



| | |
|--|--|
| Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Oucc.dasa.ncsu.edu courses-curricula@ncsu.edu | Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627 |
|--|--|

ANNUAL REPORT

University Standing Committee: University Courses and Curricula Committee

Academic Year Covered by Report: 2019-2020

Date Report Submitted: 1 June 2020

Report Submitted on behalf of: Rudolf (Rudi) Seracino

Number of Times Committee Met: 9 out of 15 Scheduled meeting times met in person, 6 were hosted electronically.

Link to Minutes: [2019-2020 UCCC Minutes](#)

SUMMARY OF ACTIVITIES OF COMMITTEE:

The University Courses and Curricula Committee (UCCC) met a total of fifteen (15) times for 1-2 hours per session during the 2019-2020 academic year. The meetings on 25 September 2019 and 29 January 2020 were electronic votes using google polls, while the 18 March, 1 April, 15 April, and 29 April 2020 meetings were electronically hosted via Zoom to comply with social distancing.

The committee had appropriate representation to carry out its charge with 19 voting members and a number of ex officio members that included:

- 1 voting member from each College and 2 from the largest colleges (CALs, CHASS, COE, COS).
- 1 voting member each representing University Libraries, and Faculty Senate.
- 1 voting student member each representing Student Senate, Undergraduate, & Graduate levels.
- Ex-officio, non-voting members from DELTA, Office of International Affairs, Assessment, Registration and Records, and DASA.

The membership and its quorum (minimum of 10 voting members) worked diligently each meeting period. In the 2019-2020 academic year, a total of 409 course actions and 119 curricula actions (6 of which were single memos covering multiple curricula) were considered and processed. **Table 1.1** provides a breakdown of these actions. Cross-listed/dual level courses are considered one action.

Table 1.1: UCCC actions completed in 2019-2020 academic year

| ACTION | DETAILS OF ACTIONS |
|-------------------|--|
| New Courses | 88 Total |
| Revised Courses | 269 Total: 109 Revisions and 160 Minor Revisions |
| Dropped Courses | 27 Total |
| New Curricula | 14 Total: 2 New Prefixes, 5 New Subplans, 2 New Certificates, 3 New Minors, 1 New First Year Program, and 1 New Plan (reviewed twice) |
| Revised Curricula | 98 Total: 16 Major Revisions & 6 Minor Revisions in <i>Plans</i> , 27 Minor Revisions & 18 Major Revisions to <i>Subplans</i> , 7 Major Revisions & 10 Minor Revisions in <i>Minors</i> , 3 Major Revisions in <i>Certificates</i> , 6 Memo Revisions (multiple curricula), 1 Revision to <i>Agricultural Institute</i> , 2 Dual Degree Revision <i>Reviews</i> , and 1 Minor Revision & 2 Major Revisions to |



| | |
|--|--|
| Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Oucc.dasa.ncsu.edu courses-curricula@ncsu.edu | Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627 |
|--|--|

| | |
|------------------|--------------------------------------|
| | <i>Honors Programs</i> |
| Discontinuations | 4 Total: 2 plans and 2 minors |

Other business included:

- Wendy Kraus was elected as Chair for the 2020-2021 academic year and served as Chair for one meeting in Fall 2019 (*September 11, 2019 meeting*).
- Robert's Rules procedures for amending a motion continued to be applied, clarifying the approval process/discussion for all involved, and allowing for fair discussion and dissent when an amendment to an action is proposed. During the last four committee meetings hosted via Zoom to comply with social distancing, Robert's Rules were modified for meeting efficiency. Once quorum was established, actions came directly to the floor without a second once presented. Votes were also taken in opposite order - oppose and abstain, and if no voting members voiced either of these votes the motion was passed. Through discussion with the Chair and Chair-elect after further examining this process, future electronic votes will be taken by the poll function in Zoom to ensure that all members are positively engaged in the voting process.

