlled other powers.   Dr. Mitchell explained that empires re not static, and their methods are always changing. She provided multiple examples of courses offered at peer institutions with courses containing the word 'empire' in their title. The presenter asked if it was inappropriate for the committee to ask or is the committee wrongfully ignorant. Dr. Mitchell felt that since the course was passed by the History Department and the CHASS CCC, the presenter should have deferred to the History Department for clarification. The presenter pointed out that the committee does not have days to go through actions. Dr. Mitchell noted that she would be fascinated with an actual discussion, not a politically motivated, ignorant understanding of American empire. The presenter pointed out that he does know what empire means; his observation was the juxtaposition with the date range in the description. It terminates at the 2001 World Trade Center Attacks. A member asked for the attention of the chair; based on the member's understanding of the charge of the committee, he felt that the discussion was probably out of line. He suggested that it might be helpful to illustrate what is expected of the committee. He felt the conversation was inappropriate. Chair Auerbach noted that he went back to read UCCC's charge; he noted that the committee is not charged to go into fields of ignorance. If there is another discipline involved, consultation should take place. Chair Auerbach felt that by its nature, UCCC is ignorant of courses' content. He believed that UCCC is not charged with content, and he felt the conversation was out of order. A member argued that the concern at the previous meeting was not done politically. She looked up the definition in the dictionary, and just wanted a two sentence statement explaining the use of empire. Dr. Kirby stated that the charge for UCCC is undergraduate courses and curricula, which has some interpretation. She explained that the committee itself usually sets the parameters. It is in the purview of the chair if the discussion is reeling out of order. She noted that is not unusual for members on CUE and UCCC to say "It could be perceived in a different way". Sometimes this could be perceived as UCCC managing topics. Content is within the faculty, department, and college purview. If a member from the college sees something questionable through review at UCCC, it is a professional courtesy to go to the instructor to ask the question. UCCC does not have the ability to see the college CCC minutes. Dr. Kirby explained that reviewers are assigned to talk ahead of time; that way the course is in its best format. She noted that sometimes as a body, UCCC has trouble drawing the line Dr. Kirby expressed her appreciation of the instructor attending the meeting to provide the committee context of the course. Without any additional discuss, the action was **APPROVED, 15 in favor, 1 abstention.**

➢ ADN 276 Intro to Sewing and Construction in Fibers-**APPROVED unanimously.**
   Discussion: Kathleen Rieder moved; David Parish seconded. A member asked if the course was repeatable for credit and if it is dual-level. It was confirmed that in the past the course was offered as ADN 273 piggybacked with ADN 502. Currently, the course does not have an advanced setting. Without any further discussion, the action was **APPROVED unanimously**.

CONSENT AGENDA

➢ *Approval of the Minutes from April 29, 2015*- **APPROVED unanimously without discussion**.

➢ A motion was made and seconded to approve the consent agenda. Without any discussion, the consent agenda was **APPROVED unanimously**.

Action	Type
MA 231 *Calculus for Life and Management Sciences B*	Rev: pre-req
MA 151 *Calculus for Elementary Education I*	Rev: Term scheduling
MA 152 *Calculus for Elementary Education II*	Rev: Term scheduling
FTM 460 *Textile Market Research*	Rev: pre-req
EC 304 *Introduction to Financial Markets and Institutions*	Drop Course

EC 310 *Managerial Economics*	Drop Course
EC 312 *Economics of Law*	Drop Course
EC 448 *International Trade*	Drop Course
EC 471 *Evolution of the American Economy*	Drop Course
EC 348 *Introduction to International Economics*	Rev: Term scheduling
EC 351 *Data Analysis for Economists*	Rev: Term scheduling
EC 404 *Money, Financial Markets, and the Economy*	Rev: Term scheduling
EC 449 *International Finance*	Rev: Term scheduling
EC 451 *Introduction to Econometrics*	Rev: Term scheduling
Economics Minor (*20ECM*)	Rev: Requirement of 3.0 or better NCSU GPA to be admitted to the minor.
Economics BS (*20ECONBS*)	Rev: Change in elective requirement
Economics BA (*20ECONBA*)	Rev: Change in elective requirement
Business Administration-Human Resources Management (*20BUSBS-20BUSHR*)	Rev: Change in elective requirement
History BA (*16HISTBA*)	Rev: Add HI 354 to requirement group.
History BS (*16HISTBS*)	Rev: Add HI 354 to requirement group.
Arts Studies-Visual Arts (*16ARTSBA-16ARTSVIS*)	Rev: Various changes; Withdrawn at the 4.1.2015 mtg.
HI 252 *Modern American History*	Rev: Title, abbreviated title, catalog description
Science, Technology and Society BA (*16STSBA*)	Rev: Add HI 486 to electives list.
Science, Technology and Society BS (*16STSBS*)	Rev: Add HI 486 to electives list.
Communication BA (*16COMBA*)	Rev: Various changes
Entomology Minor (*11ENM*)	Rev: Various changes
CE 325 *Structural Analysis I*	Rev: pre-req
CE 339 *Civil Engineering Systems*	Rev: pre-req
CE 390 *Engineering Economics*	Rev: pre-req
CE 437 *Civil Engineering Computing*	Rev: pre-req

NEW BUSINESS

➢ A motion was made and seconded to approve the following actions as a package. The package was **APPROVED** unanimously without discussion.

Course
FTD 104 *Fashion and Textile Design First Year Studio I*
FTD 105 *Fashion and Textile Design First Year Studio II*
FTD 419 *Fashion Design 2*
FTD 420 *Fashion Design 3*

➢ Middle East Studies Minor (16MLESTEM)- **APPROVED unanimously without discussion.**

➢ FL 492 Senior Seminar in Foreign Language- **APPROVED unanimously without discussion.**

➢ Foreign Languages & Literatures-Foreign Language Education (16FLLBA-16FLLED)- **APPROVED unanimously without discussion.**

➢ Foreign Languages & Literatures-Asian Studies (16FLLBA-16FLLASIAN)- **APPROVED unanimously without discussion.**

➢ ED/FLL 299 Field Experience for 21st Century Thinking-
Discussion: DB moved; DP seconded. CF: In terms of the pre-req the preference: this would be

statement without a check. Approved unanimously.

➢ MAE 200 Introduction to Mechanical Engineering Design Lab- **APPROVED PENDING unanimously.**
Discussion: Hatice Ozturk moved; David Parish seconded. A member noted that in the syllabus under the grading section it states that participation, but does not illustrate the level of participation. She asked how participation would be determined to be satisfactory or unsatisfactory. Chair Auerbach pointed out that the homework is counted as participation; he asked if students are being graded on a yes or no basis. A member from the course's college explained that the purpose of the course is to teach MAE students how to use tools. For example, some students do not know how to use hammers or screwdrivers. He explained that students will be working in the lab with lectures, labs, and calculations. He noted that he could not saw what the breakdown of the participation grading would be. He suggested having the instructor describe how he intends to use participation. The presenter asked if the effective date of Fall 2015 is a typo. The member from the college noted that Fall 2016 was not a typo. Without any additional discussion, the action was **APPROVED PENDING clarification or revision of the participation statement unanimously.**

➢ Mechanical Engineering (14MEBS)-**APPROVED unanimously without discussion.**

➢ CE 450 Civil Engineering Project- **APPROVED unanimously.**
Discussion: David Parish moved; Debbie Currie seconded. A member noted that in the syllabus there is an audit and S/U option, but in CIM it only states letter grade. It was confirmed that the course should not have an S/U option, and this would need to be removed from the syllabus. The member pointed out that the abbreviated title could match the full title. A member asked for clarification on the credit/contact hours for the lecture and lab. The presenter explained that the course is a senior design class, and it serves as the capstone. He noted that it is hard to categorize capstone class hours. Many departments and colleges teach capstones. Sometimes, this is a lecture, for some it might be a studio. To capture the class time: not all of the class time is used; the room is reserved so students can meet for project time. This was the only way his college could figure out in order to meet time constraints. The member asked for confirmation that the students are not meeting too many hours. The presenter explained that students will not be in class for dozens of hours. Chair Auerbach suggested that this is more to do with real estate. The presenter confirmed yes. Catherine Freeman noted on the Attendance Policy that it is expected students will attend. Is there a penalty if students do not attend? It was confirmed that there is no formal penalty. It is intended to encourage students to attend and participate. Students are usually the most interested in this course out of their total curriculum. Without any further discussion, the action was **APPROVED unanimously.**

➢ Civil Engineering (14CEBS)- **APPROVED unanimously without discussion.**

➢ A motion was made and seconded to approve the following actions as a package. Dr. Alina Duca explained the changes to the curricula. The package was **APPROVED unanimously.**

Curricula
Applied Mathematics (*17AMATHBS*)
Mathematics (*17MATHBS*)

➢ ADN 200 A Survey of Design Studies- **APPROVED unanimously without discussion.**

