ESF Course Proposal
Committee on Curriculum - ESF Faculty Governance
Office of Instruction & Graduate Studies

This course proposal form should be completed when introducing a new course or a revision of an existing course. The proposal will be reviewed by the Committee on Curriculum, or, in the case of minor revisions, will be approved administratively by the Associate Provost for Instruction.

This Course Proposal must be completed according to the guidelines provided in Course Proposal Form – Instructions and Guidance. Please see the last page of Course Proposal Form – Instructions and Guidance, for instructions on how this Course Proposal should be submitted to the Committee on Curriculum for review.

Date: 10/12/2020

1. Course Information:

1.1 Course Prefix and Number: ESF 200
   Course Title: Information Literacy
   (If a new or renumbered course, please check with the Registrar regarding the use or reuse of the course number)

1.2 □ This is a New Course.
   OR
   □ This is a Major Course Revision
   OR
   □ This is a Minor Course Revision
   
   If this is a Course Revision, please see Course Proposal Form – Instructions and Guidance to determine if your revision is major or minor. Indicate below the reason(s) for the revision.

(Please check all that apply)

□ Course Number/Division  □ Learning Outcomes  □ Institutional Resources
□ Title  □ Concepts, Content  □ Semester Offered
□ Credit hours  □ Catalog Description  □ Course Inactivation
□ Pre- or Co-requisite(s)  □ Instructional Methods  □ Course Reactivation
□ Format  □ General Education

1.3 General Education knowledge and skills area (if applicable): If none, check here □

□ American History  □ Humanities  □ Other World Civilizations
□ The Arts  □ Mathematics  □ Social Sciences
□ Basic Communication  □ Natural Sciences  □ Western Civilization
2. Proposer Need Statement:

2.1 Describe why this course (or course revision) is needed to meet current or proposed goals and outcomes of the program or College, and, if a revision, provide an explanation of and justification for the revision.

This revision is needed to accommodate the financial aid requirements that classes meet weekly. So we are adjusting the course to meet once a week for the whole semester instead of for three hours a week for the first five weeks of the semester.

2.2 List the pre-requisite or co-requisite courses (taught within the home department or taught by another department) and explain their relationship to the proposed course. n/a

2.3 Explain the impact of this course in meeting the goals and outcomes of other Departments/programs (if any).

A section of this course used to meet concurrently with EWP 444, but that course has already modified its meeting times and is no longer concurrent with ESF 200. Students can take any section of ESF 200 to meet their requirements.

2.4 If the proposed course is designed to fulfill SUNY General Education Requirements, the Associate Provost for Instruction must review this proposal to ensure that General Education Requirements will be met for the specified knowledge area (See Instructions and Guidance).

Please provide an explanation of how this course fulfills SUNY General Education Requirements. n/a

2.5 What are the staffing requirements (instructor, TA, Lab tech, etc.) for this course? If a new course, are there new staffing needs or are there adequate staff members already in place? If a revised course, are there additional staffing needs? n/a

2.6 What Department (or extra-Department) resources are or will be made available to support the course or course revision? no changes here

2.7 Anticipated Enrollment (enter where applicable)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>180</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>80</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>10</td>
</tr>
</tbody>
</table>

2.8 Anticipated frequency of class meetings. one hour a week, once a week
3. DETAILED COURSE DESCRIPTION

3.1 COURSE IDENTIFICATION AND FORMAT:

3.1.1 Course Prefix and Number: ESF 200
3.1.2 Course Name: Information Literacy
3.1.3 Credit Hours: 1
3.1.4 Semester (check all that apply): Fall ☑ Spring ☑ Summer ☑
3.1.5 Format (check as appropriate): Lecture ☑ Online ☑ Lab ☐ Field ☐

Other ☐ (explain)
3.1.6 Contact hours per week: 1
3.1.7 Prerequisite(s) – if none, please enter “None” (Be specific, as Upper Division courses and Graduate courses will likely have some pre-requisite knowledge) None