SUMMARY OF DISCUSSION ITEMS AND RECOMMENDATIONS:

- In November 2019, a Subcommittee was formed to discuss and create guidelines for users creating new "specialized" courses or those making revisions to existing courses. Definitions and recommendations related to these courses that resulted from the work of the Subcommittee can be found in the section entitled "UCCC Recommendations/Guidelines for Specialized Coursework." This information will be going out to the Dean's Office as well as to Colleges and Departments as guidelines and informational assistance, as well as being included into new training from OUCCAS. (*Nov 6, 2019 meeting, Approved at April 29, 2020 meeting*)
- "See syllabus": Last year, members noted that many courses indicate "see syllabus" in a variety of CIM fields. This folded into a conversation at other levels in the university regarding the place and review of course syllabi and college/university review responsibilities. Following these discussions, UCCC voted to not accept actions submitted after October 1 (allowing time for information to be disseminated) that answered CIM fields with "see syllabus". At the end of the year, Bret Smith provided some updates regarding this discussion on behalf of the Associate Deans of Academic Affairs of the colleges and asked for input from committee members. (*Started April 24, 2019 meeting, last update April 29, 2020 meeting*)
- 0-100% conflating: As a part of the best practices document created by the ADAAs, initiators are encouraged to include possible ranges of student evaluation methods in order to more accurately reflect different pedagogies of instructors of a single course. Several actions were then submitted with a number of student evaluation methods listed as "0-100%". While this may be appropriate in some cases, it is not appropriate in all cases, such as attendance; a course should not be graded 100% on student attendance. Discussion on this item will continue after updates to the CIM form



| | |
|--|--|
| Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Oucc.dasa.ncsu.edu courses-curricula@ncsu.edu | Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627 |
|--|--|

are in place and the syllabus PRR has been approved and updated.

- Consultation guidelines and process:
 - What constitutes duplication? Members discussed a series of courses at the November 6, 2019 meeting regarding concerns of duplication. After feedback returned to the relevant colleges, the college returned with the clarification that “leadership” is a discipline taught by a number of different areas and to different audiences.
 - Under what circumstance(s) is consultation recommended? At the November 20, 2019 meeting a newly proposed curricula plan was halted until the January 15, 2020 meeting pending the related course actions due to a consultation request regarding concerns of duplication of coursework in another college. Members confirmed that official consultation on a curriculum is not required unless a curriculum uses courses from another college.
 - The committee confirmed that should be done at the start of the approval process, but requests for consultation may be made at the UCCC level. These requests should include specific examples and the request would be discussed and voted on by the committee at the time. In addition, consultations are to be considered by the committee as a part of their overall assessment of the action.

- Lab credit vs contact hours per week: Labs can have 2-3 contact hours/week for every credit hour over the course of a regular 16 week semester. Meaning, it is not strictly 2 or 3 contact hours/week, but may be a combination of self-contained labs (prep work in lab) and non-self-contained labs (prep work outside of lab).

- DRO statement: There were several instances in which courses were approved pending an update to the Disability Resource Office (DRO) statement to match the most recent statement provided by the Disability Resource office. The committee began to streamline this by presenting course actions as ‘approve pending’ instead of ‘approve’ for the DRO statement to be updated.

- +/- Grading: Members asked if +/- grading scales are required according to the policies, rules and regulations. It was determined that they are not.

- S/U definition and different grading: Members asked if there are additional requirements to clarify a passing grade. For example, S/U is passing 70% of the overall course, and the course syllabus cannot indicate a passing grade is 80%. It is suggested to clarify that an S grade indicates “70% in the course”.

- “Final Exam” or some other form of “End of Semester Assessment” such as presentation or project should be reflected as the 16th week in the CIM record for the Schedule of Topics of all full semester length courses.