➢ CBS 493 Undergraduate Supervised Research in Biomedical Sciences-**APPROVED unanimously.**
Discussion: Amanda Beller moved; David Parish second. Johnna Frierson, from the School of Veterinary Medicine, attended the meeting in support of the course and to answer any questions. She

noted that she is excited that the school will be offering undergraduate credit for research. This would offer something unique to undergraduate students that would be a little different than other independent research classes. Dr. Kirby explained that the School of Veterinary Medicine is not an undergraduate college, but historically, it has been very accommodating to students. By creating this course, this provides a logistical way to track students and the faculty that mentor. This allows faculty to get credit for teaching and working with students. She noted that some college have specific slots in their degree audits for undergraduate research, and this course being approved will not change that. Dr. Frierson explained that this provides opportunity for students interested in the College of Veterinary Medicine, as the college has a master's and PhD programs. A member suggested that it might be helpful to define the credit and contact hours in CIM and the syllabus. Another member asked what is Biomedical Sciences. Dr. Frierson explained that this is composed of pathology, immunology, cell biology, and other topics falling under a wide range umbrella. They related to animal and human health. This falls under the naming convention at the Graduate School. The member asked why the course has the prefix CBS. Dr. Frierson noted that this prefix matches the graduate level offerings. Without any additional discussion, the action was **APPROVED unanimously.**

➢ MIE 439 Human Resources Practicum- **APPROVED PENDING unanimously.**
Discussion: Andy Nowel moved; Tom Koch seconded. A member noted that the course is called practicum but is identified as a lecture. The presenter explained that the course is both; students meet in a classroom and work with companies as well. He noted that his college has practicum courses in most of its concentrations; most aren't meeting in the classroom, but are working on projects. This particular practicum course is doing both. He anticipates that in the future the course will have less lecture time. A member asked how many hours a week the course would meet. The presenter explained that the course will meet three hours. A member asked if off campus transportation would be required or involved. The presenter explained that he did not know; he will find out and update the catalog description if necessary. Without any further discussion, the action was **APPROVED PENDING** transportation statement clarification unanimously.

➢ M 100 Professionalism, Diversity, and Academic Success in Management-**APPROVED PENDING unanimously.**
Discussion: Andy Nowel moved; Amanda Beller seconded. A member asked if an electronic hosting statement had been provided in the syllabus. As this was not included, it will need to be added. Without any additional discussion, the action was **APPROVED PENDING** addition of the electronic hosting statement to the syllabus unanimously.

➢ HESM 322 Dance and Society- **APPROVED unanimously.**
Discussion: Amanda Beller moved; David Parish seconded. Beth Fath, the instructor of the course, asked the committee to think back on what universities used to offer as 'dance appreciation courses'. She explained that this class is a 21st century version, and is similar to what is offered at peer institutions. She pointed out that students will be doing more than reading; part of the class involves movement. Beth Fath explained that there are differences between Hula and Polka, and these represent different cultures. A member from CHASS asked if the consult statement from his college was favorable. Beth Fath, confirmed that she had met with the History Department and it was favorable. She took the History Department's suggestions to heart. Without any further discussion, the action was **APPROVED** unanimously.

➢ HESM 324 Concert Dance History- **APPROVED unanimously.**
Discussion: Tom Koch moved; David Parish seconded. Beth Fath was present to speak for her Health & Exercise Studies colleague. She explained that the course looks at concert dance history from a rich and diverse perspective. She noted that many different cultures have fed into concert

dance history. Without any additional discussion, the action was **APPROVED** unanimously.

➢ ES 150 Water and the Environment-**APPROVED unanimously.**
Discussion: Tom Koch moved; David Parish seconded. Dr. Winner, the instructor of the course, explained that the course builds on water as a resource that is becoming important. He noted that people can only live three days without water, whereas they can live twenty one days without food. Dr. Winner told the committee that this is the first course of its kind. In Fall 2015, the course will go to CUE for review on the Interdisciplinary Perspectives list. The course contains elements of Engineering, Life Sciences, Social Sciences, and the Physical Sciences. A member noted that the grading scale seemed odd. Dr. Winner explained that there are no pluses or minuses for grading. Without any further discussion, the action was **APPROVED unanimously.**

ANNOUNCEMENTS and DISCUSSION

Chair Auerbach thanked members of the committee that are cycling off of UCCC effective June 2015:

Member	Departmental Affiliation	Role on Committee
Gene Brothers	Parks Recreation and Tourism Management	FAC CNR
Joseph Gilliam	Engineering First Year	STUSEN
Charles Hardin	Biochemistry	FAC CALS
Michael Helms	History	UDGR
Tom Koch	Music	FAC MUS or PE
David Parish	Engineering-Academic Affairs	FAC ENGR
Frederick Parker	Agricultural and Resource Economics	FAC CALS
Farzad Rezaei	Fiber & Polymer Science	GRAD
Kathleen Rieder	Art and Design	FAC DES
Robert Warren	Chemistry	Past Chair

Meeting adjourned at 1: 48pm.

Respectfully submitted by Gina Neugebauer

NC STATE UNIVERSITY

MEMORANDUM

Date: 22 April 2015

To: Dr. Michael D. Mullen, Vice Provost and Dean, Division of Academic and Student Affairs

From: Dr. Morton Barlaz, Head, Department of Civil, Construction, and Environmental Engineering

Re: Minor Course Revision: **CE 325, Structural Analysis I**
                              CE 339, Civil Engineering Systems
                              CE 390, Engineering Economics
                              CE 437, Civil Engineering Computing
         Revisions in pre-requisites

Proposed Revisions: For all the above listed CE courses, replace old pre-requisite **CE 112 Introduction to Computing–FORTRAN**, with new pre-requisite **CE 111 Intro to Computing: Python**. All other course pre-requisites remain the same.
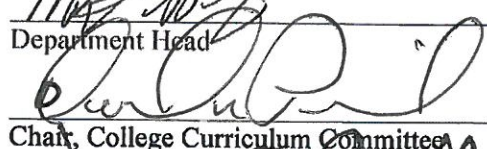
Justification for Change: From a previously approved new course action, *CSC 111 Intro to Computing: Python* was develop by the Computer Science Department specifically to meet the needs of the Civil Engineering degree program. CSC 111 is already being offered with enrollment restricted to CE majors. CSC 111 replaced the previously recommended computing course, *CSC 112 Introduction to Computing–FORTRAN*. A recent curriculum action for **BS Civil Engineering (14CEBS)** was made to reflect this change. This minor course action memo is the final step in the transition where the same change is reflected in the listed CE courses for which CSC 112 is currently a pre-requisite.

RECOMMENDED BY: _____   4/22/15
                      Department Head   Date

APPROVED BY: _____   29 April 15
                      Chair, College Curriculum Committee   Date

                      Jerome P. Lavelle   4/30/15
                      College Dean   Date

                      _____   _____
                      Chair, University Courses & Curricula Committee   Date

                      _____   _____
                      Office of the Provost   Date

APPROVED EFFECTIVE DATE: _____

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August 4, 2015

To: University Course and Curriculum Committee

From: Greg Byrd, Professor and Associate Head, Electrical and Computer Engineering

Subject: Request to create new course: ECE 498 -- Special Projects in ECE

The ECE Department requests the creation of a new course for special group projects, directed or supervised by ECE faculty. We wish to offer this course every semester, beginning with Fall 2015.

Prefix and number: ECE 498
Course Title: Special Projects in ECE
Course Abbreviated Title: Sp Proj ECE

Catalog Description:
Faculty-supervised special projects in electrical and/or computer engineering. Projects involve small groups of students, working collaboratively or independently, focused on a single theme, such as the design of a component or system. Requires a "Course Agreement for Students Enrolled in Non-Standard Courses," completed by the student and faculty member prior to registration by the department.

Credit and Contact Hours: 1-3 credit hours, variable contact hours

Pre-requisites: At least one 300-level ECE course, 3.0 major GPA.
Co-requisites: None
Restrictive statement: EE or CPE major

Repeats allowed: Yes, but only a total of 3 credit hours will count towards degree.
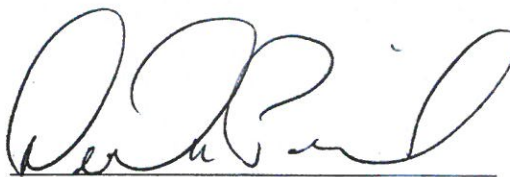
Semester offering: Fall, Spring, Summer

Grading method: Letter grade

Instructional format: Special Problems

Approved:

Dan Stancil, Head
Dept. of Electrical and Computer Eng.

