Boston University College and Graduate School of Arts & Sciences
Undergraduate Academic Program Office
725 Commonwealth Avenue, Room 102

CAS/GRS New Course Proposal Form
This form is to be used when proposing a new CAS or GRS course.

This form should be submitted to Senior Academic Administrator Peter Law (617-353-7243) as a PDF file to pgl@bu.edu. For further information or assistance, contact Associate Dean Joseph Bizup (617-353-2409; jbizup@bu.edu) about CAS courses or Associate Dean Jeffrey Hughes (617-353-2690; hughes@bu.edu) about GRS courses.

DEPARTMENT OR PROGRAM: Core Curriculum
COURSE NUMBER: CC 250

COURSE TITLE: Core Capstone
INSTRUCTOR(S): Kyna Hamill

TO BE FIRST OFFERED: Sem./Year: Spring/2018

SHORT TITLE: The “short title” appears in the course inventory, on the Link University Class Schedule, and on student transcripts and must be 15 characters maximum including spaces. It should be as clear as possible.

COURSE DESCRIPTION: This is the description that appears in the CAS and/or GRS Bulletin and The Link. It is the first guide that students have as to what the course is about. The description can contain no more than 40 words.

The Core Capstone is a workshop for students pursuing the Core Interdisciplinary Minor to develop skills in writing, presentation and public speaking. Students will learn to synthesize, refine and share conclusions reached in pursuit of their capstone project.

PREREQUISITES: Indicate “None” or list all elements of the prerequisites, clearly indicating “AND” or “OR” where appropriate. Here are three examples: “Junior standing or CAS ZN300 or consent of instructor”; “CAS ZN108 and CAS ZN203 and CAS PQ206; or consent of instructor”; “For SED students only.”

1. State the prerequisites:
   Students enrolled in the Core Interdisciplinary Minor must have completed one of Core’s four two-course sequences (below).
CC 101 (Humanities): Ancient Worlds
CC 102 (Humanities): The Way: Antiquity and the Medieval World
CC 201 (Humanities): Renaissance, Rediscovery and Reformation
CC 202 (Humanities): Enlightenment to Modernity
CC 112 (Social Science): Religion, Social Thought, and the Roots of Society
CC 211 (Social Science): Power, Political Forms, and Economics
CC 111 (Natural Science): Origins: The Cosmos, Earth, Life, and Human Beings
CC 212 (Natural Science): Reality: Science and the Modern World

2. Explain the need for these prerequisites:
   Since this Minor is offered through the Core Curriculum and uses the program as a stepping stone to the capstone project Minor topic, we require that students have some familiarity with the courses and the learning community in Core. Students may have chosen to take the maximum full 8-course sequence, or a minimum 2-course sequence in one of the three divisions offered.

CREDITS: (check one)

☐ Half course: 2 credits
☐ Full course: 4 credits
☐ Variable: Please describe.
☐ Other: Please describe.

Provide a rationale for this number of credits, bearing in mind that for a CAS or GRS course to carry 4 credits, 1) it must normally be scheduled to meet at least 150 minutes/week, AND 2) combined instruction and assignments, as detailed in the attached course syllabus, must anticipate at least 12 total hours/week of student effort to achieve course objectives.

This course will meet once per week during a 75 min block. This rationale is to enable students to take the workshop while also fulfilling a full course load. This discussion-based workshop will act as a “creative incubator” where ideas about minor projects can be nourished, developed and articulated. Class will include workshops to develop skills in writing, presentation and public speaking and offer time for feedback by faculty and students.

DIVISIONAL STUDIES CREDIT: Is this course intended to fulfill Divisional Studies requirements?

☐ No.
☐ Yes. If yes, please indicate which division and explain why the course should qualify for Divisional Studies credit. Refer to criteria listed here and specify whether this course is intended for “short” or “expanded” divisional list.

HOW FREQUENTLY WILL THE COURSE BE OFFERED?

☐ Every semester  ☐ Once a year, fall  ☐ Once a year, spring  ☐ Every other year
☐ Other: Explain: Initially offered 1x/year with the possibility of expansion depending on enrollment.

