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: 3/15/18

1. Course Information:

1.1 Course Prefix and Number: EST 492
    Course Title: Undergraduate Experience in College Teaching
    (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. The ES department would like to create a course offering for undergraduate teaching assistants so students can gain teaching experience, earn college credit for their work, and have this work displayed clearly on their transcripts. Therefore, we would like to offer this course so as best to accommodate these needs of our students.

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. Previous completion of the course being assisted (with a grade of B or higher), a GPA at ESF of 3.0 or higher, and permission of instructor. Professor consent is also required to register for this course.

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

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? Already in place, no additional staff are required.

2.6 What Department (or extra-Department) resources are or will be made available to support the course or course revision? None

2.7 Anticipated Enrollment (enter where applicable)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>3-5 students</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>N/A</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>3-5 students</td>
</tr>
</tbody>
</table>

2.8 Anticipated frequency of class meetings. Students enrolled in this course will be expected to attend regularly scheduled classes for the course they are assisting with as well as meet weekly with the instructor to go over lesson plans for the upcoming week. The amount of time allocated to class attendance and outside-of-class meetings and class prep will depend upon the number of credits the student is enrolled for.
3. DETAILED COURSE DESCRIPTION

3.1 COURSE IDENTIFICATION AND FORMAT:

3.1.1 Course Prefix and Number: EST 492
3.1.2 Course Name: EST Undergraduate Experience in College Teaching
3.1.3 Credit Hours: 1 to 3 credits
3.1.4 Semester (check all that apply): Fall ☑ Spring ☑ Summer ☐
3.1.5 Format (check as appropriate): Lecture ☐ Online ☐ Lab ☐ Field ☒ Other ☒ (explain) Undergraduate Teaching Assistant
3.1.6 Contact hours per week: Depends on number of credit hours enrolled.
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) Previous completion of the course being assisted (with a grade of B or higher), a GPA at ESF of 3.0 or higher, and permission of instructor.

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:
   b. Is this an elective course within your department? No ☐ Yes ☑.
   c. Is enrollment in this course restricted? No ☐ Yes ☑.
      If Yes, please explain: By permission of instructor only
   d. Are other ESF or SU courses similar or identical to this course? No ☐ Yes ☑.
      If Yes, please identify the courses: Other departments also have TA courses (e.g., EFB 495, FOR 495 and LSA 495).
   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. After completing this course, students should be able to: (1) describe the development and implementation of an undergraduate course; (2) plan and execute lessons; (3) utilize various teaching methods and learning styles in the classroom; (3) guide students through their assignments, class activities, and/or lab activities; and (4) communicate effectively with students about course concepts.

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. (1) Undergraduate course administration; (2) Development of test questions and grading rubrics; (3) Teaching methods; (4) Learning styles; (5) Leadership and mentoring; (6) Communication skills
3.5 INSTRUCTIONAL METHODS:

Identify the methods used to meet the course outcomes, as well as the principal instructional methods. Students will be graded based on their performance of assigned tasks by the instructor. Instructors will be responsible for creating a syllabus for this course based on the above learning outcomes as they relate to the subject matter, and share this with the student.

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.

EST 492 (1 to 3).

This course is an opportunity for qualified undergraduate students to gain experience in fully supervised, college-level teaching of the type they can expect to perform in graduate school. Students assist the instructor in the preparation and delivery of course materials and preparing laboratories (when applicable). A maximum of 6 credit hours of EST 492, and 3 credit hours relating to any single assisted course, may apply toward graduation requirements. (Fall and Spring). Prerequisites: Previous completion of the course being assisted (with a grade of B or higher), a GPA at ESF of 3.0 or higher, and permission of instructor. Professor consent is required to register for this course.

3.7 COURSE HISTORY:

Provide the dates of prior approval of this course, and its revision history. N/A

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:  None

Classroom resources (e.g. physical facilities in a laboratory, lecture hall, flexible space, academic computing):  None

Technology Resources:  None

Computing Resources (software licensing, hardware, access):  None

Library Resources (subscriptions, services):  None

Transportation Requirements (budget, fees, fleet vehicles):  None

Forest Properties or Field Practicum Facilities:  None
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. Because this is an undergraduate teaching assistant course where students will be gaining experience in college teaching, at this time we do not foresee any of the above being present during instruction.
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:

Environmental Studies

Department/Program 1

Name of Chair/Program Director

Chair Signature

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

Or letter attached □

Registrar

Date

Or letter attached □

Library Director

Date

Or letter attached □

Computing and Network Services

Date

Or letter attached □

Physical Plant

Date

Or letter attached □

Forest Properties

Date

Or letter attached □

Environmental Health and Safety

Date

Or letter attached □
7. Proposer Information and Sponsoring Department Chair Affirmation:

Contact Person:

Name: _______________________________  Department: ____________________________

Email: _______________________________  Phone: _________________________________

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:

____________________________________________________  Date

Curriculum Committee

____________________________________________________  Date

Faculty Governance

____________________________________________________  Date

Provost