College of Engineering

ENG 100: Reading and Writing Rhetorically

Course Inventory Change Request

In Workflow

1. 16ENG UG Director of Curriculum (wjmille3@ncsu.edu)
2. 16ENG UnderGrad Head (engahh@ncsu.edu)
3. CHASS CC Coordinator UG (hope_ziglar@ncsu.edu; despain@ncsu.edu)
4. CHASS CC Meeting UG (hope_ziglar@ncsu.edu; despain@ncsu.edu)
5. CHASS CC Chair UG (david_austin@ncsu.edu)
6. CHASS Final Review UG (hope_ziglar@ncsu.edu)
7. CHASS Dean UG (vicki_gallagher@ncsu.edu)
8. OUCC Review (gmneugeb@ncsu.edu)
9. UCCC Coordinator (gmneugeb@ncsu.edu)
10. UCCC Meeting (gmneugeb@ncsu.edu)
11. UCCC Chair (david_auerbach@ncsu.edu)
12. OUCC Final Signature (barbara_kirby@ncsu.edu)
13. OUCC Final Review (gmneugeb@ncsu.edu)
14. PeopleSoft (lamarcus@ncsu.edu; blpearso@ncsu.edu; Charles_Clift@ncsu.edu; ldmihalo@ncsu.edu; jmharr19@ncsu.edu; Tracey_Ennis@ncsu.edu)

Approval Path

1. Fri, 06 Feb 2015 04:17:57 GMT
   W Miller (wjmille3): Approved for 16ENG UG Director of Curriculum
2. Fri, 06 Feb 2015 13:47:06 GMT
   Antony Harrison (engahh): Approved for 16ENG UnderGrad Head
3. Fri, 06 Feb 2015 13:51:18 GMT
   Hope Ziglar (hziglar): Approved for CHASS CC Coordinator UG
4. Mon, 16 Feb 2015 11:10:21 GMT
   Jeffrey Despain (despain): Approved for CHASS CC Meeting UG
5. Mon, 16 Feb 2015 12:27:45 GMT
   David Austin (n51ls801): Approved for CHASS CC Chair UG
6. Mon, 16 Feb 2015 12:58:21 GMT
   Hope Ziglar (hziglar): Approved for CHASS Final Review UG
7. Mon, 16 Feb 2015 19:08:38 GMT
   Victoria Gallagher (vgallagh): Rollback to 16ENG UnderGrad Head for CHASS Dean UG
8. Mon, 16 Feb 2015 19:12:58 GMT
   Antony Harrison (engahh): Approved for 16ENG UnderGrad Head
9. Wed, 18 Feb 2015 13:59:19 GMT
   Jeffrey Despain (despain): Approved for CHASS CC Coordinator UG
10. Wed, 18 Feb 2015 16:39:09 GMT
    Jeffrey Despain (despain): Approved for CHASS CC Meeting UG
11. Wed, 18 Feb 2015 18:15:02 GMT
    David Austin (n51ls801): Approved for CHASS CC Chair UG
12. Mon, 23 Feb 2015 21:21:13 GMT
    Hope Ziglar (hziglar): Approved for CHASS Final Review UG
13. Tue, 05 May 2015 15:57:37 GMT
    Victoria Gallagher (vgallagh): Approved for CHASS Dean UG
14. Wed, 06 May 2015 14:33:47 GMT
    Gina Neugebauer (gmneugeb): Approved for OUCC Review
15. Wed, 06 May 2015 14:35:29 GMT

Gina Neugebauer (gmneugeb): Approved for UCCC Coordinator
16. Wed, 06 May 2015 18:40:15 GMT
Gina Neugebauer (gmneugeb): Rollback to OUCC Review for UCCC Meeting

Date Submitted: Thu, 05 Feb 2015 18:00:20 GMT

Viewing: ENG 100 : Reading and Writing Rhetorically

Changes proposed by: despain

Course Prefix

ENG (English)

Course Number

100

Course ID

008357

Cross-listed Course

No

Title

Reading and Writing Rhetorically

Abbreviated Title

Reading and Writing

College

College of Humanities and Social Sciences

Academic Org Code

English (16ENG)

CIP Discipline Specialty Number

23.0101

CIP Discipline Specialty Title

English Language and Literature, General.

Term Offering

Fall, Spring and Summer

Year Offering

Offered Every Year

Effective Date

Fall 2015

Previously taught as Special Topics?

No

Course Delivery

Distance Education (DELTA)

Online (Internet)

Grading Method

Graded with S/U option

Credit Hours

3

Course Length

16

weeks

**Contact Hours
(Per Week)**

Component Type	Contact Hours
Lecture	3

Course Attribute(s)

Course Is Repeatable for Credit

No

Instructor Name

Susan Miller-Cochran

Instructor Title

Professor of English

DELTA/Online Enrollment:

Open when course_delivery = distance OR course_delivery = online OR course_delivery = remote

Delivery Format	Per Semester	Per Section	Multiple Sections?	Comments
LEC	50	15	Yes	N/A

Course Prerequisites, Corequisites, and Restrictive Statement

Departmental Consent Required

Is the course required or an elective for a Curriculum?

No

Catalog Description

Intensive practice in reading and writing critically and rhetorically, with attention to how those change according to purpose and situation. Introduction to rhetorical concepts and elements with application to a variety of academic, professional, or civic texts. Exploration of principles of argument and organization. Guidance in developing flexible, self-aware reading and composing processes. Practice in seeking, providing, and responding to constructive feedback. Practice with making choices about grammar, mechanics, and style appropriate to specific rhetorical situations. Extensive writing practice and individualized coaching to support ongoing development as a writer. Intended as preparation for ENG 101.

Justification for each revision:

The exigence for our revision to English 100 is two-fold. First, after fully implementing Directed Self-Placement, the statement in our course description stipulating a C- for successful completion of the course is no longer accurate. Currently, students are not required to take English 100, but instead choose to take it as an elective if they decide (with feedback from us and from their advisors) that they need two semesters of writing instruction. In addition to this inaccuracy in our course description, we have observed that the current English 100 course title and description are similar enough to those for English 101 that students, instructors, and advisers have trouble differentiating between the two. This potentially leads some students who would benefit from additional writing instruction to forgo English 100, a course that could support their continued development as writers and their

adjustment to the college curriculum. Our analysis of English 100's role in the First-Year Writing Program curriculum, as well as the relevant education and composition research, has led to the proposed revisions.

One guiding objective in revising the course's title, description, and outcome descriptions has been to clarify the emphasis on practicing reading and writing *in a variety of contexts*, including academic, professional, and civic. This emphasis, which is distinct from English 101's focus on academic writing in the disciplines, allows students to connect prior rhetorical knowledge from non-academic contexts to academic contexts in preparation for English 101's finer grained focus on specific disciplinary inquiry and writing. These sorts of connections between spheres are in line with educational theory and empirical research on transfer, which questions the assumption that students will apply general skills learned in one context to another (see Ito et al., 2013; Beach, 1999; Bransford & Schwartz, 2001; Dyson, 1999; Lave, 2011), instead emphasizing that highlighting horizontal connections between the everyday, public, and the academic will make it more likely that students will recall and use concepts and skills learned in the classroom (e.g. Pacheco, 2012). This more comprehensive focus on rhetorical concepts and practice in a variety of contexts is also in line with the objectives established for writing in the GEP, which outlines that NC State students should practice writing effectively across a range of specific situations, "includ[ing] various academic, professional, or civic situations."

The other major emphasis of this revision has been to underscore that the course provides students with extensive practice with critical *reading* of both public and college-level texts before English 101's extensive research and reading practice with peer-reviewed scholarly sources from across the disciplines. Recent research has reinforced the important relationship between reading and writing (see Horning & Kraemer, 2013), as well as how reading practices are changing in current media ecologies. Students needing an additional semester of writing instruction are often the same students who struggle or lack confidence with reading college-level texts, an observation in line with this research. Our revision emphasizes this connection and gives students additional explicit practice with reading a range of texts for diverse purposes.

Because the students who are under prepared with reading and writing are often the same students the university is most concerned about retaining, our hope with these proposed revisions is that the benefits of English 100 will become more visible to students and advisors alike in order to more clearly provide another possible pathway for student success in our undergraduate curriculum.

Does this course have a fee?

No

Is this a GEP Course?

No

Consultation

Instructional Resources Statement

No new resources will be needed.

Course Objectives/Goals

Student Learning Outcomes

Students will be able to:

1.
2. Adapt reading strategies for a diverse range of texts to support critical understanding and generative use of texts.
3.
4. Understand that written texts have a range of purposes related to their rhetorical situations, which may include academic, professional, or civic contexts.
5.
6. Compose in multiple genres to participate in contexts calling for purposeful shifts in elements such as content, evidence, structure, medium, design, formality, or voice.
7.
8. Apply principles of argument and organization in students' own writing.
9.
10. Use a range of writing strategies that reflect flexible, self-aware reading and composing processes.
11.
12. Seek, provide, and respond to constructive feedback on written work.
13.
14. Make choices about grammar, mechanics, and style appropriate to specific rhetorical situations.
15.

Student Evaluation Methods

Evaluation Method	Weighting/Points for Each	Details
Participation	20%	in-class participation, peer response, homework, etc
Other	80%	# Paper 1: Rhetorical Analysis of Barry's "Common Scents" (3-5 pages), 15% # Paper 2: Summary and Response (3-5 pages), 20% # Paper 3: Comparing Perspectives (4-6 pages), 25% # Paper 4: Literacy Narrative (4-6 pages), 20%

Topical Outline/Course Schedule

Syllabus

Additional Documentation

Additional Comments

Course Reviewer Comments

vgallagh (Mon, 16 Feb 2015 19:08:38 GMT): Rollback: Please confirm number of credit and contact hours.
gmneugeb (Wed, 06 May 2015 18:40:15 GMT): Rollback: Accidentally approved. Needs to be reviewed by UCCC in Fall 2015.
cmfreem2 (Wed, 27 May 2015 17:50:21 GMT): test

Key: 4331

Preview Bridge (http://catalog.ncsu.edu/)