NEED FOR THE COURSE: Explain the need for the course and its intended impact. How will it strengthen your overall curriculum? Will it be required or fulfill a requirement for degrees/majors/minors offered by your
department/program or for degrees in other departments/school/colleges? Which students are most likely to be served by this course? How will it contribute to program learning outcomes for those students? If you see the course as being of “possible” or “likely” interest to students in another departments/program, please consult directly with colleagues in that unit. (You must attach appropriate cognate comments using cognate comment form if this course is intended to serve students in specific other programs. See FURTHER INFORMATION below about cognate comment.)

The Core Capstone Workshop: This is a required course for students enrolled in the Core Interdisciplinary Minor. Students will prepare proposals and preliminary versions of their final capstone paper/project for critique and discussion with the rest of the class; sessions on rhetoric will prepare students for the final formal presentation. As a component of the minor, this workshop will enable students to synthesize, refine and share the conclusions they reach in pursuing topics that put at least one disciplinary field in conversation with another. We see this workshop as a model for interdisciplinary studies in which students communicate the results of their thinking and research with their peers in a shared learning environment. The workshop is designed to develop skills in writing, and digital communication, while also focusing on presentation and public speaking. It will act as a “creative incubator” in which ideas can be nourished, developed and articulated.

ENROLLMENT: How many undergraduate and/or graduate students do you expect to enroll in the initial offering of this course?
This is a required undergraduate course for students registered for the Core Interdisciplinary Minor. Since it is a discussion-based workshop we will cap enrollment at 14 students. We expect 10-12 in the first year.

CROSS-LISTING: Is this course to be cross-listed or taught with another course? If so, specify. Chairs/directors of all cross-listing units must co-sign this proposal on the signature line below. NO

OVERLAP:

1. Are there courses in the UIS Course Inventory (CC00) with the same number and/or title as this course?
   X No.
   □ Yes. If yes, any active course(s) with the same number or title as the proposed course will be phased out upon approval of this proposal.
   NOTE: A course number cannot be reused if a different course by that number has been offered in the past five years.

2. Relationship to other courses in your program or others: Is there any significant overlap between this course and others offered by your department/program or by others? (You must attach appropriate cognate comments using cognate comment form if this course might be perceived as overlapping with courses in another department/program. See FURTHER INFORMATION below.)

This is a new course and will not overlap. This is not a reading course, but rather a course to broaden skills in writing, presentation and public speaking.

FACILITIES AND EQUIPMENT: What, if any, are the new or special facilities or equipment needs of the course (e.g., laboratory, library, instructional technology, consumables)? Are currently available facilities, equipment, and other resources adequate for the proposed course? (NOTE: Approval of proposed course does not imply commitment to new resources to support the course on the part of CAS.)

Regular seminar-style classroom. CAS 114A or CAS 114 or our own seminar room in CAS 119.
STAFFING: How will the staffing of this course, in terms of faculty and, where relevant, teaching fellows, affect staffing support for other courses? For example, are there other courses that will not be taught as often as now? Is the staffing of this course the result of recent or expected expansion of faculty? (NOTE: Approval of proposed course does not imply commitment to new resources to support the course on the part of CAS.)

The course will be taught by Core faculty and Core-affiliated faculty.

BUDGET AND COST: What, if any, are the other new budgetary needs or implications related to the start-up or continued offering of this course? If start-up or continuation of the course will entail costs not already discussed, identify them and how you expect to cover them. (NOTE: Approval of proposed course does not imply commitment to new resources to support the course on the part of CAS.)

Budget: $3000 a year: compensation for leading the 2-credit Capstone workshop would be in the range of $3000. In 2017-18 this workshop will be taught by Kyna Hamill, Assistant Director of the Core Curriculum.

EXTERNAL PROGRAMS: If this course is being offered at an external program/campus, please provide a brief description of that program and attach a CV for the proposed instructor.

FURTHER INFORMATION THAT MUST BE ATTACHED IN ORDER FOR THIS PROPOSAL TO BE CONSIDERED:

- A complete week-by-week SYLLABUS with student learning objectives, readings, and assignments that reflects the specifications of the course described in this proposal; that is, appropriate level, credits, etc. (See guidelines on “Writing a Syllabus” on the Center for Teaching & Learning website.) Be sure that syllabus includes your expectations for academic honesty, with URL for pertinent undergraduate or GRS academic conduct code(s).

- Cognate comment from chairs or directors of relevant departments and/or programs. Use the form here under “Curriculum Review & Modification.” You can consult with Joseph Bizup (CAS) or Jeffrey Hughes (GRS) to determine which departments or programs inside and outside of CAS would be appropriate.

