

UCC Meeting
March 11, 2008
Agenda

I. Minutes of the 2/12/08 Meeting				
II. Consent Agenda				
A. Syllabus Approved Format and Policy Statements				
B. Liberal Studies approvals				
1	ANT 206, AIS/ES/WGS 325, ES 100, HIS 367, HIS 368, HIS 369, HIS 370, HIS 372, HIS 377, HIS 384, HIS 388	Liberal Studies	F'08	CU
2	ANT 377, CS 110	Liberal Studies	F'08	Science
3	AIS/ES/WGS 255, ES 160, ANT 106	Liberal Studies	F'08	AHI
4	CCJ 385, CCJ 395, DIS 303, HIS 373, SBS 101	Liberal Studies	F'08	SPW
III. Action Agenda				
A. The College of Social and Behavioral Sciences				
1	AIS 460	New Course	F'08	Cross List w/ANT460
2	ANT 460	Course Change	F'08	add cross-listing with new AIS 460
B. The College of Arts and Letters				
1	ENG 300	Course Change	Fall 2009	units, description
2	Minor English Ed	Plan Change	Fall 2009	reduce units, course changes
3	BSED English	Plan Change	Fall 2009	increase units, NCATE requirements
4	BSED English Extended	Plan Change	Fall 2009	increase units
5	Minor Latin American Studies	Plan Change	Fall 2009	additional courses
C. The W. A. Franke College of Business				
1	HA 100	Course Change	Fall 2008	units, description
2	Certificate in Hotel Restaurant Management	Plan Change	Fall 2008	units, additional course
3	BS Hotel and Restaurant Mgmt	Plan Change	Fall 2008	Course changes
4	BS International Hospitality Mgmt Extended	Plan Change	Fall 2008	Course changes
D. Diversity Approvals				
1	AIS 460	Diversity	F'08	Ethnic Diversity
2	ANT 340	Diversity	F'08	Global Diversity

**UCC Meeting
March 11, 2008
Minutes**

I. Minutes of the 2/12/08 Meeting - approved as presented.				
II. Consent Agenda - Approved, 1 opposed.				
A. Syllabus Approved Format and Policy Statements				
B. Liberal Studies approvals				
1	ANT 206, AIS/ES/WGS 325, ES 100, HIS 367, HIS 368, HIS 369, HIS 370, HIS 372, HIS 377, HIS 384, HIS 388	Liberal Studies	F'08	CU
2	ANT 377, CS 110	Liberal Studies	F'08	Science
3	AIS/ES/WGS 255, ES 160, ANT 106	Liberal Studies	F'08	AHI
4	CCJ 385, CCJ 395, DIS 303, HIS 373, SBS 101	Liberal Studies	F'08	SPW
III. Action Agenda				
A. The College of Social and Behavioral Sciences - Approved w/change to requisite in item 1.				
1	AIS 460	New Course	F'08	Cross List w/ANT460
2	ANT 460	Course Change	F'08	add cross-listing with new AIS 460
B. The College of Arts and Letters - items 1-4 approved. Item 5 tabled due to no representation.				
1	ENG 300	Course Change	Fall 2009	units, description
2	Minor English Ed	Plan Change	Fall 2009	reduce units, course changes
3	BSED English	Plan Change	Fall 2009	increase units, NCATE requirements
4	BSED English Extended	Plan Change	Fall 2009	increase units
5	Minor Latin American Studies	Plan Change	Fall 2009	additional courses
C. The W. A. Franke College of Business - all items approved.				
1	HA 100	Course Change	Fall 2008	units, description
2	Certificate in Hotel Restaurant Management	Plan Change	Fall 2008	units, additional course
3	BS Hotel and Restaurant Mgmt	Plan Change	Fall 2008	Course changes
4	BS International Hospitality Mgmt Extended	Plan Change	Fall 2008	Course changes
D. Diversity Approvals - approved.				
1	AIS 460	Diversity	F'08	Ethnic Diversity
2	ANT 340	Diversity	F'08	Global Diversity

NORTHERN ARIZONA UNIVERSITY
POLICY STATEMENTS

SAFE ENVIRONMENT POLICY

NAU's Safe Working and Learning Environment Policy seeks to prohibit discrimination and promote the safety of all individuals within the university. The goal of this policy is to prevent the occurrence of discrimination on the basis of sex, race, color, age, national origin, religion, sexual orientation, disability, or veteran status and to prevent sexual harassment, sexual assault or retaliation by anyone at this university.