- Requisites: Commas used in the requisites field should clarify if they are “and” or “or” in order to be coded correctly in our SIS.



| | |
|--|--|
| Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Oucc.dasa.ncsu.edu courses-curricula@ncsu.edu | Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627 |
|--|--|

- Student Learning Outcomes sometimes labeled as “Objectives” in the syllabus need to be labeled consistently as “Learning Outcomes” to align with the required CIM fields, and for clarity for the students.



| | |
|--|--|
| Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Oucc.dasa.ncsu.edu courses-curricula@ncsu.edu | Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627 |
|--|--|

UCCC Recommendations/Guidelines for Specialized Coursework

Definitions of Specialized Courses

➤ **Experimental Offering Special Topic (SPTP)**

A course offering on an experimental basis or as needed to present materials not normally available in regular course offerings. *Limit of 2 offerings as a Special Topic.*

➤ **A Permanent Course Topic Shell**

Permanent courses that share student learning outcomes, but that use different content to guide students to those outcomes.

➤ **Special Problems**

Faculty-supervised academic study in the discipline or field involving two or more students focused around a central theme.

➤ **Independent Study (IND)**

A course requiring students to participate in individualized, independent, directed, or guided studies under the supervision of an expert or qualified representative of the field or discipline that cannot be otherwise classified as an Internship, Field Experience, Cooperative Education, Practicum, Recital, Performance, or Ensemble.

➤ **Undergraduate Research (RSC)**

Faculty-supervised individual or group research related to a specific interest or academic discipline.

➤ **Internship (INT)**

A course requiring students to participate in a partnership, professional employment, work experience, or cooperative education with an entity external to the institution, generally under the supervision of an employee of the given external entity.



| | |
|--|--|
| <p>Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Oucc.dasa.ncsu.edu courses-curricula@ncsu.edu</p> | <p>Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627</p> |
|--|--|



| | |
|--|--|
| Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Oucc.dasa.ncsu.edu courses-curricula@ncsu.edu | Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627 |
|--|--|

Recommendations At A Glance

Details are provided in the individual specialized coursework pages following this table.

| | Research (RSC) | Independent Study (IND) | Internships (INT) |
|----------------------|--|---|---|
| Credit/Contact Hours | <i>Credit hours are 42 hours per term/ 3:1</i> | <i>Determined on an individual student basis. No more than 6 credits per student.</i> | <i>Generally: 10 Contact Hours (1/4 time)= 3 Credit Hours 20 Contact Hours (1/2 time)= 6 Credit Hours 30 Contact Hours (3/4 time)= 9 Credit Hours 40 Contact Hours (full-time)= 12 Credit Hours</i> |
| Contract/Syllabus | <i>Contract is required. The syllabus is optional.</i> | <i>Contract is required. The syllabus is optional.</i> | <i>Contract is required. The syllabus is optional.</i> |

The following are applicable to all of the types of Specialized Coursework discussed here.

| | |
|----------------------------|---|
| Term offering | Suggest either Fall/Spring/Summer or as appropriate for the permanent offering |
| Year Offering and Delivery | As appropriate for the course |
| Course Length | Use the most likely/common number of weeks |
| Credit Hours | Ranges are commonly used in order to cover a variety of course setups (1-6). The components selected should be able to account for the credit hours indicated. |
| Grading Method | Should include all possible grading methods for offerings of the course. If one section of ABC 295 will be offered S/U, and another will be offered for grade, the grading method should be Graded/SU. Schedulers can narrow grading method offerings by request. |
| Course Repeatable | Indicate total number of contact hours a student can use and how many repetitions they can engage in before they are warned about the course moving to NDS. |
| Catalog Description | Should apply to all offerings. |
| Student Learning Outcomes | Should apply to all offerings. |



| | |
|---|--|
| Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Ouucc.dasa.ncsu.edu courses-curricula@ncsu.edu | Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627 |
|---|--|

| | |
|-----------------------------------|--|
| Student Evaluation Methods | Will vary by offering. New form will not include “Details,” so ranges are recommended 0-some percentages. Suggestion until form is updated: “Evaluation methods specific to the course content will be available in the section syllabus/research contract.” |
| Topic Outline/ Course Schedule | Will vary by offering. Suggestion: “Topic outline specific to the course content will be available in the section syllabus/research contract.” |



| | |
|---|--|
| Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Ouucc.dasa.ncsu.edu courses-curricula@ncsu.edu | Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627 |
|---|--|

Experimental Offerings Special Topics (SPTP)

What is it? A course offering on an experimental basis or as needed to present materials not normally available in regular course offerings. Limit of 2 offerings as a special topic.