M 299: Professional Internship in Management

Course Inventory Change Request

In Workflow

1. 20M UnderGrad Head (richard_warr@ncsu.edu; andy_nowel@ncsu.edu)
2. MGMT CC Coordinator UG (andy_nowel@ncsu.edu)
3. MGMT CC Chair UG (andy_nowel@ncsu.edu)
4. MGMT Dean UG (richard_warr@ncsu.edu)
5. OUCC Review (gmneugeb@ncsu.edu)
6. UCCC Coordinator (gmneugeb@ncsu.edu)
7. UCCC Meeting (gmneugeb@ncsu.edu)
8. UCCC Chair (despain@ncsu.edu)
9. OUCC Final Signature (barbara_kirby@ncsu.edu)
10. OUCC Final Review (gmneugeb@ncsu.edu)
11. PeopleSoft (lamarcus@ncsu.edu; blpearso@ncsu.edu; Charles_Clift@ncsu.edu; ldmihalo@ncsu.edu; jmharr19@ncsu.edu; Tracey_Ennis@ncsu.edu)

Approval Path

1. Fri, 07 Aug 2015 15:49:47 GMT
   Richard Warr (rswarr): Approved for 20M UnderGrad Head
2. Fri, 07 Aug 2015 16:30:57 GMT
   Andrew Nowel (nowel): Approved for MGMT CC Coordinator UG
3. Fri, 07 Aug 2015 16:32:24 GMT
   Andrew Nowel (nowel): Approved for MGMT CC Chair UG
4. Fri, 07 Aug 2015 19:24:35 GMT
   Richard Warr (rswarr): Approved for MGMT Dean UG

New Course Proposal

Date Submitted: Fri, 07 Aug 2015 14:03:06 GMT

Viewing: M 299 : Professional Internship in Management

Changes proposed by: nowel

Course Prefix

M (Management)

Course Number

299

Cross-listed Course

No

Title

Professional Internship in Management

Abbreviated Title

Professional Internship in Mgt

College

Poole College of Management

Academic Org Code

Management (20M)

CIP Discipline Specialty Number

CIP Discipline Specialty Title

Term Offering

Fall, Spring and Summer

Year Offering

Offered Every Year

Effective Date

Fall 2015

Previously taught as Special Topics?

No

Course Delivery

Face-to-Face (On Campus)

Grading Method

Credit Only (S/U)

Credit Hours

1

Course Length

15

weeks

**Contact Hours
(Per Week)**

Component Type	Contact Hours
Internship	3.33

Course Attribute(s)

Course Is Repeatable for Credit

No

Instructor Name

Dr Janet Rakes

Instructor Title

Lecturer

Anticipated On-Campus Enrollment

Open when course_delivery = campus OR course_delivery = blended OR course_delivery = flip

Enrollment Component	Per Semester	Per Section	Multiple Sections?	Comments
Internship	5	5	No	n/a

Course Prerequisites, Corequisites, and Restrictive Statement

Poole College of Management major.

Is the course required or an elective for a Curriculum?

No

Catalog Description

Poole College of Management students participating in an approved internship with an organization providing no monetary compensation and where academic credit is required will have an opportunity to gain real world insight and experience into the day-to-day functions and responsibilities encountered in the professional workplace. Course may be completed only once for credit. Accounting majors completing M 299 and ACC 499 may receive a maximum of 6 credit hours for both courses.

Justification for new course:

This proposed course is necessary for those students participating in an approved internship with an organization providing no monetary compensation and where academic credit is required.

Does this course have a fee?

No

Is this a GEP Course?

No

Consultation

Instructional Resources Statement

Current resources allow offering this course.

Course Objectives/Goals

Course Goals

-
- Participate in valid, substantive work experience that contributes to an organization.
-
- Learn day-to-day business functions and roles in an organization.
-
- Engage in ethical business practices.
-
- Exhibit strong work ethic and ability to follow organizational procedures and protocol.
-
- Hone networking skills.
-
- Identify and/or explore professional interests and talents. Assess whether the selected career path is desirable/attainable and make changes in academic goals, if necessary.
-
- Improve teamwork, critical thinking, and verbal and written communication skills.
-
- Increase professionalism, marketability and employability.
-

Student Learning Outcomes

Course Learning Outcomes

Upon completion of the internship, students will be able to:

-
- Acquire business knowledge through firm/company training programs and active learning to supplement classroom education.

-
- Demonstrate leadership, networking, and client interaction skills.
-
- Demonstrate effective communication and business skills in a professional interview setting.
-
- Construct a professional resume.
-
- Apply networking skills to obtain professional references.
-

Student Evaluation Methods

Evaluation Method	Weighting/Points for Each	Details
Written Assignment	See details.	Course Grading The course will be graded on a Satisfactory/ Unsatisfactory basis. Course deliverables will include: • Monthly summaries (deadline: last day of the month) • Reflection paper (deadline: one week after the completion of the internship). • Student evaluation (deadline: one week after the completion of the internship). • Mid-point and final employer evaluations (deadline: at internship half point and one week before the completion of the internship). • Resume (deadline: two weeks after the completion of the internship). • Professional reference page (deadline: two weeks after the completion of the internship). • Exit interview with course instructor (deadline: two weeks after the conclusion of the internship). Successful completion of all of the above requirements will result in a Satisfactory grade.

Topical Outline/Course Schedule

Topic	Time Devoted to Each Topic	Activity
Schedule: M 299 Assignment ScheduleWeek 1 Application Form Week 2 Work at Internship SiteWeek 3 Work at Internship SiteWeek 4 Work at Internship Site/Monthly Work SummaryWeek 5 Work at Internship SiteWeek 6 Work at Internship SiteWeek 7 Work at Internship SiteWeek 8 Work at Internship Site/ Monthly Work Summary & Mid-point Employer EvaluationWeek 9 Work at Internship SiteWeek 10 Work at Internship SiteWeek 11 Work at Internship SiteWeek 12 Work at Internship Site/Final Employer EvaluationWeek 13 All Work Hours CompletedWeek 14 Reflection Paper & Student Evaluation FormWeek 15 Resume, Professional Reference Page, and Exit Interview		

Syllabus

M 299 Syllabus.docx

Additional Documentation

Additional Comments

Course Reviewer Comments

Key: 7603

Preview Bridge (http://catalog.ncsu.edu/)

Poole College of
Management

M 299
Professional Internship in Management
One Credit Hour

Instructor: Janet Rakes, PhD, NCC
                Career Coach/ M 299 & M 399 Course Instructor
                Career & Internship Development Office
Office: 2150 Nelson Hall
Phone: 919.515.0242
Email: janet_rakes@ncsu.edu
Office Hrs: By appointment

Catalog Description

Poole College of Management students participating in an approved internship with an organization providing no monetary compensation and where academic credit is required will have an opportunity to gain real world insight and experience into the day-to-day functions and responsibilities encountered in the professional workplace. Course may be completed only once for credit. Accounting majors completing M 299 and ACC 499 may receive a maximum of 6 credit hours for both courses.

Prerequisite

Poole College of Management major.   .

Course Overview

This course provides an opportunity for students to participate in an internship with an organization to gain real-world insight and experience into the day-to-day functions and responsibilities encountered in the professional workplace. The course is open to Poole undergraduate students who meet the Poole College of Management Internship eligibility requirements as delineated below. Some students may wish to enroll prior to the beginning of the spring, summer or fall semesters to allow them enough time to complete all of their required work hours. Students must obtain permission from the course instructor to participate in the internship and will receive 1 hour of academic credit for their internship experience. In addition, the internship must be unpaid and the employer must require academic credit for the student to participate. A textbook is not required.

Course Goals

- Participate in valid, substantive work experience that contributes to an organization.
- Learn day-to-day business functions and roles in an organization.
- Engage in ethical business practices.
- Exhibit strong work ethic and ability to follow organizational procedures and protocol.
- Hone networking skills.
- Identify and/or explore professional interests and talents. Assess whether the selected career path is desirable/attainable and make changes in academic goals, if necessary.
- Improve teamwork, critical thinking, and verbal and written communication skills.
- Increase professionalism, marketability and employability.

Course Learning Outcomes

Upon completion of the internship, students will be able to:
- Acquire business knowledge through firm/company training programs and active learning to supplement classroom education.
- Demonstrate leadership, networking, and client interaction skills.
- Demonstrate effective communication and business skills in a professional interview setting.
- Construct a professional resume.
- Apply networking skills to obtain professional references.

Internship Eligibility Requirements

Students must:

- Purchase general liability insurance coverage (cost: $15.00) that will be automatically billed to the students' accounts when students are registered for the internship course.
- Agree to successfully complete all work hours required to earn academic credit (see practical work component section below).
- Accept that past work experience does not qualify for internship credit.
- Agree that a family member may not be an immediate supervisor.

Course Requirements

Academic Component

- The internship experience must be related to the student's major and career goals.
- Students will submit to the instructor monthly summaries detailing their work experiences and progress toward achieving their individualized learning objectives.
- During the week following the conclusion of the internship, students will complete a three page reflection paper.
- Students will complete an internship evaluation at the conclusion of their internship experience.
- Students will submit a resume to the instructor prior to meeting with the instructor for an exit interview that includes a description of the internship experience. Prior to the exit interview, the student also will submit a professional reference page that contains the contact information of their internship supervisor.
- Students will schedule a one-hour exit interview with the internship instructor at the conclusion of the internship to practice their interviewing skills, clarify their career goals, and have their resumes and reference pages critiqued.

Practical Work Experience Component

- Students must have a designated mentor and/or supervisor at their internship site who can assess their performance and provide support and direction throughout the internship.
- Mid-point and final employer evaluations are required. It is the student's responsibility to provide the mentor/supervisor with a copy of the required evaluation form and arrange a formal review with the mentor/supervisor prior to submission of the evaluation form to the instructor.
- To complete the internship, students must work 50 hours at their internship site.