You may obtain a copy of this policy from the college dean's office or from the NAU's Affirmative Action website <http://www4.nau.edu/diversity/swale.asp>. If you have concerns about this policy, it is important that you contact the departmental chair, dean's office, the Office of Student Life (928-523-5181), or NAU's Office of Affirmative Action (928-523-3312).

STUDENTS WITH DISABILITIES

If you have a documented disability, you can arrange for accommodations by contacting Disability Resources (DR) at 523-8773 (voice) or 523-6906 (TTY), dr@nau.edu (e-mail) or 928-523-8747 (fax). Students needing academic accommodations are required to register with DR and provide required disability related documentation. Although you may request an accommodation at any time, in order for DR to best meet your individual needs, you are urged to register and submit necessary documentation (www.nau.edu/dr) 8 weeks prior to the time you wish to receive accommodations. DR is strongly committed to the needs of student with disabilities and the promotion of Universal Design. Concerns or questions related to the accessibility of programs and facilities at NAU may be brought to the attention of DR or the Office of Affirmative Action and Equal Opportunity (523-3312).

INSTITUTIONAL REVIEW BOARD

Any study involving observation of or interaction with human subjects that originates at NAU—including a course project, report, or research paper—must be reviewed and approved by the Institutional Review Board (IRB) for the protection of human subjects in research and research-related activities.

The IRB meets monthly. Proposals must be submitted for review at least fifteen working days before the monthly meeting. You should consult with your course instructor early in the course to ascertain if your project needs to be reviewed by the IRB and/or to secure information or appropriate forms and procedures for the IRB review. Your instructor and department chair or college dean must sign the application for approval by the IRB. The IRB categorizes projects into three levels depending on the nature of the project: exempt from further review, expedited review, or full board review. If the IRB certifies that a project is exempt from further review, you need not resubmit the project for continuing IRB review as long as there are no modifications in the exempted procedures.

A copy of the IRB Policy and Procedures Manual is available in each department's administrative office and each college dean's office or on their website: <http://www.research.nau.edu/vpr/IRB/index.htm>. If you have questions, contact the IRB Coordinator in the Office of the Vice President for Research at 928-523-8288 or 523-4340.

ACADEMIC INTEGRITY

The university takes an extremely serious view of violations of academic integrity. As members of the academic community, NAU's administration, faculty, staff and students are dedicated to promoting an atmosphere of honesty and are committed to maintaining the academic integrity essential to the education process. Inherent in this commitment is the belief that academic dishonesty in all forms violates the basic principles of integrity and impedes learning. Students are therefore responsible for conducting themselves in an academically honest manner.

Individual students and faculty members are responsible for identifying instances of academic dishonesty. Faculty members then recommend penalties to the department chair or college dean in keeping with the severity of the violation. The complete policy on academic integrity is in Appendix G of NAU's Student Handbook <http://www4.nau.edu/stulife/handbookdishonesty.htm>.

ACADEMIC CONTACT HOUR POLICY

The Arizona Board of Regents Academic Contact Hour Policy (ABOR Handbook, 2-206, Academic Credit) states: "an hour of work is the equivalent of 50 minutes of class time...at least 15 contact hours of recitation, lecture, discussion, testing or evaluation, seminar, or colloquium as well as a minimum of 30 hours of student homework is required for each unit of credit."

The reasonable interpretation of this policy is that for every credit hour, a student should expect, on average, to do a minimum of two additional hours of work per week; e.g., preparation, homework, studying.

SENSITIVE COURSE MATERIALS

If an instructor believes it is appropriate, the syllabus should communicate to students that some course content may be considered sensitive by some students.

"University education aims to expand student understanding and awareness. Thus, it necessarily involves engagement with a wide range of information, ideas, and creative representations. In the course of college studies, students can expect to encounter—and critically appraise—materials that may differ from and perhaps challenge familiar understandings, ideas, and beliefs. Students are encouraged to discuss these matters with faculty."