Points to remember:

- *Syllabus and topic ID are both required for each offering.*
- *Credit and contact hours should follow the contact hour guidelines for the type of instructional format being used for the offering.*
- *No more than 2 offerings of a course as a special topic is permitted. Any additional offerings must be under a permanent course number.*

Suggestions for the CIM fields:

- Term offering** - Can be Fall/Spring/Summer (this doesn't prevent items from rolling from term to term, but may be easier to include this way)
- Year Offering and Delivery** - Generally suggest something like "Offered Upon Demand"
- Course Length** - Use the most likely/common number of weeks
- Credit Hours**- Ranges are commonly used in order to cover a variety of course setups (1-6). The components selected should be able to account for the credit hours indicated.
- Contact Hours Per Week/Component Type** - Any likely components that will be used for experimentation (SPTP), should not include Independent Study, Internship, Student Teaching, Cooperative Education, Administrative Placeholder, Thesis and Dissertation, Clinical/Clinical Rotation. Research and Fieldwork can be included but needs additional consideration. These fields should also include realistic ranges.



| | |
|--|--|
| Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Oucc.dasa.ncsu.edu courses-curricula@ncsu.edu | Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627 |
|--|--|

❑ **Grading Method** - Should include all possible grading methods for offerings of the course. If one section of ABC 295 will be offered S/U, and another will be offered for grade, the grading method should be Graded/SU. Schedulers can narrow grading method offerings by request.

❑ **Course Repeatable** - Indicate total number of contact hours a student can use and how many repetitions they can engage in before they are warned about the course moving to NDS

❑ **Catalog Description** - Should be applicable to all offerings.

Example (PCC 492): *“Presentation of material not normally available in regular course offerings or offering of new courses on a trial basis. Credits and content determined by the faculty member in consultation with the Department Head.”*

❑ **Student Learning Outcomes** - Should apply to all offerings. For fully experimental shells, these student learning outcomes can ‘vary by offering.’ This is different from shell courses covering general topics or contexts, like “Doing Business Abroad” or “20th Century Literature,” which are not considered special topics courses for this purpose.

Example (ANS 495): *“By the end of this special topics course, students will be able to apply the knowledge and skills gained from the course content provided. Additional Student Learning Outcomes will be added, based on the specific course being offered.”*

❑ **Student Evaluation Methods** - Will vary by offering. Ranges are recommended: 0 to some percentage (typically not 100%, unless it is possible 100% of grade determination will be done on one item/method).

| Evaluation Method | Weighting/ Points for Each | Details | |
|-------------------|-------------------------------|--------------|---|
| Quizzes | 25-50% | NOT REQUIRED | ✕ |
| Essays | 30-50% | NOT REQUIRED | ✕ |
| Final Exam | 25-50% | NOT REQUIRED | ✕ |

The new CIM form will not include “Details.” Until CIM is updated, a statement similar to “Evaluation



| | |
|--|--|
| Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Oucc.dasa.ncsu.edu courses-curricula@ncsu.edu | Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627 |
|--|--|

methods specific to the course content will be available in the section syllabus” is recommended for the “Details” field.

Topic Outline/Course Schedule- Will vary by offering. Suggestion: “Topic outline specific to the course content will be available in the section syllabus.”



| | |
|---|--|
| Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Ouucc.dasa.ncsu.edu courses-curricula@ncsu.edu | Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627 |
|---|--|

Permanent Course Topic Shells

What is it? Permanent courses that share student learning outcomes, but that use different content to guide students to those outcomes.

Suggestions for the CIM fields:

- Term offering** - As appropriate for the permanent course (this doesn't prevent items from rolling from term to term, but may be easier to include this way)
- Year Offering and Delivery** - As appropriate for the permanent course
- Course Length** - As appropriate for the permanent course
- Credit Hours** - As appropriate for the permanent course. Should not include a range.
- Contact Hours Per Week/Component Type** - As appropriate for the permanent course. Should be a set course structure.
- Grading Method** - As appropriate for the permanent course.
- Course Repeatable** - Indicate total number of contact hours a student can use and how many repetitions they can engage in before they are warned about the course moving to NDS.
- Catalog Description** - Applicable to all offerings.