3.2 SCOPE:

3.2.1 Level of Instruction (check one, or two if a shared resource course):

Lower Division ☒ Upper Division ☐
Beginning Graduate ☐ Advanced Graduate ☐

3.2.2 Relation to curriculum or to other ESF or Syracuse University courses:

a. Is this a required course? No ☐ Yes ☑.
   If Yes, please list the program(s) for which it is a requirement: Chemistry, Environmental Studies, Landscape Architecture, Chemical Engineering, Sustainable Resources Management
b. Is this an elective course within your department? No ☑ Yes ☐.
c. Is enrollment in this course restricted? No ☑ Yes ☐.
   If Yes, please explain:
d. Are other ESF or SU courses similar or identical to this course? No ☑ Yes ☐.
   If Yes, please identify the courses:
e. Is this course a shared resource offering (i.e. is there a graduate or undergraduate concurrent offering)? No ☑ Yes ☐.
   If Yes, what is the course number of the concurrent offering?

3.3 STUDENT LEARNING OUTCOMES:

Identify the student learning outcomes associated with this course.

This course meets SUNY ESF learning outcomes Basic Communication Skills, Technological and Information Literacy, and Critical Thinking. Upon completion of this course, students will be able to:

1. See themselves as contributors to scholarship rather than only consumers of it
2. Use a variety of research methods to suit particular needs, circumstances, and types of inquiry
3. Use research tools and indicators of authority to determine the credibility of sources
4. Match information needs and search strategies to appropriate search tools
5. Understand and be able to utilize the resources available through F. Franklin Moon Library

6. Give credit to the original ideas of others through proper attribution and citation

7. Understand the purpose of copyright, fair use, open access, and the public domain

8. Complete multifaceted research by breaking down complex questions into simpler ones, narrowing the scope of inquiry

9. Critically evaluate contributions made by others in connected information environments

10. Understand the increasingly social nature of the information ecosystem where authorities actively connect with one another and sources develop over time

3.4 MAJOR CONCEPTS, PROCESSES or TOOLS:

Identify the course content and themes (e.g. Table of Contents) consistent with the learning domains and outcomes.

Course content surrounds these main topics:

• Selecting and developing a topic, library catalog searching
• Database searching, citation management, avoiding plagiarism
• Scholarly communication, and the publishing cycles
• Resources beyond the traditional library
• Presentations and discussions

3.5 INSTRUCTIONAL METHODS:

Identify the methods used to meet the course outcomes, as well as the principal instructional methods.

Lectures (both in person and online), hands on activities, presentations, and an final essay.

3.6 CATALOG DESCRIPTION

Provide the course description using the precise format to be included in the ESF catalog (i.e. course number and title; format; brief description; semester(s) offered; and pre-/co-requisites). Please do not exceed 1000 characters. ESF200 Information Literacy (1)

One hour of lecture/discussion per week. Introductory course for students of all levels and all curricula to the basic research process for information retrieval and management. Emphasis on electronic bibliographic and Internet research tools. Fall and Spring.

3.7 COURSE HISTORY:
Provide the dates of prior approval of this course, and its revision history.

3.7.1 Relationship to current ESF courses

This course is replacing a current ESF course  YES  NO

If NO, then proceed to section 4 below.

If YES, then provide below the number and name of the course to be deactivated and removed from the catalog once this course proposal has been approved:

Course Number (of the course to be replaced)

Course Name (of the course to be replaced)

If the course to be replaced is used by departments other than the department sponsoring this proposal, please indicate below which departments are affected and the date they were notified about the course replacement.

Department:  Date of Notification:

Department:  Date of Notification:

Department:  Date of Notification:

Department:  Date of Notification:
4. Institutional Impacts:

This section pertains to forecasting institutional resource needs to support the course or course revision. Provide clear statements regarding the needs and current availability (or absence) of resources. Note that, if this is a course revision, only the impacts of the revision should be included.