Course Grading

The course will be graded on a Satisfactory/Unsatisfactory basis. Course deliverables will include:

- Monthly summaries (deadline: last day of the month)
- Reflection paper (deadline: one week after the completion of the internship).
- Student evaluation (deadline: one week after the completion of the internship).
- Mid-point and final employer evaluations (deadline: at internship half point and one week before the completion of the internship).
- Resume (deadline: two weeks after the completion of the internship).
- Professional reference page (deadline: two weeks after the completion of the internship).
- Exit interview with course instructor (deadline: two weeks after the conclusion of the internship).

Successful completion of all of the above requirements will result in a Satisfactory grade.

Schedule:

M 299 Assignment Schedule

Week 1	Application Form
Week 2	Work at Internship Site
Week 3	Work at Internship Site
Week 4	Work at Internship Site/Monthly Work Summary
Week 5	Work at Internship Site
Week 6	Work at Internship Site
Week 7	Work at Internship Site
Week 8	Work at Internship Site/ Monthly Work Summary & Mid-point Employer Evaluation
Week 9	Work at Internship Site

Week 10	Work at Internship Site
Week 11	Work at Internship Site
Week 12	Work at Internship Site/Final Employer Evaluation
Week 13	All Work Hours Completed
Week 14	Reflection Paper & Student Evaluation Form
Week 15	Resume, Professional Reference Page, and Exit Interview

Students with Disabilities

Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, students must register with Disability Services for Students at the Student Health Center Building, 2815 Cates Avenue, Suite 2221, Campus Box 7509, Raleigh, NC 27695-7509. For more information on NC State's policy on working with students with disabilities, please see the **Academic Accommodations for Students with Disabilities Regulation (REG 02.20.01)**.
URL is: http://policies.ncsu.edu/regulation/reg-02-20-01

Academic Integrity

Interns are expected to conduct themselves in a professional and ethical manner. The code of student conduct related to academic integrity is applicable to M 299. Please refer to the university policy at:
Code of Student Conduct Policy (POL11.35.01). URL is: **http://policies.ncsu.edu/policy/pol-11-35-01**

Policy on Incomplete Grades:

At the discretion of the instructor, students may be given an incomplete grade for work not completed because of a serious interruption in their work not caused by their own negligence (i.e., documented illness or family emergency occurring after a student has completed the majority of the course). An incomplete grade cannot be given, however, as a substitute for a failing grade when the student's performance in the course is deserving of failing. An incomplete is only appropriate when the student's record in the course is such that the successful completion of particular assignments, projects, or tests missed as a result of a documented serious event would enable that student to pass the course. The University policy on incomplete grades is located at:
http://policies.ncsu.edu/regulation/reg-02-50-03

Anti-Discrimination Statement:

"NC State University provides equality of opportunity in education and employment for all students and employees. Accordingly, NC State affirms its commitment to maintain a work environment for all employees and an academic environment for all students that is free from all forms of discrimination. Discrimination based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation is a violation of state and federal law and/or NC State University policy and will not be tolerated. Harassment of any person (either in the form of quid pro quo or creation of a hostile environment) based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation also is a violation of state and federal law and/or NC State University policy and will not be tolerated. Retaliation against any person who complains about discrimination is also prohibited. NC State's policies and regulations covering discrimination, harassment, and retaliation may be accessed at **http://www.ncsu.edu/policies/campus_environ** or **http://www.ncsu.edu/equal_op**. Any person who feels that he or she has been the subject of prohibited discrimination, harassment, or retaliation should contact the Office for Equal Opportunity (OEO) at 919-515-3148."

Statement about electronically hosted course components:

"Students may be required to disclose personally identifiable information to other students in the course, via electronic tools like email or web-postings, where relevant to the course. Examples include online discussions of class topics, and posting of student coursework. All students are expected to respect the privacy of each other by not sharing or using such information outside the course."

M 399: International Business Dual Degree Student Professional Internship in Management

Course Inventory Change Request

In Workflow

1. 20M UnderGrad Head (richard_warr@ncsu.edu; andy_nowel@ncsu.edu)
2. MGMT CC Coordinator UG (andy_nowel@ncsu.edu)
3. MGMT CC Chair UG (andy_nowel@ncsu.edu)
4. MGMT Dean UG (richard_warr@ncsu.edu)
5. OUCC Review (gmneugeb@ncsu.edu)
6. UCCC Coordinator (gmneugeb@ncsu.edu)
7. UCCC Meeting (gmneugeb@ncsu.edu)
8. UCCC Chair (despain@ncsu.edu)
9. OUCC Final Signature (barbara_kirby@ncsu.edu)
10. OUCC Final Review (gmneugeb@ncsu.edu)
11. PeopleSoft (lamarcus@ncsu.edu; blpearso@ncsu.edu; Charles_Clift@ncsu.edu; ldmihalo@ncsu.edu; jmharr19@ncsu.edu; Tracey_Ennis@ncsu.edu)

Approval Path

1. Fri, 07 Aug 2015 15:49:54 GMT
   Richard Warr (rswarr): Approved for 20M UnderGrad Head
2. Fri, 07 Aug 2015 16:31:36 GMT
   Andrew Nowel (nowel): Approved for MGMT CC Coordinator UG
3. Fri, 07 Aug 2015 16:32:30 GMT
   Andrew Nowel (nowel): Approved for MGMT CC Chair UG
4. Fri, 07 Aug 2015 19:24:41 GMT
   Richard Warr (rswarr): Approved for MGMT Dean UG

New Course Proposal

Date Submitted: Fri, 07 Aug 2015 15:33:42 GMT

Viewing: M 399 : International Business Dual Degree Student Professional Internship in Management

Changes proposed by: nowel

Course Prefix

M (Management)

Course Number

399

Cross-listed Course

No

Title

International Business Dual Degree Student Professional Internship in Management

Abbreviated Title

IBDD Prof Internship in Mgt

College

Poole College of Management

Academic Org Code

Management (20M)

CIP Discipline Specialty Number

CIP Discipline Specialty Title

Term Offering

Fall and Spring

Year Offering

Offered Every Year

Effective Date

Fall 2015

Previously taught as Special Topics?

No

Course Delivery

Face-to-Face (On Campus)

Grading Method

Credit Only (S/U)

Credit Hours

1-6

Course Length

15

weeks

**Contact Hours
(Per Week)**

Component Type	Contact Hours
Internship	3.33-20

Course Attribute(s)

Course Is Repeatable for Credit

No

Instructor Name

Dr Janet Rakes

Instructor Title

Lecturer

Anticipated On-Campus Enrollment

Open when course_delivery = campus OR course_delivery = blended OR course_delivery = flip

Enrollment Component	Per Semester	Per Section	Multiple Sections?	Comments
Internship	10	10	No	n/a

Course Prerequisites, Corequisites, and Restrictive Statement

Poole College of Management major enrolled in the International Dual Degree Program.

Is the course required or an elective for a Curriculum?

No

Catalog Description

International Business Dual Degree students participating in an approved internship with an organization will have an opportunity to gain real world insight and experience into the day-to-day functions and responsibilities encountered in the professional workplace.

Justification for new course:

This proposed course is necessary for our international business dual degree students. The Poole College of Management is a member of the International Partnership of Business Schools Consortium, offering students the opportunity to earn a dual degree from their home institution and from one of the institutions in the consortium. Membership in the consortium requires that an institution's curriculum includes an internship experience that earns academic credit.

Does this course have a fee?

No

Is this a GEP Course?

No

Consultation

Instructional Resources Statement

Current resources allow offering this course.

Course Objectives/Goals

Course Goals

-
- Participate in valid, substantive work experience that contributes to an organization.
-
- Learn day-to-day business functions and roles in an organization.
-
- Engage in ethical business practices.
-
- Exhibit strong work ethic and ability to follow organizational procedures and protocol.
-
- Hone networking skills.
-
- Identify and/or explore professional interests and talents. Assess whether the selected career path is desirable/attainable and make change in academic goals, if necessary.
-
- Improve teamwork, critical thinking, and verbal and written communication skills.
-
- Increase professionalism, marketability and employability.
-

Student Learning Outcomes

Course Learning Outcomes

Upon completion of the internship, students will be able to:

-
- Apply business knowledge acquired in the classroom to the professional work environment.
-
- Acquire additional business knowledge through firm/company training programs and active learning to supplement classroom education.
-
- Develop leadership, networking, and client interaction skills.
-
- Engage in a successful practice interview that incorporates a description of the knowledge and skills gained during the internship experience.
-
- Incorporate valuable practical experience and skills that will enhance their resumes.
-
- Obtain professional references that will assist participants in attaining employment upon graduation.
-

Student Evaluation Methods

Evaluation Method	Weighting/Points for Each	Details
Written Assignment	See Details	Course Grading The course will be graded on a Satisfactory/ Unsatisfactory basis. Course deliverables will include: • Monthly summaries (deadline: last day of month). • Reflection paper (deadline: one week after the completion of the internship). • Student evaluation (deadline: one week after the completion of the internship). • Mid-point and final employer evaluations (deadline: at internship half point and one week after the completion of the internship). • Resume (deadline: two weeks after the completion of the internship). • Professional reference page (deadline: two weeks after the completion of the internship). • Exit interview with course instructor (deadline: two weeks after the conclusion of the internship). Successful completion of all of the above requirements will result in a Satisfactory grade.

