

Attachment 3

**Appendix R: Template Course Data Sheet  
(Expedited approval)  
Kansas State University**

Department:	
Dept Head Signature:	Date:
Contact person(s) for this proposal:	
Subject _____ (i.e. ACCTG)	Catalog Nbr: <u>49?</u> (i.e. between 490-499)
Course short title: Undergraduate Research Experience	
(i.e. Intro to...)	

**Effective term for requested action:** Term \_\_\_\_\_ Year \_\_\_\_\_

**Please attach a course syllabus for review by the college course and curriculum committee if required.**

**Rationale:** Record and, as appropriate, give credit to students participating in undergraduate research.

**Impact (i.e. if this impacts another unit):** None

\* = Required Fields

\***Subject** \_\_\_\_\_ **Nbr** 49?

\***Short Title (Description):** Length=30 (use Initial Caps)  
Undergrad Research Experience

\***Long Course Title:** Length=100 (use Initial Caps)  
Undergraduate Research Experience

\***Course Description (including course components and time dedicated to them (rec, lec, lab, etc.):**  
"Open to students pursuing undergraduate research projects. Requires consent of instructor."

\***Credit Hours/Units:** Select one  
 Variable Hours 0 to 3  
Minimum Maximum

\***Grading Basis:** Select ONE  
 Graded (Letter grade; Non-exempt)  
 Graded-IH (Letter grade; Exempt)  
 Credit/No Credit (Credit/No Credit)  
 Student Option (Graded and APassF; Non-exempt)  
 Student Option-IH (Graded and APassF; Exempt)

Note: Non-exempt=grades of Incomplete may convert to F  
Exempt=grades of Incomplete will never convert to F

**Repeat for Credit:** Select one:  
 This is a repeatable course (Student may reenroll to accumulate additional credit)  
 This is not a repeatable course (Retake rules apply when student reenrolls)

\***K-State 8:**  
 No

**\*Terms Offered:**

Fall       Spring       Summer  
 Other – Explanation: \_\_\_\_\_

**\*Course Titles:**

Choose from the following and complete appropriate fields:

*TITLE MAY NOT VARY*

**\*Academic Group:** Select one of the following

Specify COLLEGE (AG,AR,AS,BA,ED,EN,HE,TC) \_\_\_\_\_

**\*Academic Career:** Select ONE

UGRD (000-799)

**Enrollment Requirement Group:** List pre-requisites and co-requisites here

Required       Recommended

Pre-Requisite: Consent of Instructor \_\_\_\_\_

Co-Requisite: \_\_\_\_\_

**Other Requirements:**

**\*Components:** The course component is research. Other components may be added.

Component      Default Section Size

RSH      \_\_\_\_\_

Choose other required components:

\_\_\_\_\_      \_\_\_\_\_  
\_\_\_\_\_      \_\_\_\_\_

ACT=Activity	OTH=Other
AUD=Audio	PRC=Practicum
FLD=Field experience	QZ=Quiz
HLP=Help	REC=Recitation
IND=Independent Study	RDG=Readings
INS = Individual Instruction	RSH=Research
INT=Internship	SEM=Seminar
LAB=Lab	SLF=SelfPaced
LEC=Lecture	STD=Studio
LES=Lessons	TCH=Student Teaching

***Will one or more of the sections in this course be offered as distance education?***  Yes  No

*If yes, please be sure to make contact with the Global Campus office.*

**For Office Use**

Date approved by Department Faculty:

Date approved by College Course and Curriculum committee:

## **Appendix R: Template Course Data Sheet Instructions**

*Department:* Fill in name of department. The department head should sign and date.

*Contact Person:* Person the college curriculum committee should contact if they need additional information.

*Subject:* Enter the appropriate course prefix.

*Course Number:* Choose any available number between 490-499.

*Course Short Title:* “Undergraduate Research Experience”

*Effective term for request action:* Fill in term and year you want to start offering the course.

*Rationale:* “Record and, as appropriate, give credit to students participating in undergraduate research.”

*Impact:* There should be no impact on other departments. If somehow offering this course will impact another department, the standard, non-expedited, course addition process must be used.

*Subject:* Same as above

*Number:* Same as above

*Short Title (Description):* “Undergrad Research Experience”

*Long Course Title:* “Undergraduate Research Experience”

*Course Description (including course components and time dedicated to them (rec, lec, lab, etc.)):* “Open to students pursuing undergraduate research projects. Requires consent of instructor.”

*Credit Hours/Units:* “Variable 0-3 hours”

*Grading Basis:* Select the grading basis you wish. Note that this is a course for “experience” and so does not require completion of a project. In particular, it is not appropriate to give incompletes until a project is finished, as is often done in graduate research courses. As such, a Credit/No Credit option is often appropriate, however, the course may be graded if the department and college feel that is the best choice.

*Repeat for Credit:* “This is a repeated course.” However, since the prerequisite requires consent of instructor, departments may limit repetitions by withholding consent.

*K-State 8:* “No”

*Terms Offered:* It would be advisable to select “Fall, Spring, and Summer”

*Course Titles:* “Title May Not Vary” This option is required to enable easy tabulation of the number of students pursuing undergraduate research by searching for the common title.

*Academic Group:* Specify College. The expedited approval process is specifically geared for courses offered within a particular college. To create an interdisciplinary undergraduate research course, use the standard non-expedited process.

*Academic Career:* “UGRD (000-799)”

*Enrollment Requirement Group:* “Required Pre-requisite: Consent of Instructor”

*Other Requirements:* Enter any additional requirements here. Typically there will be none since you can control student background through consent of instructor, but departments may choose to add requirements if they wish to inform students of necessary background to begin undergraduate research.

*Components:* Select the component(s) of the course. You will select the component “RSH = Research.” However, additional components may be included.

*Will one or more of the sections in this course be offered as distance education:* Typically NO, even if the student goes off-campus during the research experience. However, some departments might find a distance option appropriate. Be sure to make contact with Global Campus if you wish to offer a section through distance education.