# http://www.ric.edu/webcommunications/images/SealWithText_Small_Black.pngUNDERGRADUATE CURRICULUM COMMITTEE (UCC) PROPOSAL FORM

## Cover page scroll over blue text to see further important [instructions](#instructions): [if not working select “COMMents on rollover” in your Word preferences under view] please read these.

**N.B. DO NOT USE HIGHLIGHT, where choices are given within categories, please DELETE those THAT DO NOT APPLY TO YOUR PROPOSAL. Do not delete numbered categories.**

**ALL numbers in section (A) to be completed, including the impact ones (#5-7), put “none” if that is the case.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A.1. [Course or program](#Proposal) | **Sociology 435: Fieldwork in Sociology** | | | |  |
| [Replacing](#Ifapplicable) |  | | | |
| A.2. [Proposal type](#type) | **Course: creation**  **Program: revision** | | | |
| A.3. [Originator](#Originator) | **Mikaila Arthur** | [Home department](#home_dept) | **Sociology** | | |
| A.4. [Context and Rationale](#Rationale) | **Over the past several years, the Sociology Department has offered a number of SOC 450: Topics classes taking the form of off-campus fieldwork, including service-learning trips to Ecuador and, in Spring 2020, to Belize. This offering has become routine enough that it seems worthwhile to formalize the course under a specific course number. Creating a new course will allow offerings to become more routine and for students to anticipate including this course in their major programs. This formalizing of the offering will also provide space for further development of fieldwork opportunities including those closer to home and to enable undergraduate majors and minors in Sociology to count this course as a restricted elective towards their programs.** | | | | |
| A.5. [Student impact](#student_impact) | **Students will have additional opportunities to engage in experiential learning.** | | | | |
| A.6. [Impact on other programs](#impact) | **We would like this course to be a required elective in the Justice Studies MA program and have the approval of the chair of the Graduate Committee and the Director of that program to add this (this request will go in a separate proposal to the Graduate Committee and is not covered by this proposal)** | | | | |
| A.7. [Resource impact](#Resource) | [*Faculty PT & FT*](#faculty): | **This course may be particularly suited to offerings in January and Summer Sessions and thus may result in compensation to faculty who teach it; during the semester, as the trips mentioned above usually take place over Spring break, it would be offered in rotation with other 300 and 400 level departmental courses.** | | | |
| [*Library*:](#library) | **None** | | | |
| [*Technology*](#technology) | **None** | | | |
| [*Facilities*](#facilities): | **None—coursework typically takes place off campus** | | | |
| A.8. [Semester effective](#Semester_effective) | **Fall 2020** | A.9. [Rationale if sooner than next Fall](#Semester_effective) | |  | |
| A.10. INSTRUCTIONS FOR CATALOG COPY: This single file copy must include ALL relevant pages from the college catalog, and show how the catalog will be revised. (1) Go to the “Forms and Information” page on the UCC website. Scroll down until you see the Word files for the current catalog. (2) Download ALL catalog sections relevant for this proposal, including course descriptions and/or other affected programs. (3) Place ALL relevant catalog copy into a single file. Put page breaks between sections and **delete any catalog pages not relevant for this proposal**. (4) Using the track changes function, revise the catalog pages to demonstrate what the information should look like in next year’s catalog. (5) Check the revised catalog pages against the proposal form, especially making sure that program totals are correct if adding/deleting course credits. If new copy, indicate where it should go in the catalog. If making related proposals a single catalog copy that includes all is acceptable. Send as a separate single file along with this form. | | | | | |

B. [NEW OR REVISED COURSES](#delete_if)  **DO NOT use highlight. Do not delete numbered categories, just leave blank if they do not apply. Delete this whole page if the proposal does not include a new or revised course. Always fill in b. 1 and B. 3 for context.**

|  | Old ([for revisions only](#Revisions)) ONLY include information that is being revised, otherwise leave blank. | New Examples are provided within some of the boxes for guidance, delete just the examples that do not apply. |
| --- | --- | --- |
| B.1. [Course prefix and number](#cours_title) |  | **SOC 435** |
| B.2. Cross listing number if any |  |  |
| B.3. [Course title](#title) |  | **Fieldwork in Sociology** |
| B.4. [Course description](#description) |  | **Students will get hands-on experience using sociology in the field as part of an experiential learning process, such as through service learning or applied research, under an instructor’s supervision. 2-8 contact hours.** |
| B.5. [Prerequisite(s)](#prereqs) |  | **Completion of at least 30 college credits with a minimum 2.5 GPA, and consent of Department Chair. Some fieldwork sites may have additional requirements.** |
| B.6. [Offered](#Offered) |  | **As needed** |
| B.7. [Contact hours](#contacthours) |  | **4-16** |
| B.8. [Credit hours](#credits) |  | **1-4** |
| B.9. [Justify differences if any](#differences) | **This is in keeping with the policy in fieldwork classes.** | |
| B.10. [Grading system](#grading) |  | **Letter grade** |
| B.11. [Instructional methods](#instr_methods) |  | **Fieldwork** |
| B.12.[Categories](#required) |  | **Restricted elective for Sociology|Free elective** |
| B.13. Is this an Honors course? |  | **NO** |
| B.14. [General Education](#ge)  N.B. Connections must include at least 50% Standard Classroom instruction. |  | **NO** |
| B.15. [How will student performance be evaluated?](#performance) |  | **Attendance | Class participation | Presentations | Papers |**  **Class Work | Interviews |**  **Performance Protocols | Projects |**  **| Reports of outside supervisor** |
| B.16 [Recommended class-size](#class_size" \o "Check appendix XVIII in the UCC Manual for Best Practices) |  | **15** |
| B.17. [Redundancy statement](#competing) |  | **N/A** |
| B. 18. Other changes, if any |  | |