DEPARTMENT CONTACT NAME AND POSITION:

DEPARTMENT CONTACT EMAIL AND PHONE:

DEPARTMENT APPROVAL:  

Department Chair

Date

Other Department Chair(s) (for cross-listed courses)

Date
DEAN'S OFFICE CURRICULUM ADMINISTRATOR USE ONLY

CAS/GRS CURRICULUM COMMITTEE APPROVAL:

☐ Approved  Date: _____________________
☐ Tabled  Date: _____________________
☐ Not Approved  Date: _____________________

Divisional Studies Credit:

☐ Endorsed:

☐ HU
☐ MCS
☐ NS
☐ SS

☐ Not endorsed

____________________________
Curriculum Committee Chair Signature and Date

Comments:

PROVISIONAL APPROVAL REQUESTED for Semester/Year: _____________________

____________________________
Dean of Arts & Sciences Signature and Date

Comments:

CAS FACULTY:  Faculty Meeting Date: _____________________  ☐ Approved  ☐ Not Approved

____________________________
Curriculum Administrator Signature and Date

Comments:
CAS CC 250 – Core Capstone

Meets weekly for 75 minutes in the Core Seminar Room

Course Description: The Core Capstone is a workshop for students pursuing the Core Interdisciplinary Minor to develop skills in writing, presentation and public speaking. Students will learn to synthesize, refine and share conclusions reached in pursuit of their capstone project. Students enrolled in this workshop are required to have completed a two-course sequence in one of Core’s divisional offerings.

Course Objectives: The Core Capstone Workshop is a required course for students enrolled in the Core Interdisciplinary Minor. Students will prepare proposals and preliminary versions of their final capstone paper/project for critique and discussion with the rest of the class; sessions on rhetoric will prepare students for the final formal presentation. This workshop will enable students to synthesize, refine and share the conclusions reached in pursuing topics that put at least one disciplinary field in conversation with another.

- Students will learn to communicate the results of their thinking and research with their peers in a shared learning environment.
- The workshop is designed to develop skills in writing, and digital communication, while also focusing on presentation and public speaking.
- In this “creative incubator”, ideas will be nourished, developed and articulated.
- Students are required to actively participate and come prepared with a project schedule for the semester.

Required Readings; Selections TBD.

Outline of Course – To be adapted to the needs of enrolled students in the Workshop

Week 1: Choosing a Topic – What is Interdisciplinary?
Week 2: Refining a Topic – The Project Questions
Week 3: Gathering Resources 1: Bibliography
Week 4: Gathering Resources 2: Other sources and platforms
Week 5: Project Status Reports
Week 6: Structuring the Argument 1 – What are you saying?
Week 7: Structuring the Argument 2 – Who is your reader?
Week 8: Draft Submission and Critique
Week 9: Revision 1 – peer review
Week 10: Revision 2 – self-assessment
Week 11: Public Speaking 1: Articulating the project
Week 12: Public Speaking 2: Rhetorical strategies
Week 13: Sharing project results
Week 14: Sharing Project results

Student Grades
Class participation (including regular discussion): 25%
Project Process 25%
Final Project 50%
Attendance:
Since this is a cumulative project workshop, you are expected to attend and to appear punctually every week. Attendance will be taken at the beginning of each class. If you miss more than 2 weeks, partial grade deductions may occur. Only documented medical and family emergencies count as excused absences unless you speak to me before your absence with a valid reason for missing class. I reserve the right to count lateness as an absence if it becomes a habit.

The Core Writing Center:
The Core Writing Center is available for help and support throughout the semester. For difficulties with format and style this is your most effective resource. To make an appointment with a tutor stop by the Core Office (CAS 119) or email core@bu.edu. The Writing Center is now located in CAS 328.

Plagiarism:
All members of Boston University are expected to maintain the highest standards of academic honesty and integrity. We have the same expectations of each other in this course. I take the issue of plagiarism seriously and expect all the work you do in this course to be your own. If you have any questions about what constitutes plagiarism and how it differs from the appropriate use of other people's work, consult the Academic Conduct Code. Any student found offering work that is not their own will be subject to disciplinary action.
http://www.bu.edu/academics/policies/academic-conduct-code/