Example (**ENG 460**): *"In-depth study of the works of one (or two) British author(s) within their historical and literary-historical context. Sample authors might include; Spencer and Sidney, Swift and Pope, Austen, Wordsworth and Coleridge, Keats and Shelley, the Brontes, the Brownings, Dickens, George Eliot, Hardy, Joyce, Woolf."*



| | |
|--|--|
| Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Oucc.dasa.ncsu.edu courses-curricula@ncsu.edu | Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627 |
|--|--|

☐ **Student Learning Outcomes** - Should apply to all offerings. Avoid naming specific topics. Outcomes should be general but measurable.

Example (**M 380**): *“1. Identify key historical events of the country/region and articulate how these events affect business practices in today’s society.*

2. Describe the current political structure of the country/region, the economic environment, and any historical and/or political developments that have occurred in modern times (e.g., EU membership).

3. Articulate how the country/region’s government and macroeconomic policy interrelate and how they impact economic growth or decline.

4. Summarize how the interplay of the political and economic environments of the country/region impacts business in that country/region; contrast the impact of this interconnection on business practices between the focal country/region and that in the United States.

5. Reflect on the integration of academic and cultural immersion in the country/region and articulate areas of personal development and enhanced cultural competence.”

☐ **Student Evaluation Methods** - Ranges as appropriate to all sections of the course within the specific discipline.

Example SOC/WGS 304. Ranges are recommended 0 to some percentage (typically not 100%, unless it is possible 100% of grade determination will be done on one item/method).

☐ **Topic Outline/Course Schedule** - Will vary by offering. Suggestion: “Topic outline specific to the course content will be available in the section syllabus.”



| | |
|---|--|
| Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Ouucc.dasa.ncsu.edu courses-curricula@ncsu.edu | Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627 |
|---|--|

Special Problems courses (SP)

What is it? Faculty-supervised academic study in the discipline or field involving two or more students focused around a central theme.

Points to remember:

- *Syllabus or contract required. - Topic ID required for each offering. This must not be used for a special topics course offering.*
- *Credit and contact hours vary, but the minimum standard of 750 contact minutes per semester/term per credit applies.*

Suggestions for the CIM fields:

- Term offering** - Can be Fall/Spring/Summer (this doesn't prevent items from rolling from term to term, but may be easier to include this way)
- Year Offering and Delivery** - Generally suggest something like "Offered Upon Demand"
- Course Length** - Use the most likely/common number of weeks
- Credit Hours** - Ranges are commonly used in order to cover a variety of course setups (1-6). The components selected should be able to account for the credit hours indicated.
- Contact Hours Per Week/Component Type** - Any likely components that will be used for experimentation (SPTP), should not include Independent Study, Internship, Student Teaching, Cooperative Education, Administrative Placeholder, Thesis and Dissertation, Clinical/Clinical Rotation. Research and Fieldwork can be included, but needs additional consideration. These fields should also include realistic ranges.
- Grading Method** - Should include all possible grading methods for offerings of the course. If one



| | |
|--|--|
| Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Oucc.dasa.ncsu.edu courses-curricula@ncsu.edu | Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627 |
|--|--|

section of ABC 295 will be offered S/U, and another will be offered for grade, the grading method should be Graded/SU. Schedulers can narrow grading method offerings by request.

Course Repeatable - Indicate total number of contact hours a student can use and how many repetitions they can engage in before they are warned about the course moving to NDS.

Catalog Description - Applicable to all offerings.

Example **(PCC 492)**: *“Presentation of material not normally available in regular course offerings or offering of new courses on a trial basis. Credits and content determined by faculty member in consultation with the Department Head.”*

Student Learning Outcomes - Should apply to all offerings. For fully experimental

shells, these student learning outcomes can ‘vary by offering.’ This is different from shell courses covering general topics or contexts, like “Doing Business Abroad” or “20th Century Literature,” which are not considered special topics courses for this purpose.

