# 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. ALL numbered categories in section (A) must be completed. Please do not use highlight to select choices within a category but simply delete the options that do not apply to your proposal (e.g. in A.2 if this is a course revision proposal, just delete the creation and deletion options and the various program ones, so it reads “course revision”) Do not delete any of the numbered categories—if they do not apply leave them blank. If there are no resources impacted please put “none” in each A. 7 category.**

|  |  |  |
| --- | --- | --- |
| A.1. [Course or program](#Proposal) | **BIOT 465W Biotechnology Internship Seminar** |  |
| [Replacing](#Ifapplicable)  |  |
| A. 1b. Academic unit | **Faculty of Arts and Sciences** |  |
| A.2. [Proposal type](#type) | **Course: creation** |  |
| A.3. [Originator](#Originator) | **Dana Kolibachuk** | [Home department](#home_dept) | **Biology** |
| A.4. [Context and Rationale](#Rationale) Note: Must include additional information in smart tip for all [new programs](#type) | **This course is the capstone course for the Biotechnology BS degree and is designed to be taken concurrently with the internship experience (BIOT 406-410). In this course students will write resumes, cover letters, and research papers based upon primary scientific literature. Students will discuss their internship experiences in class presentations at the end of the semester. This is a WID course.** |
| A.5. [Student impact](#student_impact)Must include to explain why this change is being made? | **This course is required for the new Biotechnology major and will develop additional skills that will allow them to enter the workforce after graduation.** |
| A.6. [Impact on other programs](#impact)  | **N/A** |
| A.7. [Resource impact](#Resource) | [*Faculty PT & FT*](#faculty):  | **One new full time faculty member is being funded by the state of RI. A search commences Spring 2023. Another faculty or staff member, who will serve as the internship coordinator, is being funded by the state of RI. A search commences Spring 2024.** |
| [*Library*:](#library) | **None** |
| [*Technology*](#technology) | **None** |
| [*Facilities*](#facilities): | **None** |
| A.8. [Semester effective](#Semester_effective) | **Fall 2023** | A.9. [Rationale if sooner than next Fall](#Semester_effective) |  |
| A.10. INSTRUCTIONS FOR CATALOG COPY: Use the Word copy versions of the catalog sections found on the UCC Forms and Information page. Cut and paste into a single file **ALL the relevant pages from the college catalog that need to be changed.** Use tracked changes feature to show how the catalog will be revised as you type in the revisions. If totally new copy, indicate where it should go in the catalog. If making related proposals a single catalog copy that includes all changes is preferred. Send catalog copy as a separate single Word file along with this form. |
| A.11. List here (with the relevant urls), any RIC website pages that will need to be updated (to which your department does not have access) if this proposal is approved, with an explanation as to what needs to be revised:A new entry for BIOT-Biotechnology courses the Courses listing, after BIOL-Biology<https://ric.smartcatalogiq.com/en/2022-2023/Catalog/Courses/BIOL-Biology>to include this and the other proposed BIOT courses. |
| A. 12 **Check to see if your proposal will impact any of our** [**transfer** **agreements,**](transfer%20agreements) **and if it does explain in what way. Please indicate clearly what will need to be updated.** |
| A. 13 Check the section that lists “Possible NECHE considerations” on the UCC Forms and Information page and if any apply, indicate what that might be here and contact Institutional Research for further guidance. |

B. [NEW OR REVISED COURSES](#delete_if)  **Delete section B if the proposal does not include a new or revised course. As in section A. do not highlight but simply delete suggested options not being used. Always fill in b. 1 and B. 3 for context. NOTE: course learning outcomes and topical outlines only needed for new or substantially revised courses.**

|  | Old ([for revisions only](#Revisions))ONLY include information that is being revised, otherwise leave blank.  | NewExamples 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)  |  | **BIOT 465W** |
| B.2. Cross listing number if any |  |  |
| B.3. [Course title](#title)  |  | **Biotechnology Internship Seminar** |
| B.4. [Course description](#description)  |  | **Students will practice communication skills relevant to the biotechnology industry by writing summary documents and giving research presentations. Material will be drawn from internship experience and the scientific literature. This is a Writing in the Discipline (WID) course.**  |
| B.5. [Prerequisite(s)](#prereqs) |  | **Concurrent enrollment in BIOT 406-410.**  |
| B.6. [Offered](#Offered) |  | **Fall | Spring** |
| B.7. [Contact hours](#contacthours)  |  | **2** |
| B.8. [Credit hours](#credits) |  | **2** |
| B.9. [Justify differences if any](#differences) |  |
| B.10. [Grading system](#grading)  |  | **H/S/U** |
| B.11. [Instructional methods](#instr_methods) |  | **Seminar** |
| B.11.a [Delivery Method](#instr_methods) |  | **On campus** |
| B.12. CATEGORIES 12. a. [How](#required) to be used |  | **Required for major** |
|  12 b. Is this an Honors  course? |  | **NO** |
|  12. c. [General Education](#ge) N.B. Connections must include at  least 50% Standard Classroom instruction. |  | **NO**  |
|  12. d. Writing in the  Discipline (WID) |  | **YES** |
| B.13. [How will student performance be evaluated?](#performance) |  | **Attendance | Class participation | Presentations |Papers**  |
| B.14 [Recommended class-size](#class_size" \o "Check appendix XVIII in the UCC Manual for Best Practices) |  | **15** |
| B.15. [Redundancy statement](#competing) |  | **n/a** |
| B. 16. Other changes, if any |  |

| B.17**.** [**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)**?** |
| --- | --- | --- |
| **Students will articulate their knowledge and skill acquisition in the internship.** |  | **B.13** |
| **Students will access and analyze the primary literature related to their internship experience.** |  | **B.13** |
| **Students will develop writing skills appropriate for the biotechnology workplace including emails, presentations, review papers, laboratory documents, CV/resume, and cover letter.** |  | **B.13** |

| B.18. [**Topical outline**](#outline)**: DO NOT INSERT WHOLE SYLLABUS, JUST A TWO-TIER TOPIC OUTLINE suitable for the contact hours requested. Proposals that ignore this request will be returned for revision.** |
| --- |
| **(Note: Exact content will vary depending on internship placement)**1. **Exploring Primary Scientific Literature**
	1. **Introduction to scientific communication**
	2. **Anatomy of a scientific paper**
	3. **Discovering primary science articles from web-based sources**
	4. **Scientific writing, sources and citations**
2. **Developing Effective Presentation Skills**
	1. **Elements of effective written presentations**
	2. **Elements of effective oral presentations**
	3. **Journal club presentations**
	4. **Sharing internship experiences**
	5. **Final written paper**
3. **Preparing to enter the workforce**
	1. **Preparing effective cover letters**
	2. **Resume preparation**
	3. **Mock interviews**
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## 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 to the current Chair of UCC. Check UCC website for due dates. Do NOT convert to a .pdf.

##### D.1. Approvals: required from programs/departments/deans who originate the proposal. THESE 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 |
| --- | --- | --- | --- |
| Earl Simson | Dean of FAS | \*approved by email | 2/24/2023 |
| Dana Kolibachuk | Chair of Biology | Dana Kolibachuk | 2/24/2023 |
| Michael Michaud | Chair, Writing Board | \*approved by email | 2/28/2023 |

##### 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 |