# http://www.ric.edu/webcommunications/images/SealWithText_Small_Black.pnggraduate COMMITTEE curriculum PROPOSAL FORM

## Cover page Scroll over blue text to see further [instructions](#instructions)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| A.1. [Course or program](#Proposal) | **COLL 598 Independent research for Individualized graduate program****coll 599 masters thesis for individualzed graduate program** | | | | |  |
| [Replacing](#Ifapplicable) |  | | | | |  |
| A.2. [Proposal type](#type) | **Course: creation** | | | | |  |
| A.3. [Originator](#Originator) | **Leslie Schuster** | | [Home department](#home_dept) | | **On behalf of graduate studies** | |
| A.4. [Rationale](#Rationale)/Context | **The purpose of this proposal is to create two new courses: COLL 598 Independent Research for Individualized Graduate Program and COLL 599 Masters Thesis for Individualized Graduate Program.**  **Students accepted into an Individualized Graduate Program (IGP) sometimes wish to complete their capstone requirement with a faculty member whose department does not offer graduate courses. In some instances, a faculty member has worked with an IGP student using the 550 Topics course; however, this designation on the student’s transcript does not fully represent the nature of the capstone project work. IGP programs include course work across different departments; therefore, the creation of these two courses would allow IGP students to work with a faculty best suited to accomplish their individualized program goals, and to have the directed research or thesis noted as such on their transcripts. Decisions about whether to take a course within a department (e.g., PSYC 599 Masters Thesis) or via the COLL 598/599 will be made in consultation with the student when the IGP application is being submitted.** | | | | | |
| A.5. [Student impact](#student_impact) | **Clarity on their transcript regarding the capstone experience.** | | | | | |
| A.6. Impact on other programs | **None; only IGP students will be permitted to enroll in the course.** | | | | | |
| A.7. [Resource impact](#Resource) | *[Faculty PT & FT](#faculty" \o "Need to hire new full-time or part-time faculty? This is where you indicate if this proposal will be affecting FLH in your department/program.)*: | **None** | | | | |
|  | [*Library*:](#library) | **None** | | | | |
|  | [*Technology*](#technology) | **None** | | | | |
|  | [*Facilities*](#facilities): | **None** | | | | |
|  | Promotion/ Marketing needs | **None** | | | | |
| A.8. [Semester effective](#Semester_effective) | **Fall 2018** | A.9. Rationale if sooner than next fall | |  | | |

B. [NEW OR REVISED COURSES](#delete_if):

|  | Old ([for revisions only](#Revisions) – list only information that is being revised) | New |
| --- | --- | --- |
| B.1. [Course prefix and number](#cours_title) |  | **COLL 598**  **COLL 599** |
| B.2. Cross listing number if any |  |  |
| B.3. [Course title](#title) |  | **(598) Independent Research for Individualized Graduate Program**  **(599) Masters Thesis for Individualized Graduate Program** |
| B.4. [Course description](#description) |  | **(598) Students complete a scholarly research or creative project under the supervision of a faculty member, while adhering to professional standards of the relevant discipline(s) in which the IGP is completed. (Maximum of 6 credits)**  **(599) Students complete a thesis under the supervision of a faculty member while adhering to professional standards of the relevant discipline(s) in which the IGP is completed. (Maximum of 6 credits)** |
| B.5. [Prerequisite(s)](#prereqs) |  | **Admission to an Individualized Graduate Program, and consent of instructor and Dean of Graduate Studies.** |
| B.6. [Offered](#Offered) |  | **As needed.** |
| B.7. [Contact hours](#contacthours) |  | **1-6** |
| B.8. [Credit hours](#credits) |  | **1-6** |
| B.9. [Justify differences if any](#differences) |  | |
| B.10. [Grading system](#grading) |  | **Letter grade** |
| B.11. [Instructional methods](#instr_methods) |  | **Supervised research with faculty** |
| B.12.[Categories](#required) |  | **Additional way to fulfill the required capstone for IGP program** |
| B.13. [How will student performance be evaluated?](#performance) |  | **Will depend on nature of the project and may include any of the following: Attendance | Class participation | Clinical work | Exams | Fieldwork | Presentations | Papers |**  **Class Work | Interviews | Quizzes |**  **Performance Protocols | Projects |**  **| Reports of outside supervisor | Studio work** |
| B.14. [Redundancy with, existing courses](#competing) |  | **None. Although other programs offer thesis and directed research, this course is specifically for a student to pursue these activities within an IGP program.** |
| B. 15. Other changes, if any | None. | |

| B.16**.** [**Course learning outcomes**](#outcomes)**: List each outcome in a separate row** | [**Professional organization standard(s)**](#standards)**, if relevant** | [**How will the outcome be measured?**](#measured) |
| --- | --- | --- |
| Outcomes will vary depending on the focus of the IGP program. Generally, the student must complete a scholarly piece of work equivalent to a masters thesis or other similar capstone required of other masters programs at RIC. |  | Will depend on the professional expectations for scholarly work in the discipline(s) in which an individualized program is completed. |
|  |  |  |
|  |  | Click Tab from here to add rows |

| B.17. [**Topical outline**](#outline)**: Do NOT insert a full syllabus, only the topical outline** |
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| Will vary, and generally includes:   * Identifying a project aim * Investigating prior work * Outlining goals and methods for the current project * Executing the project * Disseminating the results as appropriate for the relevant discipline(s) |

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| **INSTRUCTIONS FOR PREPARING THE CATALOG COPY**: The proposal must include all relevant pages from the college catalog, and must show how the catalog will be revised. (1) Go to the “Forms and Information” page on the Graduate Committee 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. |

## D. Signatures

* Changes that directly impact more than one department/program MUST have the signatures of all relevant department chairs, program directors, and relevant dean (e.g. when creating/revising a program using courses from other departments/programs).
* 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 [graduatecommittee@ric.edu](mailto:graduatecommittee@ric.edu) and a printed or electronic signature copy of this form to the current Chair of Graduate Committee. Check Graduate Committee 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 prposals.

| Name | Position/affiliation | [Signature](#_Signature" \o "Insert electronic signature, if available, in this column) | Date |
| --- | --- | --- | --- |
|  | Program Director of |  |  |
|  | Chair of |  |  |
|  | Dean of |  | Tab to add rows |

##### D.2. [Acknowledgements](#acknowledge): REQUIRED from OTHER PROGRAMS/DEPARTMENTS IMPACTED BY THE PROPOSAL. SIGNATURE DOES NOT INDICATE APPROVAL, ONLY AWARENESS THAT THE PROPOSAL IS BEING SUBMITTED. List all other programs and departments affected by this proposal. Signatures from these departments are required in the signature section. CONCERNS SHOULD BE BROUGHT TO THE GRADUATE COMMITTEE MEETING FOR DISCUSSION.

| Name | Position/affiliation | [Signature](#Signature_2) | Date |
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