Example **(ANS 495)**: *“By the end of this special topics course, students will be able to apply the knowledge and skills gained from the course content provided. Additional Student Learning Outcomes will be added, based on the specific course being offered.”*

Student Evaluation Methods - Will vary by offering. Ranges are recommended: 0 to

some percentage (typically not 100%, unless it is possible 100% of grade determination will be done on one item/method).

| Student Evaluation Methods | Evaluation Method | Weighting/ Points for Each | Details | |
|----------------------------|-------------------|-------------------------------|--------------|--|
| | Quizzes | 25-50% | NOT REQUIRED | |
| | Essays | 30-50% | NOT REQUIRED | |
| | Final Exam | 25-50% | NOT REQUIRED | |

The new CIM form will not include “Details.” Until CIM is updated, a statement similar to “Evaluation



| | |
|---|--|
| Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Ouucc.dasa.ncsu.edu courses-curricula@ncsu.edu | Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627 |
|---|--|

methods specific to the course content will be available in the section syllabus” is recommended for the “Details” field.

- Topic Outline/Course Schedule** - Will vary by offering. Suggestion: “Topic outline specific to the course content will be available in the section syllabus.”

Independent Study (IND)

What is it?

A course requiring students to participate in individualized, independent, directed, or guided studies under the supervision of an expert or qualified representative of the field or discipline that cannot be otherwise classified as an Internship, Field Experience, Cooperative Education, Practicum, Recital, Performance, or Ensemble.

Points to remember:

- *Contracts are required for these courses.*
- *The syllabus is optional.*
- *Credit and contact hours are determined on an individual student basis with the assigned faculty member and department head but may be no more than 6 credits per student.*

Suggestions for the CIM fields:

- Term offering** - Can be Fall/Spring/Summer (this doesn’t prevent items from rolling from term to term, but may be easier to include this way)
- Year Offering and Delivery** - Generally suggest something like “Offered Upon Demand”
- Course Length** - Use the most likely/common number of weeks
- Credit Hours** - Ranges are commonly used in order to cover a variety of course setups (1-6). The components selected should be able to account for the credit hours indicated.



| | |
|--|--|
| Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Oucc.dasa.ncsu.edu courses-curricula@ncsu.edu | Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627 |
|--|--|

Contact Hours Per Week/Component Type - Must be IND (Independent Study)

Grading Method - Should include all possible grading methods for offerings of the course. If one section of ABC 295 will be offered S/U, and another will be offered for grade, the grading method should be Graded/SU. Schedulers can narrow grading method offerings by request.

Course Repeatable - Indicate total number of contact hours a student can use and how many repetitions they can engage in before they are warned about the course moving to NDS

Catalog Description - Applicable to all offerings.

Example (**ACC 498**): *“Detailed investigation of topics of particular interest to advanced undergraduates under faculty direction on a tutorial basis. Credits and content determined by faculty member in consultation with the associate department head. Individualized/Independent Study and Research courses require a “Course Agreement for Students Enrolled in Non-Standard Courses” be completed by the student and faculty member prior to registration by the department.”*

Student Learning Outcomes - Learning outcomes will vary by offering. Recommend including a general statement like the one found in **ANS 495**:

“By the end of this special topics <independent study> course, students will be able to apply the knowledge and skills gained from the course content provided. Additional Student Learning Outcomes will be added, based on the [specific independent study plan.]”

Student Evaluation Methods - Will vary by offering. Ranges are recommended: 0 to some percentage (typically not 100%, unless it is possible 100% of grade determination will be done on one item/method).



| | |
|--|--|
| Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Oucc.dasa.ncsu.edu courses-curricula@ncsu.edu | Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627 |
|--|--|

Student Evaluation Methods

| Evaluation Method | Weighting/ Points for Each | Details | |
|-------------------|-------------------------------|--------------|--|
| Quizzes | 25-50% | NOT REQUIRED | |
| Essays | 30-50% | NOT REQUIRED | |
| Final Exam | 25-50% | NOT REQUIRED | |

The new CIM form will not include “Details.” Until CIM is updated, a statement similar to “Evaluation methods specific to the course content will be available in the section syllabus” is recommended for the “Details” field.