Topical Outline/Course Schedule

Topic	Time Devoted to Each Topic	Activity
Schedule:M 399 Assignment ScheduleWeek 1 Application Form Week 2 Work at Internship SiteWeek 3 Work at Internship SiteWeek 4 Work at Internship Site/Monthly Work SummaryWeek 5 Work at Internship SiteWeek 6 Work at Internship SiteWeek 7 Work at Internship SiteWeek 8 Work at Internship Site/ Monthly Work Summary & Mid-point Employer EvaluationWeek 9 Work at Internship SiteWeek 10 Work at Internship SiteWeek 11 Work at Internship SiteWeek 12 Work at Internship Site/Final Employer EvaluationWeek 13 All Work Hours CompletedWeek 14 Reflection Paper & Student Evaluation FormWeek 15 Resume, Professional Reference Page, and Exit Interview		

Syllabus

M 399 Syllabus.docx

Additional Documentation

Additional Comments

Course Reviewer Comments

Key: 7604

Preview Bridge (http://catalog.ncsu.edu/)

M 399
International Business Dual Degree Student Professional Internship in Management
Section 01
One to Six Variable Credit Hours

Instructor: Janet Rakes, PhD, NCC
               Career Coach/ M 299 & M 399 Course Instructor
               Career & Internship Development Office
Office: 2150 Nelson Hall
Phone: 919.515.0242
Email: janet_rakes@ncsu.edu
Office Hrs: By appointment

Catalog Description

International Business Dual Degree students participating in an approved internship with an organization will have an opportunity to gain real world insight and experience into the day-to-day functions and responsibilities encountered in the professional workplace.

Prerequisite

Poole College of Management major enrolled in the International Business Dual Degree Program

Course Overview

This course provides an opportunity for undergraduate IPBS students to intern with an organization to gain real-world insight and experience into the day-to-day functions and responsibilities encountered in the professional workplace. The course is open to IPBS students who meet the Poole College of Management Internship eligibility requirements as delineated below. Some students may wish to enroll prior to the beginning of the spring, summer or fall semesters to allow them enough time to complete all of their required work hours.

Course Goals

- Participate in valid, substantive work experience that contributes to an organization.
- Learn day-to-day business functions and roles in an organization.
- Engage in ethical business practices.
- Exhibit strong work ethic and ability to follow organizational procedures and protocol.
- Hone networking skills.
- Identify and/or explore professional interests and talents. Assess whether the selected career path is desirable/attainable and make change in academic goals, if necessary.
- Improve teamwork, critical thinking, and verbal and written communication skills.
- Increase professionalism, marketability and employability.

Course Learning Outcomes

Upon completion of the internship, students will be able to:

- Apply business knowledge acquired in the classroom to the professional work environment.
- Acquire additional business knowledge through firm/company training programs and active learning to supplement classroom education.
- Develop leadership, networking, and client interaction skills.
- Engage in a successful practice interview that incorporates a description of the knowledge and skills gained during the internship experience.
- Incorporate valuable practical experience and skills that will enhance their resumes.
- Obtain professional references that will assist participants in attaining employment upon graduation.

Internship Eligibility Requirements

Students must:

- Purchase general liability insurance coverage (cost: $15.00) that will be automatically billed to the students' accounts when students register for the internship course.
- Agree to successfully complete all work hours required to earn academic credit (see practical work component section below).
- Accept that additional work hours may be required by the employer to meet agreed upon organizational and individualized learning objectives.
- Accept that past work experience does not qualify for internship credit.
- Agree that a family member may not be an immediate supervisor.
- Agree that the opportunity for completing a future internship will be forfeited if a commitment to an employer is broken by the student.

Course Requirements
Academic Component
- The internship experience must be related to the student's major and career goals.
- The student will develop a set of at least eight individualized learning objectives.
- Students will submit to the instructor monthly summaries detailing their work experiences and progress toward achieving their individualized learning objectives.
- During the final week of the internship, students will complete a reflection paper. The length of the paper will vary depending upon the number of enrolled credit hours. The minimum page requirements are as follows:
    - 6 hours of credit = 6 pages
    - 4-5 hours of credit = 5 pages
    - 2-3 hours of credit = 4 pages
    - 1 hour of credit = 3 pages
- Students will complete an internship evaluation at the conclusion of their internship experience.
- Students will submit a resume to the instructor prior to meeting with the instructor for an exit interview that includes a description of the internship experience. The resume will include a professional reference page that contains the contact information of their internship supervisor.
- Students will schedule a one-hour exit interview with the internship instructor at the conclusion of the internship to practice their interviewing skills, clarify their career goals, and have their resumes critiqued.

Practical Work Experience Component
- Students must have a designated mentor and/or supervisor at their internship site who can assess their performance and provide support and direction throughout the internship.
- Mid-point and final employer evaluations are required. It is the student's responsibility to provide the mentor/supervisor with a copy of the required evaluation form and arrange a formal review with the mentor/supervisor prior to submission of the evaluation form to the instructor.
- The number of required work hours are as follows:
    - 6 hours of credit = 300 hours
    - 5 hours of credit = 250 hours
    - 4 hours of credit = 200 hours
    - 3 hours of credit = 150 hours
    - 2 hours of credit = 100 hours
    - 1 hour of credit = 50 hours

Course Grading
The course will be graded on a Satisfactory/Unsatisfactory basis. Course deliverables will include:
- Monthly summaries (deadline: last day of month).
- Reflection paper (deadline: one week after the completion of the internship).
- Student evaluation (deadline: one week after the completion of the internship).
- Mid-point and final employer evaluations (deadline: at internship half point and one week after the completion of the internship).
- Resume (deadline: two weeks after the completion of the internship).
- Professional reference page (deadline: two weeks after the completion of the internship).
- Exit interview with course instructor (deadline: two weeks after the conclusion of the internship).

Successful completion of all of the above requirements will result in a Satisfactory grade.

Schedule:

M 399 Assignment Schedule

Week 1	Application Form
Week 2	Work at Internship Site
Week 3	Work at Internship Site
Week 4	Work at Internship Site/Monthly Work Summary
Week 5	Work at Internship Site
Week 6	Work at Internship Site
Week 7	Work at Internship Site
Week 8	Work at Internship Site/ Monthly Work Summary & Mid-point Employer Evaluation
Week 9	Work at Internship Site
Week 10	Work at Internship Site
Week 11	Work at Internship Site
Week 12	Work at Internship Site/Final Employer Evaluation
Week 13	All Work Hours Completed
Week 14	Reflection Paper & Student Evaluation Form
Week 15	Resume, Professional Reference Page, and Exit Interview

Students with Disabilities
Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, students must register with Disability Services for Students at the Student Health Center Building, 2815 Cates Avenue, Suite 2221, Campus Box 7509, Raleigh, NC 27695-7509. For more information on NC State's policy on working with students with disabilities, please see the **Academic Accommodations for Students with Disabilities Regulation (REG 02.20.01)**.
URL is: http://policies.ncsu.edu/regulation/reg-02-20-01

Academic Integrity
Interns are expected to conduct themselves in a professional and ethical manner. The code of student conduct related to academic integrity is applicable to M 299. Please refer to the university policy at:
Code of Student Conduct Policy (POL11.35.01). URL is: **http://policies.ncsu.edu/policy/pol-11-35-01**

Policy on Incomplete Grades:
At the discretion of the instructor, students may be given an incomplete grade for work not completed because of a serious interruption in their work not caused by their own negligence (i.e., documented illness or family emergency occurring after a student has completed the majority of the course). An incomplete grade cannot be given, however, as a substitute for a failing grade when the student's performance in the course is deserving of failing. An incomplete is only appropriate when the student's record in the course is such that the successful completion of particular assignments, projects, or tests missed as a result of a documented serious event would enable that student to pass the course. The University policy on incomplete grades is located at:
http://policies.ncsu.edu/regulation/reg-02-50-03

Anti-Discrimination Statement:
"NC State University provides equality of opportunity in education and employment for all students and employees. Accordingly, NC State affirms its commitment to maintain a work environment for all employees and an academic environment for all students that is free from all forms of discrimination. Discrimination based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation is a violation of state and federal law and/or NC State University policy and will not be tolerated. Harassment of any person (either in the form of quid pro quo or creation of a hostile environment) based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation also is a violation of state and federal law and/or NC State University policy and will not be tolerated. Retaliation against any person who complains about discrimination is also prohibited. NC State's policies and regulations covering discrimination, harassment, and retaliation may be accessed at **http://www.ncsu.edu/policies/campus_environ** or **http://www.ncsu.edu/equal_op**. Any person who feels that he or she has been the subject of prohibited discrimination, harassment, or retaliation should contact the Office for Equal Opportunity (OEO) at 919-515-3148."

<u>Statement about electronically hosted course components</u>:

"Students may be required to disclose personally identifiable information to other students in the course, via electronic tools like email or web-postings, where relevant to the course. Examples include online discussions of class topics, and posting of student coursework. All students are expected to respect the privacy of each other by not sharing or using such information outside the course."