H. Ronald [Signature] 3.11.08
UCC approved

COURSE SYLLABUS – APPROVED FORMAT

General Information

- Name of college and department
- Course prefix, number, and title
- Semester in which course will be offered
- Clock hours, credit hours
- Instructor's name
- Office address
- Office hours

Course prerequisites

Course description

Student Learning Expectations/Outcomes for this Course

Course structure/approach

Textbook and required materials

Recommended optional materials/references (attach reading list)

Course outline

Assessment of Student Learning Outcomes

- Methods of Assessment
- Timeline for Assessment

Grading System

Course policy

- Retests/makeup tests
- Attendance
- Statement on plagiarism and cheating

University policies: Attach the Safe Working and Learning Environment, Students with Disabilities, Institutional Review Board, Academic Integrity, Academic Contact Hour and Sensitive Course Content policies or reference them on the syllabus.

Other

H. Ronald G. S. 3.11.08
UCC approved

The Liberal Studies Committee met on Friday, February 15, 2008, and voted to recommend the following:

ANT 206 Ancient Peoples of North America (CU, critical thinking)

ANT 377 Anthropology of Race (Science, scientific inquiry)

AIS/ES/WGS 255 "Authentic Indian": Gender and Indigenous Representation (AHI, critical thinking)

AIS/ES/WGS 325 (CU, critical thinking)

ES 100 Introduction to Ethnic Studies (CU, critical thinking)

ES 160 Introduction to Latino/a/Chicano/a Studies (AHI, critical thinking)

HIS 377 African-American History Since 1865 (CU, effective writing)

HIS 384 Hopi History (CU, effective writing)

The Liberal Studies Committee met on Friday, February 15, 2008, and voted to recommend the following:

CCJ 385 Security in a Globalized World (SPW, critical thinking)

CCJ 395 Borders, Immigration and Human Rights (SPW, effective writing)

The Liberal Studies Committee met on Friday, February 29, 2008, and voted to recommend the following to the UCC:

ANT 106 Art of Ancient Technology (AHI, critical thinking)

CS 110 Introduction to Computer Science (Science, critical thinking)

DIS 303 Perspectives on Disability (SPW, critical thinking) (note that the original UCC form said CU, instructor has changed it to SPW and the UCC record should indicate this)

HIS 367 From Southwest to Sunbelt (CU, critical thinking)

HIS 368 Making of the U.S. West (CU, critical thinking)

HIS 369 The U.S. West Transformed (CU, critical thinking)

HIS 370 History of U.S. Sports (CU, critical thinking)

HIS 372 The U.S. in the World (CU, critical thinking) (note that on the UCC form, no skill was checked, however the syllabus reflects critical thinking)

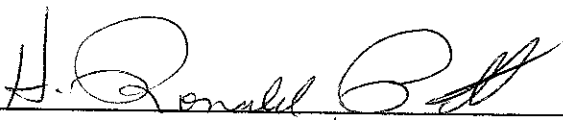
HIS 373 The City in U.S. History (SPW, effective writing) (note that the UCC form reflects CU, but the syllabus focuses on SPW; the form should be changed to reflect the correct block)

HIS 388 U.S. Thought and Culture since 1865 (CU, effective writing)

Please let me know if you have questions.

Dayle Hardy-Short

Dayle C. Hardy-Short, Ph.D., Professor
Speech Communication
Director of the Basic Course
(Fundamentals of Public Speaking)
dayle.hardy-short@nau.edu
928.523.2311 (office)
928.523.1505 (fax)



UCC approved 3.11.08

University Curriculum Committee
Proposal for New Course

1. Is this course being proposed for Liberal Studies designation? Yes No
If yes, route completed form to Liberal Studies.

2. New course effective beginning what term and year? (ex. Spring 2008, Summer 2008) *See effective dates schedule.* Fall 2008

3. College Social Behavioral Sciences 4. Academic Unit /Department Applied Indigenous Studies

5. Course subject/catalog number AIS 460 6. Units/Credit Hours 3

7. Long course title Applied Indigenous Cultural Resource Management
(max 100 characters including spaces)

8. Short course title (max. 30 characters including spaces) Appl Indigenous Cultl Res Mgt

9. Catalog course description (max. 30 words, excluding requisites).

APPLIED INDIGENOUS CULTURAL RESOURCE MANAGEMENT (3)

This course explores the developments in the working relationships of Indigenous peoples and archaeologists in cultural resource management. Tribal CRM strategies and case studies across Indian country will be reviewed. Prerequisite: ANT 365 and ANT/AIS 459 ETNC

10. Grading option:

Letter grade Pass/Fail or Both

(If both, the course may only be offered one way for each respective section.)