| B.19**.** [**Course learning outcomes**](#outcomes)**: List each one in a separate row** | [**Professional Org.Standard(s)**](#standards)**, if relevant** | [**How will each outcome be measured**](#measured)**?** |
| --- | --- | --- |
| Gain experience using sociology beyond the classroom as part of research and/or service learning |  | See B.15 |
| Communicate sociological ideas in written and/or oral form |  | See B.15 |
| Exercise the sociological imagination |  | See B.15 |

| B.20. [**Topical outline**](#outline)**: DO NOT INSERT WHOLE SYLLABUS, JUST A TWO-TIER TOPIC OUTLINE. Proposals that ignore this request will be returned for revision.**  Individual course offerings will vary due to the varying content of fieldwork experiences, but courses will share in common   * An orientation to sociological fieldwork and to the site itself * A minimum of 30 hours of fieldwork per credit hour over the semester. * Reading assignments designed to contextualize the field experience in terms of sociological theory and research, and—if relevant—social policy * Instructor supervision of fieldwork as appropriate * Informal writing (such as journaling) or visual sociology assignments * A culminating assignment such as a paper, presentation, or fieldwork-relevant project |
| --- |

### C. [Program Proposals](#program_proposals) **complete only what is relevant to your proposal. Delete this whole page if the proposal is not revising, creating, deleting or suspending any progam.**

|  | [Old (for revisions only)](#old_program) | New/revised |
| --- | --- | --- |
| C.1. [Enrollments](#enrollments) |  | **Sociology BA : 90-100**  **Sociology minor: 25-35** |
| C.2. [Admission requirements](#admissions) |  |  |
| C.3. [Retention requirements](#retention) |  |  |
| C.4. [Course requirements](#course_reqs) for each program option. Show the course requirements for the whole program here. |  | **Adding SOC 435 as a restricted elective in the SOC major and minor. For SOC major and minor the electives are not individually listed. Students must attain at least 19 credits in required electives for the major and 6 credits in restricted electives for the minor, so if taken for less than 3 credits students may need additional credits to meet the credit requirements.** |
| C.5. [Credit count](#credit_count) for each program option |  | **No change** |
| C.6. Other changes if any |  |  |
| C.7 [Program goals](file:///C:/Users/sabbotson/Documents/Curriculum/Program%20goals)  Needed for all new programs |  |  |

D. Signatures

* Changes that affect General Education in any way MUST be approved by ALL Deans and COGE Chair.
* Changes that directly impact more than one department/program MUST have the signatures of all relevant department chairs, program directors, and their relevant dean (e.g. when creating/revising a program using courses from other departments/programs). Check UCC manual 4.2 for further guidelines on whether the signatures need to be approval or acknowledgement.
* Proposals that do not have appropriate approval signatures will not be considered.
* Type in name of person signing and their position/affiliation.
* Send electronic files of this proposal and accompanying catalog copy to [curriculum@ric.edu](mailto:curriculum@ric.edu) and a printed signature copy of this whole form to the current Chair of UCC. Check UCC website for due dates.

##### D.1. Approvals: required from programs/departments/deans who originate the proposal. may include multiple departments, e.g., for joint/interdisciplinary proposals.

| Name | Position/affiliation | [Signature](#_Signature" \o "Insert electronic signature, if available, in this column) | Date |
| --- | --- | --- | --- |
| Mikaila Arthur | Chair of Sociology |  |  |
| Earl Simson | Dean of Arts & Sciences |  |  |

##### D.2. [Acknowledgements](#acknowledge): REQUIRED from OTHER PROGRAMS/DEPARTMENTS (and their relevant deans if not already included above) that are IMPACTED BY THE PROPOSAL. SIGNATURE DOES NOT INDICATE APPROVAL, ONLY AWARENESS THAT THE PROPOSAL IS BEING SUBMITTED. CONCERNS SHOULD BE BROUGHT TO THE UCC COMMITTEE MEETING FOR DISCUSSION; all faculty are welcome to attend.

| Name | Position/affiliation | [Signature](#Signature_2) | Date |
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|  |  |  | Tab to add rows |