ST 307: Introduction to Statistical Programming-SAS

Course Inventory Change Request

In Workflow

1. 17ST UG Director of Curriculum (muse@stat.ncsu.edu)
2. 17ST UnderGrad Head (fuentes@ncsu.edu)
3. COS CC Coordinator UG (clbowma2@ncsu.edu; James_brown@ncsu.edu)
4. COS CC Meeting UG (clbowma2@ncsu.edu; James_brown@ncsu.edu)
5. COS CC Chair UG ()
6. COS Final Review UG (clbowma2@ncsu.edu; James_brown@ncsu.edu)
7. COS Dean UG (cohen@math.ncsu.edu)
8. OUCC Review (gmneugeb@ncsu.edu)
9. UCCC Coordinator (gmneugeb@ncsu.edu)
10. UCCC Meeting (gmneugeb@ncsu.edu)
11. UCCC Chair (david_auerbach@ncsu.edu)
12. OUCC Final Signature (barbara_kirby@ncsu.edu)
13. OUCC Final Review (gmneugeb@ncsu.edu)
14. PeopleSoft (lamarcus@ncsu.edu; blpearso@ncsu.edu; Charles_Clift@ncsu.edu; ldmihalo@ncsu.edu; jmharr19@ncsu.edu; Tracey_Ennis@ncsu.edu)

Approval Path

1. Wed, 08 Apr 2015 02:52:38 GMT
   Spencer Muse (muse): Approved for 17ST UG Director of Curriculum
2. Wed, 08 Apr 2015 02:54:27 GMT
   Montserrat Fuentes (fuentes): Approved for 17ST UnderGrad Head
3. Wed, 08 Apr 2015 13:00:28 GMT
   Cheryll Bowman-Medhin (clbowma2): Approved for COS CC Coordinator UG
4. Wed, 08 Apr 2015 13:16:44 GMT
   Cheryll Bowman-Medhin (clbowma2): Approved for COS CC Meeting UG
5. Tue, 05 May 2015 21:25:04 GMT
   James Brown (brownjw): Approved for COS CC Chair UG
6. Tue, 05 May 2015 21:25:58 GMT
   James Brown (brownjw): Approved for COS Final Review UG
7. Tue, 05 May 2015 22:48:17 GMT
   Jo-Ann Cohen (cohen): Approved for COS Dean UG

New Course Proposal

Date Submitted: Wed, 08 Apr 2015 02:51:21 GMT

Viewing: ST 307 : Introduction to Statistical Programming- SAS

Changes proposed by: muse

Course Prefix

ST (Statistics)

Course Number

307

Cross-listed Course

No

Title

Introduction to Statistical Programming- SAS

Abbreviated Title

Intro Stat Programming- SAS

College

College of Sciences

Academic Org Code

Statistics (17ST)

CIP Discipline Specialty Number

CIP Discipline Specialty Title

Term Offering

Fall and Spring

Year Offering

Offered Every Year

Effective Date

Fall 2015

Previously taught as Special Topics?

No

Course Delivery

Face-to-Face (On Campus)

Grading Method

Graded with S/U option

Credit Hours

1

Course Length

16

weeks

**Contact Hours
(Per Week)**

Component Type	Contact Hours
Lecture and Lab	1

Course Attribute(s)

Course Is Repeatable for Credit

No

Instructor Name

Spencer Muse

Instructor Title

Professor

Anticipated On-Campus Enrollment

Open when course_delivery = campus OR course_delivery = blended OR course_delivery = flip

Enrollment Component	Per Semester	Per Section	Multiple Sections?	Comments
Lecture and Lab	40	40	Yes	There are currently 55 students registered in the two ST 495 sections of this course for Fall 2015. It has been hidden, but announced to current ST majors and minors only. We hope this course will be approved in time for that 495 label to be changed to ST 307.

Course Prerequisites, Corequisites, and Restrictive Statement

Corequisite: ST 305 or ST 312 or ST 372

Is the course required or an elective for a Curriculum?

Yes

Which Curricula are Affected?

SIS Program Code	Program Title	Required or Elective?
17STM	Statistics (Minor)	Required

Catalog Description

An introduction to using the SAS statistical programming environment. The course will combine lecture and a virtual computing laboratory to teach students how to use the SAS sytem for: basic data input and manipulation; graphical displays of univariate and bivariate data; one- and two-sample analyses of means; simple linear regression; one-way ANOVA. Documentation of code and writing of statistical reports will be included.

Justification for new course:

This new course will provide a statistical computing prerequisite that is currently missing for most of our non-majors. Beginning in Fall 2016 our plan is to have all of our upper-level applied ST courses (including ST 430, 431, 432, 435, 445 and others) include a SAS prerequisite. At the moment, only students taking ST 305 get this introduction, restricting the ability of those instructors to incorporate SAS into their curricula. This proposal will "modularize" the SAS programming component of ST 305 by removing it from that course and making it available to any student taking a second course in one of our two-semester ST series (ie, ST 312 or 372). This course is also being proposed as a required course for our ST minor (separate course action).

Does this course have a fee?

No

Is this a GEP Course?

No

Consultation

Instructional Resources Statement

This course will be taught by a Teaching Assistant under the supervision of one of our Statistics faculty (currently Dr. Muse). The TA will be paid from departmental funds, while the supervisor's effort will be applied to their standard teaching commitment.

Course Objectives/Goals

Students will gain a basic competency using the SAS programming environment. They will be able to use SAS to conduct most of the analyses found in an introductory applied statistics sequence. Students will learn how to write and document SAS code effectively, and how to write clear and concise statistical reports based on SAS output.

Student Learning Outcomes

Upon completion of this course students should be able to:

Navigate the graphical interface of the SAS programming environment, and use that environment to:

1- Carry out basic data input and manipulation

2- Produce graphical displays of univariate and bivariate data, for both quantitative and categorical cases

3- Carry out 1- and 2-sample analyses of population means

4- Conduct basic simple linear regression analyses

5- Conduct basic one-way ANOVA analyses

Additionally, students will be able to

1- produce properly formatted and documented SAS code

2- write effective reports based on SAS programs and their output

Student Evaluation Methods

Evaluation Method	Weighting/Points for Each	Details
Attendance	15	Attendance and participation in weekly lecture/ virtual computer lab exercises
Homework	45	Weekly homework assignments
Project	20	First of two projects. Project one will focus on data input, summary, and graphical presentation. A written report and properly documented SAS code will be required.
Project	20	Second of two projects. Project two will focus on data analysis. A written report and properly documented SAS code will be required.

Topical Outline/Course Schedule

Topic	Time Devoted to Each Topic	Activity
1. Introduction to the SAS system	1 week	Guided exploration of the SAS user interface
2. Anatomy of a SAS program	1 week	Introduction to the major elements of a SAS program.
3. Data inout and manipulation	3 weeks	Lecture and guided lab activities to teach effective use of the SAS data step.
4. Summary Statistics	1 week	Lecture and guided lab activities to teach students how to compute basic numerical summaries of data.
5. Graphical Displays	2 weeks	Lecture and guided lab activities to teach students to create a variety of graphical data displays
6. Analyses of Means	2 weeks	Lecture and guided lab activities to teach students to use SAS for confidence intervals and hypothesis tests about population means

7. Simple Linear Regression	2 weeks	Lecture and guided lab activities to teach students to carry out simple linear regression using SAS
8. Analysis of Variance (ANOVA)	2 weeks	Lecture and guided lab activities to teach students the basics of ANOVA analyses using SAS
9. Documentation of Code	1 week	How to effectively docuement SAS code. In class group exercises and peer evaluation.
10. Writing Statistical Reports	1 week	How to write an effective statistical report. In class group exercises and peer evaluation.

Syllabus

ST307Syllabus.pdf

Additional Documentation

Additional Comments

This course will provide statistical computing skills to non-majors, especially to ST minors. Our plan is to change the prerequisites of most of our upper-level ST elective courses to include a course in SAS programming when we submit this Fall a substantial set of changes to our undergraduate major. We target Fall 2016 for those new prerequisites to go into effect. These proposed changes will include a new 3-credit course in Statistical Programming (SAS and R) targeting our majors. Thus, in the long term our majors will typically not take this 1-credit course, but will take the new 3-credit course. However, our current majors and incoming freshmen, along with many current ST minors, will need to have the SAS prerequisite in order to take the higher electives beginning in Fall 2016. Thus, this course is critical for our majors in this transitional time period, as it will be for minors from now on.

Course Reviewer Comments

Key: 7213

Preview Bridge (http://catalog.ncsu.edu/)

Note: This syllabus is incomplete. Some content is yet to be determined.

ST 307 Course Syllabus

ST 307 – Introduction to Statistical Programming- SAS

Section TBD

FALL 2015

1 Credit Hour

Course Description

An introduction to using the SAS statistical programming environment. The course will combine lecture and a virtual computing laboratory to teach students how to use the SAS sytem for: basic data input and manipulation; graphical displays of univariate and bivariate data; one- and two-sample analyses of means; simple linear regression; one-way ANOVA. Documentation of code and writing of statistical reports will be included.