11. Co-convened with _____ 11a. Date approved by UGC _____
(Must be approved by UGC prior to bringing to UCC. Both course syllabi must be presented)

12. Cross-listed with ANT 460 (ETNC)
(Please submit a single cross-listed syllabus that will be used for all cross-listed courses.)

13. May course be repeated for *additional* units? yes no

a. If yes, maximum units allowed? _____

b. If yes, may course be repeated for additional units in the same term? yes no
(ex. PES 100)

14. Prerequisites (must be completed *before* proposed course) ANT 365 and ~~ANT/AIS~~ 459

15. Corequisites (must be completed *with* proposed course) _____

16. Is the course needed for a new or existing plan of study (major, minor, certificate)? yes no

Name of plan? _____

Note: If required, a new plan or plan change form must be submitted with this request.

17. Is a potential equivalent course offered at a community college (lower division only) yes no
If yes, does it require listing in the *Course Equivalency Guide*? yes no
Please list, if known, the institution and subject/catalog number of the course _____

8. Names of current faculty qualified to teach this course: Kerry Thompson, Andrea Hunter

19. Justification for new course, including unique features if applicable. (Attach proposed syllabus in the approved university format).

This course will help fill a gap in the AIS Cultural Resource Management Emphasis Area course elective area and allow other AIS emphasis area students to benefit from this vital and relevant course content. This will provide an opportunity for students to fulfill optional course emphasis areas with additional AIS courses. In cross-listing this course with Anthropology, it will increase the opportunity for Native students enrollment in the class and thereby, potentially enhance and enrich the course discussions.

**We do approve of the cross listings.
George Gummerman**

**Chair Department of Anthropology
Box 15200
Flagstaff, AZ 86011
928-523-3498**

<mailto:George.Gumerman@nau.edu>George.Gumerman@nau.edu

For Official AIO Use Only:

Component Type

Consent

Topics Course

If the course being submitted for approval is NOT a LIBERAL STUDIES course, please go to step 41.

LIBERAL STUDIES ONLY

Contact name: _____

Contact email: _____

Dept. Chair name: _____

Dept. Chair email: _____

College Contact name : _____

College Contact email: _____

20. This course is a Single section Multi-section

21. List names of faculty who may teach this course: _____

22. Section enrollment cap: _____

If this course is being submitted for approval as a new LIBERAL STUDIES course, please complete questions 23-25.

OR

If this course is being submitted for approval as a new JUNIOR LEVEL WRITING course, please complete questions 30-31.

OR

If this course is being submitted for approval as a new SENIOR CAPSTONE course, please complete questions 32-34.

NEW LIBERAL STUDIES COURSE

23. Distribution Block (check one): *If a topics course, must apply to ALL sections.*

Aesthetic and Humanistic Inquiry

Cultural Understanding

Science

Social and Political Worlds

24. Skills (check two): *If a topics course, must apply to ALL sections.*

Effective Oral Communication

Effective Writing

Critical Thinking

Quantitative Reasoning

Scientific Inquiry

25. Is this a topics course? Yes No

If YES, please complete questions 34-36. If NO, please go to question 42.

TOPICS COURSE ONLY

26. Identify the Student Learning Outcomes that will be found in ALL topic syllabi offered under this course number. _____

27. Explain by what method(s) Student Learning Outcomes will be assessed in ALL topic syllabi offered under this course number.

28. Please attach an example of a Topic Syllabus offered under this course number.

GO TO question 35

29. Explain by what method(s) Student Learning Outcomes will be assessed in ALL topic syllabi offered under this course number. _____

NEW JUNIOR LEVEL WRITING COURSE (refer to question 19)

To which degree programs offered by your department/academic unit does this proposal apply? _____

31. Do you intend to offer ABC 300 and ABC 300W? yes no
If no, please submit a course delete form for the ABC 300.

GO TO question 35

NEW SENIOR CAPSTONE COURSE (refer to question 19)

32. To which degree programs offered by your department/academic unit does this proposal apply? _____

33. Does this proposal replace or modify an existing course or experience? yes no
If yes, which course(s)? _____

34. Do you intend to offer ABC 400 and ABC 400C? yes no
If no, please submit a course delete form for the ABC 400.

35. Approvals

Department Chair (if appropriate)	_____	Date
Chair of college curriculum committee	_____	Date
Dean of college	_____	Date