Topic Outline/Course Schedule - Will vary by offering. Suggestion: “Topic outline specific to the course content will be available in the section syllabus/course contract.”



| | |
|--|--|
| Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Oucc.dasa.ncsu.edu courses-curricula@ncsu.edu | Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627 |
|--|--|

Undergraduate Research (RSC)

What is it? Faculty-supervised individual or group research related to a specific interest or academic discipline.

Points to remember:

- *Contract is required. - The syllabus is optional. - Credit hours are 42 hours per term (3 hours per week equals 1 credit for a 16 week term)*

Suggestions for the CIM fields:

- Term offering** - Can be Fall/Spring/Summer (this doesn't prevent items from rolling from term to term, but may be easier to include this way)

- Year Offering and Delivery** - As appropriate for the course

- Course Length** - Use the most likely/common number of weeks

- Credit Hours** - Ranges are commonly used in order to cover a variety of course setups (1-6). The components selected should be able to account for the credit hours indicated.

- Contact Hours Per Week/Component Type** - Component should be RSC (Research)

- Grading Method** - Should include all possible grading methods for offerings of the course. If one section of ABC 295 will be offered S/U, and another will be offered for grade, the grading method should be Graded/SU. Schedulers can narrow grading method offerings by request.

- Course Repeatable** - Indicate total number of contact hours a student can use and how many repetitions they can engage in before they are warned about the course moving to NDS



| | |
|--|--|
| Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Oucc.dasa.ncsu.edu courses-curricula@ncsu.edu | Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627 |
|--|--|

Catalog Description - Applicable to all offerings.

Example **ST 499**: *“Mentored research experience in statistics. A minimum of 45 hours must be completed for each credit hour earned. The experience must be arranged in advance by the student and approved by the Department of Statistics prior to enrollment. Approval requires completion of the Statistics Department's Experiential Learning Contract, which must be signed by the student, their research mentor, and their academic advisor. Research mentors are encouraged to require a research paper or poster presentation as part of the work expectations when appropriate. Students should refer to their curriculum requirements for possible restrictions on the total number of ST 499 credit hours that may be applied to their degree.”*

Student Learning Outcomes - Should apply to all offerings.

Example **ST 499**: *“After completing ST 499 students will be able to:*

- Describe the goal(s) of their research project and their specific role(s) in that project - describe the professional competencies they developed or deepened through their research experience - explain how they applied their academic (in-class) experiences to their research experience - describe the knowledge and skills they gained or further developed through their research experience - describe how their research experience influenced their academic and career goals”

Student Evaluation Methods - May or may not vary by offering. If evaluation methods are consistent across offerings, fill out the field as normal. If evaluation methods vary, the following is suggested: ranges are recommended: 0 to some percentage (typically not 100%, unless it is possible 100% of grade determination will be done on one item/method).

| Evaluation Method | Weighting/ Points for Each | Details |
|-------------------|-------------------------------|--------------|
| Quizzes | 25-50% | NOT REQUIRED |
| Essays | 30-50% | NOT REQUIRED |
| Final Exam | 25-50% | NOT REQUIRED |

The new CIM form will not include “Details.” Until CIM is updated, a statement similar to “Evaluation methods specific to the course content will be available in the section syllabus” is recommended for the “Details” field.

