Cover Sheet: Request 10291

INS 4911 Undergraduate Research in International Studies

Info

Process	Course|Modify|Ugrad/Pro
Status	Pending
Submitter	Tarter,Cynthia ctarter@ufic.ufl.edu
Created	6/25/2015 9:37:43 AM
Updated	7/1/2015 10:02:45 AM
Description	The primary purpose of this course is to provide students with an opportunity for supervised research in International Studies. Projects may involve inquiry, design, investigation, scholarship, discovery, or application in International Studies.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CLAS - Interdisciplinary Studies 011601001	Fields, Margaret U	Corrected base contact hours to headcount hours.	7/1/2015
Added ucc2_INS 4911.docx Added CLASResearchSyllabus_INS 4911.docx					6/25/2015 6/25/2015
College	Approved	CLAS - College of Liberal Arts and Sciences	Fields, Margaret U		7/1/2015
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			7/1/2015
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

UF UNIVERSITY of FLORIDA

UCC2: Change Course Transmittal Form

Current SCNS Course Identification

1. Prefix: INS   2. Level: 4   3. Number: 911   4. Lab Code: None

5. Course Title: Undergraduate Research in International Studies

Requested Action

6. Effective Term: Summer   7. Effective Year: 2015

8. Action: Terminate Course ☐   Other ☒
    (Skip to item 24 on this form.)   (Indicate all changes below.)

If you select "yes" to change any item below, complete the corresponding "current" and "proposed" fields.

	Item	Change?	Current	Proposed
9.	Course Prefix:	Yes ☐	XXX	XXX
10.	Course Level:	Yes ☐	Select	Select
11.	Course Number:	Yes ☐	XXX	XXX
12.	Lab Code*:	Yes ☐	Select	Select
13.	Course Title:	Yes ☐	Click here to enter text.	Click here to enter text.
14.	Transcript Title: (21 characters max)	Yes ☐	Click here to enter transcript title.	Click here to enter transcript title.
15.	Credit Hours*:	Yes ☐	Select	Select
16.	Variable Credit*:	Yes ☐	Min # and max # credits per semester	Min # and max # credits per semester
17.	S/U Only:	Yes ☐	Select	Select
18.	Contact Type*:	Yes ☒	Regularly Scheduled [base hr]	Supervised Teaching/Research [0.5
19.	Rotating Topic:	Yes ☐	Select	Select
20.	Repeatable Credit*:	Yes ☐	Select	Select
21.	Course Description*: (50 words or fewer.)	Yes ☐	Click here to enter text.	Click here to enter text.
22.	Prerequisites:	Yes ☐	Click here to enter text.	Click here to enter text.
23.	Co-requisites:	Yes ☐	Click here to enter text.	Click here to enter text.

* If the request is for a change in lab code, credit hours, contact type or course description, a syllabus must be attached and the syllabus checklist on the next page of this form must be completed.

24. Rationale and Placement in Curriculum

INS 4911 was submitted for approval with the contact hour incorrectly set at base. The purpose of this modification request is correct this error.

Syllabus Requirements Checklist
   The University's complete Syllabus Policy can be found at:
   http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf

The syllabus of the proposed course **must** include the following:

☒ Course title

☒ Instructor contact information (if applicable, TA information may be listed as TBA)

☒ Office hours during which students may meet with the instructor and TA (if applicable)

☒ Course objectives and/or goals

☒ A weekly course schedule of topics and assignments.

☒ Methods by which students will be evaluated and their grades determined

☒ Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the appropriate undergraduate catalog web page: https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx.

☒ List of all required and recommended textbooks

☒ Materials and Supplies Fees, if any

☒ A statement related to class attendance, make-up exams and other work such as: *"Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx."*

☒ A statement related to accommodations for students with disabilities such as: *"Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation."*

☒ A statement informing students of the online course evaluation process such as: *"Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results."*

It is **recommended** that the syllabus contain the following:

☐ Critical dates for exams or other work

☒ Class demeanor expected by the professor (e.g. tardiness, cell phone usage)

☒ The university's honesty policy regarding cheating, plagiarism, etc.

Suggested wording: UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

☒ Contact information for the Counseling and Wellness Center: http://www.counseling.ufl.edu/cwc/, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies

Course Number and Title: INS 4911: Undergraduate Research in International Studies

Catalog Description: Credit Hours: 0-3

The primary purpose of this course is to provide students with an opportunity for supervised research in International Studies. Projects may involve inquiry, design, investigation, scholarship, discovery, or application in International Studies.

Instructor Information: Name, office location, telephone number, email address

- Office hours: day(s), time(s)

Course Objectives: After completion of this course, students will have learned how to:

- search and review relevant literature
- keep an accurate record of research performed
- approach a research problem and develop appropriate research methodology
- express research findings in writing
- work in a team environment, if relevant to the project
- conduct themselves responsibly and ethically in research

Textbooks/Required Materials:

If appropriate to the research project, students may be required to purchase textbooks. Students should also consult in advance with their research advisor on the necessity of purchasing other items relevant to project tasks, such as a calculator, laptop computer, etc.

Attendance Policy:

Students conducting undergraduate research are expected to exercise a significant degree of autonomy in their work, completing research tasks with relatively little direct oversight from their research advisors. Besides the minimum expectations outlined in the Assessment section of this syllabus, faculty advisors may also have additional expectations for participation, including attendance at group meetings, individual meetings, etc.

The policies for allowable absences and make-up work follow the university attendance policies: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

Assessment: Expectations are to be established by research advisors in advance of students' enrollment in the course. All of these expectations are to be clearly established and articulated to students by research advisors prior to commencement of the research.

Students are assigned a final letter grade in this course.