(Handwritten signatures and date 1-31-08 are present in the original image)

For Committees use only

For Liberal Studies Committee	_____	Date
Action taken:	_____	_____
modified	Approved as submitted	Approved as
	<i>(Handwritten signature)</i>	<i>(Handwritten signature)</i>
For University Curriculum Committee	_____	Date
Action taken:	_____	_____
	Approved as submitted	Approved as
		<i>(Handwritten checkmark)</i>

**SYLLABUS
SOCIAL AND BEHAVIORAL SCIENCES**

**APPLIED INDIGENOUS CULTURAL RESOURCE MANAGEMENT
(AIS 460)**

FALL 2004 W 11:15 AM-1:45 PM (3 CREDITS)

LOCATION: du Bois Center (BLDG 64) RM 30

PROFESSOR: DR. ANDREA A. HUNTER

OFFICE: ANT (BLDG 60), RM 214

OFFICE PHONE: 523-9656

OFFICE HOURS: T 2:30-4:30, W 3:00-4:30; OR BY APPOINTMENT

COURSE PREREQUISITES: Cultural Resource Management (ANT 365) and Indigenous Perspectives in Cultural Resource Management (ANT/~~AIS~~ 459).

COURSE DESCRIPTION: Indigenous communities are transforming cultural resource management from a discipline focused on saving archaeological sites for archaeologists to one focused on protecting a wider range of cultural resources for multiple communities, especially descendent communities. A critical factor in continuing this transformation is for Indigenous communities to develop their own self-sustaining capabilities for interaction with land managing agencies, and where appropriate, doing the work themselves. This course will explore the developments in the working relationships of Indigenous peoples and archaeologists in cultural resource management. Strategies and case studies where Indigenous communities themselves and where cultural resource professionals have helped Indigenous communities develop self-sustaining stewardship-based cultural resource programs are presented.

COURSE OBJECTIVES: The following are the primary goals for the course:

- learn about, compare, and contrast Indigenous ownership and management of cultural resources
- gain an understanding of Native peoples participation at all levels (community and professional) in cultural resource ownership, management, preservation, research, and interpretation

COURSE STRUCTURE: The course will be taught in a lecture and group discussion format. All readings compliment lectures and should be read by the dates shown on the weekly reading list.

TEXTBOOKS REQUIRED:

- (1) *Tribal Cultural Resource Management*, by D. Stapp and M. Burney, 2002
- (2) *Native Americans and Archaeologists, Stepping Stones to Common Ground*, edited by N. Swidler,
K. Dongoski, R. Anyon, and A. Downer, 1997
- (3) *American Indians and the Nevada Test Site: A Model of Research and Consultation*, edited by R. W. Stoffle,
M. N. Zedeño, and D. B. Halmo, 2001

ADDITIONAL REQUIRED READINGS: There are several required readings from book chapters and journal articles assigned throughout the semester. These are on electronic reserve at Cline Library.

EVALUATION METHOD: Your evaluation in the course will be based on the following three criteria:

1) **Examinations:** There will be two exams. Both will be given during the regular semester at the times listed on the class schedule. The exam format will be objective: multiple choice, true/false, fill-in-the-blank, identifications, matching, and short essay questions. Exam questions will come from lecture, required readings, and audio/visual presentations.

2) **Presentation:** The class will form research groups of two individuals to study one of the tribal historic preservation offices (THPO). Information will be gathered on the history of the THPO, what the tribe has established to address cultural resource management on and off their reservation. The last weeks of class all groups will summarize their results in a 20 minute class presentation. All members of each group must contribute to the study.

3) **Term Paper:** Each research group will turn in a final term paper on their THPO study (maximum 10 pages of text, excluding maps, figures, bibliography).

POINT DISTRIBUTION:

Exams:		Papers/Presentation:	
Exam 1	= 100 pts	Presentation =	100 pts
Exam 2	= <u>100 pts</u>	Term paper =	<u>100 pts</u>
	200 pts		200 pts

Total pts = 400 A = 400-360 B = 359-320 C = 319-280 D = 279-240 F = 239-0

COURSE POLICIES:

Re-tests/Make-up tests: No make-up exams will be given for anything less than a well-documented (in writing) emergency.

Attendance: Required, you must attend all lectures.