Learning Outcomes

Upon completion of this course students should be able to:

Navigate the graphical interface of the SAS programming environment, and use that environment to:

1- Carry out basic data input and manipulation

2- Produce graphical displays of univariate and bivariate data, for both quantitative and categorical cases

3- Carry out 1- and 2-sample analyses of population means

4- Conduct basic simple linear regression analyses

5- Conduct basic one-way ANOVA analyses

Additionally, students will be able to

1- produce properly formatted and documented SAS code

2- write effective reports based on SAS programs and their output

Course Structure

The course will meet for 50 minutes each week. Meetings will combine lecture material with guided individual

and group SAS programming exercises. The course will make use of a virtual computer lab, so students will need to bring a laptop computer. For students without a laptop, the department will provide laptops for use during the course meeting times only.tt

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Course Policies

Attendance: Attendance counts 15 percent of your grade. You will be allowed one absence. After that, each absence will result in a one-point deuction from your final grade.

Computer Use Policy: This course will involve extensive use of computing systems. The use of your computers to check email, visit web sites, chat with friends, etc. will not be allowed. A first offense will result in a warning; subsequent violations will result in a 1-point deduction from your final course grade.

Cell Phone Policy: The use during class of cell phones and other devices for text messages, internet browsing, email, etc. is (i) very distracting to both the instructor and nearby students and (ii) incredibly rude. It will not be tolerated in class. A warning will be issued the first time you are found texting, messaging, etc. in class. Each subsequent time you will lose one point from your final course average.

Late Days: Homework is due at the end of the class period of the due date. However, each student will have 2 Late Days to use on homework during the semester. One Late Day is used for every class period that an assignment is turned in late: an assignment turned in one hour after class costs 1 Late Day, just the same as an assignment turned in 23 hours late. Late Days are counted in terms of class meetings, so, for example, if an assignment due on Friday is turned in on the following Tuesday in class, it costs only one Late Day. Late Days may be used all at once, or on multiple assignments. You do not need to tell me ahead of time that you plan to use late days.

Illness, emergencies, etc. are NOT exempted from the late day count. In other words, don't use up your late days because you have a busy schedule and then later ask for a HW extension because you were ill. Use your late days carefully.

Policy on Academic Integrity: The University policy on academic integrity is spelled out in Appendix L of the NCSU Code of Student Conduct.   For a more though elaboration see the NCSU Office of Student Conduct website. For this course group work on homework is encouraged. However copying someone else's work and calling it your own is plagiarism, so the work you turn in should be your own. Violations of the Code of Student Conduct will be reported and severe penalties will be enforced.

Students with Disabilities: Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, students must register with Disability Services Office (DSO), 1900 Student Health Center, CB# 7509, 515-7653.

Instructors

Spencer Muse (muse) - *Instructor*
Email: muse@ncsu.edu
Web Page: http://www4.ncsu.edu/~muse/
Phone: 515-1948
Fax: 515-7315
Office Location: 5276 SAS Hall
Office Hours: Tue, Wed 3-4pm

Course Meetings

Lecture

Days: F

Time: 09:10am - 10:00am
Campus: Main
Location: 341 Daniels Hall
This meeting is required.

Meeting Notes

Course will include virtual computer lab exercises- bring your laptop computers.

Course Materials

Textbooks

None.

Expenses

None.

Materials

Laptop Computer - $500
This material is required.

Requisites and Restrictions

Prerequisites

None.

Co-requisites

ST 305 or ST 312 or ST 372

Restrictions

None.

General Education Program (GEP) Information

GEP Category

This course does not fulfill a General Education Program category.

GEP Co-requisites

This course does not fulfill a General Education Program co-requisite.

Transportation

This course will not require students to provide their own transportation. Non-scheduled class time for field trips or out-of-class activities is NOT required for this class.

Safety & Risk Assumptions

None.

Grading

Grade Components

Component	Weight	Details
Attendance and participation	15	Students must attend all classes and participate in group and individual activities
Homework	45	Weekly homework assignments will explore the topics from each week's class. HW is due at the end of class on the due date. Turn in PRINTED versions of HW assignments, not electronic versions.
Projects	40	Two projects will be assigned, each worth 20 points. The projects will require a 5 page report (using style guidelines covered in class) plus a documented version of your SAS code.

Letter Grades

This Course uses Standard NCSU Letter Grading:

$97 \leq$ **A+** ≤ 100
$93 \leq$ **A** < 97
$90 \leq$ **A-** < 93
$87 \leq$ **B+** < 90
$83 \leq$ **B** < 87
$80 \leq$ **B-** < 83
$77 \leq$ **C+** < 80
$73 \leq$ **C** < 77
$70 \leq$ **C-** < 73
$67 \leq$ **D+** < 70
$63 \leq$ **D** < 67
$60 \leq$ **D-** < 63
$0 \leq$ **F** < 60

Requirements for Credit-Only (S/U) Grading

In order to receive a grade of S, students are required to take all exams and quizzes, complete all assignments, and earn a grade of C- or better. Conversion from letter grading to credit only (S/U) grading is subject to university deadlines. Refer to the Registration and Records calendar for deadlines related to grading. For more details refer to http://policies.ncsu.edu/regulation/reg-02-20-15.

Requirements for Auditors (AU)

Information about and requirements for auditing a course can be found at http://policies.ncsu.edu/regulation/reg-02-20-04.

Policies on Incomplete Grades

If an extended deadline is not authorized by the instructor or department, an unfinished incomplete grade will automatically change to an F after either (a) the end of the next regular semester in which the student is enrolled (not including summer sessions), or (b) the end of 12 months if the student is not enrolled, whichever is shorter. Incompletes that change to F will count as an attempted course on transcripts. The burden of fulfilling an incomplete grade is the responsibility of the student. The university policy on

incomplete grades is located at http://policies.ncsu.edu/regulation/reg-02-50-3.

Late Assignments

Late Days: Homework is due at the end of the class period of the due date. However, each student will have 2 Late Days to use on homework during the semester. One Late Day is used for every 24-hour period that an assignment is turned in late: an assignment turned in one hour after class costs 1 Late Day, just the same as an assignment turned in 23 hours late. Late Days may be used all at once, or on multiple assignments. You do not need to tell me ahead of time that you plan to use late days.

Illness, emergencies, etc. are NOT exempted from the late day count. In other words, don't use up your late days because you have a busy schedule and then later ask for a HW extension because you were ill. Use your late days carefully.

If you need to turn in an assignment outside of class, please slide it under the door of 5276 SAS Hall, and email me and your TA to let us know that it is waiting to be picked up. Please note that SAS Hall is locked in the evenings.

Attendance Policy

For complete attendance and excused absence policies, please see
http://policies.ncsu.edu/regulation/reg-02-20-03

Attendance Policy

Attendance is required at all class meetings.

Absences Policy

Students are allowed one absence without penalty. After the first absence, each additional absence will result in a loss of one point from the student's final overall average.

Makeup Work Policy

Students are responsible for any material missed because of an absence. Homework assigned during the missed class will still be due on the same schedule.

Additional Excuses Policy

None.

Academic Integrity

Academic Integrity

Students are required to comply with the university policy on academic integrity found in the Code of Student Conduct found at http://policies.ncsu.edu/policy/pol-11-35-01

Academic Honesty

See http://policies.ncsu.edu/policy/pol-11-35-01 for a detailed explanation of academic honesty.

Honor Pledge

Your signature on any test or assignment indicates "I have neither given nor received unauthorized aid on this test or assignment."

Electronically-Hosted Course Components

There are no electronically-hosted components for this course.

Accommodations for Disabilities

Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, student must register with the Disability Services Office (http://www.ncsu.edu/dso), 919-515-7653. For more information on NC State's policy on working with students with disabilities, please see the Academic Accommodations for Students with Disabilities Regulation at http://policies.ncsu.edu/regulation/reg-02-20-01.

Non-Discrimination Policy

NC State University provides equality of opportunity in education and employment for all students and employees. Accordingly, NC State affirms its commitment to maintain a work environment for all employees and an academic environment for all students that is free from all forms of discrimination. Discrimination based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation is a violation of state and federal law and/or NC State University policy and will not be tolerated. Harassment of any person (either in the form of quid pro quo or creation of a hostile environment) based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation also is a violation of state and federal law and/or NC State University policy and will not be tolerated. Retaliation against any person who complains about discrimination is also prohibited. NC State's policies and regulations covering discrimination, harassment, and retaliation may be accessed at http://policies.ncsu.edu/policy/pol-04-25-05 or http://www.ncsu.edu/equal_op/. Any person who feels that he or she has been the subject of prohibited discrimination, harassment, or retaliation should contact the Office for Equal Opportunity (OEO) at 919-515-3148.

Course Schedule

NOTE: The course schedule is subject to change.

Lecture F 09:10am - 10:00am — Weeks 1-2 — TBD - TBD

Introduction to the SAS System

Lecture F 09:10am - 10:00am — Week 3 — TBD - TBD

Anatomy of a SAS Program; Documentation of Code

Lecture F 09:10am - 10:00am — Weeks 4-6 — TBD - TBD

Data input and manipulation

Lecture F 09:10am - 10:00am — Week 7-8 — TBD - TBD

Summary Statistics; writing statistical reports

Lecture F 09:10am - 10:00am — Weeks 9-10 — TBD - TBD

Graphical Displays

Lecture F 09:10am - 10:00am — Weeks 11-12 — TBD - TBD

Analyses of Means

Lecture F 09:10am - 10:00am — Weeks 13-14 — TBD - TBD

Simple Linear Regression

Lecture F 09:10am - 10:00am — Weeks 15-16 — TBD - TBD

Analysis of Variance (ANOVA)