Grading Scale:

A	4.0	93-100
A-	3.67	90-92
B+	3.33	87-89
B	3.0	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.0	73-76
C-	1.67	70-72
D+	1.33	67-69
D	1.0	63-66
D-	.67	60-62
E	0.0	0-59
E1*		

* Stopped attending or participating prior to end of class

For more information on grades and grading policies, please visit:
http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html

In order to provide the student a measure of performance mid-semester, faculty advisors are expected to provide a mid-term evaluation of each student, accompanied by recommendations for improvement for the remainder of the term. The mid-term evaluation of the student may be in writing, or orally communicated, and should involve a one-on-one meeting between the faculty advisor and the student.

University Support Services:

Besides departmental advising, resources available on campus to help students meet academic and professional goals and address personal challenges include the following:

- Academic Advising Center, Farrior Hall, http://www.advising.ufl.edu/
- UF Center for Undergraduate Research, http://cur.aa.ufl.edu
- Career Resource Center, Reitz Union, http://crc.ufl.edu
- Student Mental Health, Student Health Care Center, 280 Fletcher Drive, http://www.shcc.ufl.edu
- U Matter, We Care Web Site, http://www.umatter.ufl.edu
- UF Counseling and Wellness Center, http://www.counsel.ufl.edu/

Honesty Policy:

All students registered at the University of Florida have agreed to comply with the following statement: "I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University." In addition, on all work submitted for credit the following pledge is either required or implied: "On my honor I have neither given nor received unauthorized aid in doing this assignment."

Because of the self-guided nature of the research endeavor, research students must take measures to ensure that they follow the highest ethical behavior, especially regarding collecting, recording, and reporting of data. Students who have questions regarding the ethical conduct of research should consult with their research advisors.

For additional information on Academic Honesty, please refer to the University of Florida Academic Honesty Guidelines at:
http://www.dso.ufl.edu/judicial/procedures/academicguide.html

Accommodation for Students with Disabilities:

Students who require an accommodation for a disability must contact the Dean of Students Office of Disability Resources. Please see the University of Florida Disability Resources website for more information at: http://www.dso.edu/drp/services. In keeping with UF policy, the student, not the instructor, is responsible for arranging accommodations when needed. Once notification is complete, the Office of Disability Resources will work with the instructor to accommodate the student.

Online course evaluation

Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu

INTERNATIONAL STUDIES PROGRAM
COLLEGE OF LIBERAL ARTS AND SCIENCES
UNDERGRADUATE RESEARCH COURSE PROJECT FORM

Once this application is completed, the student should bring it to the International Studies Program offices located in the Hub inside the International Center and see your Academic Advisor to be registered in INS 4911.

Student Information (to be completed by the student applicant):

Date: _____

Term: _____   Number of credits: _____

Name (last, first, middle initial):		UFID Number:
Local Street Address:		
City, State, Zip Code:		Phone Number:
Major:	Current Class/College:	Expected Graduation Date:
Gatorlink E-mail Address:		

BRIEF DESCRIPTION OF RESEARCH PROJECT AND EXPECTATIONS FOR COMPLETION:

I have prepared the Research Project description above in consultation with my Faculty research advisor. I have read the responsibilities of the student included on this application, and agree to undertake these responsibilities.

Student's Signature: _____

Faculty Research Advisor Information (to be completed by Faculty Advisor):

Name:	College and Department:
E-Mail Address:	Campus P.O. Box:

Graduate Student/Post-Doctoral Mentor (if applicable):

Name:	College and Department:
E-Mail Address:	Campus P.O. Box:

What are the expectations for the student's participation in this course project (e.g., individual meetings, group meetings, etc.)?

I approve of the research course project description submitted by the student. I have read the responsibilities of the Faculty research advisor (see next page) and agree to undertake these responsibilities.

Faculty Advisor's Signature: _____

I have read the responsibilities of the research advisor (see next page) and agree to undertake these responsibilities.

Mentor's Signature (if applicable): _____

RESPONSIBILITIES OF THE STUDENT

1. Work actively doing research and participate in other related activities for at least 3 hours each week for every credit hour enrolled in the course.
2. Understand how to conduct research in a responsible and ethical manner. Follow the UF Honor Code at all times.
3. Ask for assistance when needed.
4. Keep your faculty research advisor and/or mentor informed of your progress and results.
5. If required, learn to work on a team while also pursuing an independent research project.
6. Write and submit a research project report following the guidelines and expectations of your faculty advisor and/or mentor.
7. Strive to go beyond the minimum expectations of preparing a research project plan, performing the project, and writing a final report. Seek out opportunities for oral presentations at a conference, writing and submitting a journal paper of your work, etc.
8. Turn in a copy of your research report on or before the last day of class to your Academic Advisor in International Studies. Your grade will not be entered unless a written report is on file.

RESPONSIBILITIES OF THE FACULTY ADVISOR AND STUDENT MENTOR

1. Provide support and supervision of the student (either directly or by referring her/him to someone else, e.g., graduate student or postdoctoral associate).
2. Meet regularly with the student to review her/his progress and to provide guidance in moving forward in her/his project.
3. Help the student understand the broader context in which her/his research project fits and understand the basis for methods and procedures used.
4. Provide frequent feedback on the student's performance, accompanied by recommendations for improving performance if needed.
5. Provide feedback and establish deadlines on the student's
   - project plan
   - final report
   - other requirements as noted on the Undergraduate Research Project Form
6. Encourage the student to go beyond the minimum expectations of preparing a project plan, performing the project, and writing a final report.
7. Assign the student's final grade and contact the undergraduate advisor not later than the last day of final exams to submit the final grade.