Topic Outline/Course Schedule - Will vary by offering. Suggestion: “Topic outline specific to the



| | |
|---|--|
| <p>Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Ouucc.dasa.ncsu.edu courses-curricula@ncsu.edu</p> | <p>Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627</p> |
|---|--|

course content will be available in the section syllabus/research contract.”



| | |
|---|--|
| Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Ouucc.dasa.ncsu.edu courses-curricula@ncsu.edu | Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627 |
|---|--|

Internships (INT)

What is it? A course requiring students to participate in a partnership, professional employment, work experience, or cooperative education with an entity external to the institution, generally under the supervision of an employee of the given external entity. [*Contact hours follow “full time” etc work.*]

Suggestions for CIM fields:

Term offering - Can be Fall/Spring/Summer (this doesn't prevent items from rolling from term to term, but may be easier to include this way)

Year Offering and Delivery - As appropriate for the course

Course Length - Use the most likely/common number of weeks

Credit Hours - Ranges are commonly used in order to cover a variety of course setups. The components selected should be able to account for the credit hours indicated.

Generally:

10 Contact Hours (1/4 time)= 3 Credit Hours

20 Contact Hours (1/2 time)= 6 Credit Hours

30 Contact Hours (3/4 time)= 9 Credit Hours

40 Contact Hours (full-time)= 12 Credit Hours

Contact Hours Per Week/Component Type - Component should be INT (Internship)

Grading Method - Should include all possible grading methods for offerings of the course. If one section of ABC 295 will be offered S/U, and another will be offered for grade, the grading method should be Graded/SU. Schedulers can narrow grading method offerings by request.

Course Repeatable - Indicate total number of contact hours a student can use and how many



| | |
|---|--|
| Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Ouucc.dasa.ncsu.edu courses-curricula@ncsu.edu | Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627 |
|---|--|

repetitions they can engage in before they are warned about the course moving to NDS

□ Catalog Description - Applicable to all offerings.

Example ANT 496: "Supervised observation and experience in work settings appropriate to anthropological perspectives. Study of the relationships between internship setting and relevant anthropological theory, methods and research. Weekly seminars, individual conferences and an integrative report. Students are responsible for arranging their own transportation to internship sites. Individualized/Independent Study and Research courses require a Course Agreement for Students Enrolled in Non-Standard Courses be completed by the student and faculty member prior to registration by the department."

Example NTR 492: "This course provides an opportunity for students to gain real-world experience relevant to their academic and career goals. A minimum of 45 hours must be completed for each credit hour earned, with 3 credit hours maximum for each experience. The experience must be arranged by the student and approved by the Undergraduate Teaching Coordinator for Nutrition prior to the start of the experience. To gain approval, a student must submit the completed NTR 492 contract and have it approved by his/her experience supervisor, academic advisor and the undergraduate teaching coordinator/course instructor. In addition to the work described in the contract, a student will complete a series of reflective assignments during and at the end of the experience."

□ Student Learning Outcomes - Should apply to all offerings.

Example NTR 492: "After completing NTR 492, students should be able to:

- Describe the nature of the experience and his/her specific role in that experience.*
- Describe the professional competencies and knowledge he/she developed or deepened through the experience.*
- Explain how he/she applied his/her formal academic experiences to the NTR 492 experience.*
- Describe how the experience contributed to the achievement of academic or career goals."*

□ Student Evaluation Methods - For certain disciplines/departments/colleges, these may be specific and set for all offerings, or may be more flexible/variable. If offerings are flexible, ranges are recommended. For examples see **SOC 304** for ranges, or **NTR 492** for no ranges.



| | |
|--|--|
| Division of Academic and Student Affairs Office of Undergraduate Courses & Curricula Oucc.dasa.ncsu.edu courses-curricula@ncsu.edu | Campus Box 7105 211A Park Shops Raleigh, NC 27695 P: 919.515.5627 |
|--|--|

Student Evaluation Methods

| Evaluation Method | Weighting/ Points for Each | Details | |
|-------------------|-------------------------------|--------------|--|
| Quizzes | 25-50% | NOT REQUIRED | |
| Essays | 30-50% | NOT REQUIRED | |
| Final Exam | 25-50% | NOT REQUIRED | |

The new CIM form will not include “Details.” Until CIM is updated, a statement similar to “Evaluation methods specific to the course content will be available in the section syllabus” is recommended for the “Details” field.

☐ **Topic Outline/Course Schedule** - Will vary by offering. Suggestion: “Topic outline specific to the course content will be available in the section internship contract.”