Staffing needs: Current staffing

Classroom resources (e.g. physical facilities in a laboratory, lecture hall, flexible space, academic computing):

Different sections may utilize a classroom or a computer lab. Projector, internet access.

Technology Resources: n/a

Computing Resources (software licensing, hardware, access): n/a

Library Resources (subscriptions, services):

Current resources sufficient

Transportation Requirements (budget, fees, fleet vehicles):

n/a

Forest Properties or Field Practicum Facilities: n/a
5. Health and Safety Considerations:

Will any of the conditions or situations outlined below be present in association with the course? Yes / No

5.1. Will substances with any of the following properties be used during instruction: flammability, toxicity, corrosivity, reactivity, registered pesticide, legally controlled, or other characteristics with the potential to cause harm or injury? □ / ☒

5.2. Will any physical hazards be present during instruction? (e.g., machines that need safety guards; razor blades or syringes; compressed gases, etc.). □ / ☒

5.3. Will any biological hazards be present during instruction? (e.g., handling animals (rabies or hantavirus); cultures or stocks of infectious agents (fungal spores, viruses, bacteria, etc.). □ / ☒

5.4. Will any radiation hazards be present during instruction? (e.g., radioisotopes, X-rays, ultraviolet rays, lasers, etc.). □ / ☒

5.5. Will any electrical equipment that, due to its design, location, or method of use, pose any threat to safety during instruction? (Give considerable thought to electrical use outdoors, or any potentially wet location.). □ / ☒

5.6. Will there be any personal safety issues related to the class? (e.g., due to time of day or location, at the end of any organized class exercise, will students be in danger of physical assault, etc.). □ / ☒

5.7. Will any students be driving official state or research sponsored land or water vehicles during any class or instructional exercise? □ / ☒

5.8. Will any type of personal protective equipment be necessary during class exercises? (e.g., hard-hats, eye/face protection, hearing protection, hand/foot protection, lab coat, visibility clothing, etc.) □ / ☒

If the answer was “Yes” to any of the HEALTH AND SAFETY questions, please explain:

For lab and field courses to which all answers are “no”, you should explain that here, also. Normally, we would expect some safety precautions for such courses.
6. Coordination and Consultation

Emails/letters, as noted below and attached to this proposal, or signatures below, indicate that the affected departments, programs or units have been notified of this proposal and have had an opportunity to assess the impact of the proposal on their respective units.

Affected Academic Department(s) or Program(s) – other than the sponsoring department:

Department/Program 1

Chair Signature

Name of Chair/Program Director

Date

Department/Program 2

Chair Signature

Name of Chair/Program Director

Date

Department/Program 3

Chair Signature

Name of Chair/Program Director

Date

[if more than three Departments/Programs, please continue on a separate page]

Other Units:

Associate Provost for Instruction & Dean of the Graduate School (for Gen Ed courses only)

Date

Registrar

Date

Library Director

Date

Computing and Network Services

Date

Physical Plant

Date

Forest Properties

Date

Environmental Health and Safety

Date
7. Proposer Information and Sponsoring Department Chair
Affirmation:

Contact Person:
Name: Ruth Owens ___________________________ Department: Moon Library
Email: rmowens@esf.edu ___________________________ Phone: 315-470-4780

This proposal has been reviewed and approved by the sponsoring Department. Affected departments have been notified and given the opportunity to provide feedback. Department resources are or will be made available to support the course, or a plan is in place to meet the resource needs as identified in the Institutional Impacts section of this proposal (see Section 4, above).

Name: ___________________________________________ Date: ______
Department Chair (or designated curriculum representative)
Signature: ___________________________________________ Or letter attached □
Department Chair (or designated curriculum representative)

8. Approvals:

_________________________ ____________________________
Curriculum Committee Date

_________________________ ____________________________
Faculty Governance Date

_________________________ ____________________________
Provost Date