Plagiarism and Cheating: Academic dishonesty will not be tolerated. Students charged with academic dishonesty are subject to the Arizona Board of Regents' Code of Conduct and procedures established by NAU and outlined in the *Student Handbook 2004-2005*. **No leniency will be granted and any incidents will be pursued to the fullest extent of the sanctions in the Code of Conduct.**

Incompletes: No incompletes will be given for anything less than a well-documented (in writing) emergency.

Students with Learning Disabilities or Physical Handicaps:

Students who have learning disabilities or physical handicaps must present a copy of their **Eligibility Letter** to the professor within the first 2 weeks of class. The university provides many kinds of services and support, but those eligible must obtain documentation from the appropriate university agencies. Requests for accommodations must be made early.

COURSE SCHEDULE AND ASSIGNMENTS

(schedule is tentative and subject to change without notice by professor)

Week 1

Aug. 27: Introduction to course

Week 2

Sept. 3: Defining tribal cultural resource management

Implementing a Tribal Cultural Resource Management Agenda

Week 3

Sept. 10: Developing a tribal cultural resource protection program

Week 4

Sept. 17: Consultation: the cornerstone of tribal cultural resource management

Week 5

Sept. 24: Cultural landscapes and the challenge of protection

Week 6

Oct. 1: Promoting a cultural resource stewardship agenda to address tribal interests and expectations

Aspects of Tribal Cultural Resource Management

Week 7

Oct. 8: Repatriation of Native American human remains

Week 8

Oct. 15: Curation and repatriation of sacred and tribal objects

Week 9

Oct. 22: Sacred places and sacred landscapes

Week 10

Oct. 29: Preservation of tribal sacred places

Week 11

Nov. 5: Living tribal cultures

Tribal Cultural Resource Management Case Studies

Week 12

Nov. 12: Case studies: Southwest and Northwest tribes

Week 13

Nov. 19: Case studies: Plains and Southeast tribes

Week 14

Nov. 26: Student's presentations and group discussion

Week 15

Dec. 3: Student's presentations and group discussion

Dec. 5: Term Paper Due

UNIVERSITY CURRICULUM COMMITTEE

PROPOSAL FOR COURSE CHANGE

1. Is this a Liberal Studies or Diversity Course? Liberal Studies Diversity Both

2. Course change effective beginning of what term and year?
(ex. Spring 2008, Summer 2008) See effective dates schedule. Fall 2008

3. College Social & Behavioral Sciences 4. Academic Unit Anthropology

5. Current course subject/catalog number ANT 460

6. Current catalog title, course description, and units. (Copy and paste from current on-line academic catalog).

ANT 460 APPLIED INDIGENOUS CULTURAL RESOURCE MANAGEMENT (3)

This course explores the developments in the working relationships of Indigenous peoples and archaeologists in cultural resource management. Tribal CRM strategies and case studies across Indian country will be reviewed. Prerequisite: ANT 365 and ANT 459 ETNC

7. Is course currently cross-listed or co-convened? yes no

If yes, list course _____
Will this continue? _____

8. Is course an elective? or required for an academic plan/subplan?

If required, for what academic plan/subplan? _____

If required, also submit *Proposal for New Plan or Plan Change*.

9. Will other courses or academic units, be affected by this change? (Consider prerequisites, degree requirements, etc.) yes no

If yes, explain in the justification and provide supporting documentation from the affected departments.

10. Does this change affect community college articulation? yes no

If yes, explain how in the justification and provide supporting documentation from the affected institutions.

Is the course a Common Course as defined by your Articulation Task Force? yes no

If yes, has the change been approved by the Articulation Task Force? yes no

If this course has been listed in the Course Equivalency Guide, should that listing be left as is, or be revised?

If revised, how should it be revised? _____

FOR SECTION 11 ONLY COMPLETE WHAT IS CHANGING.

Only fill in what is changing.

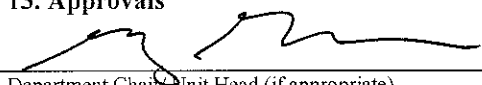
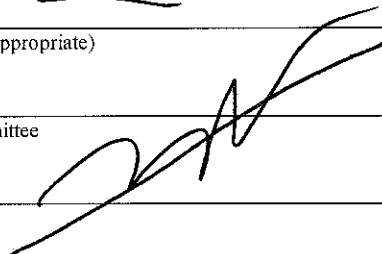

If information is remaining the same, leave the section blank.

11. a. Proposed course subject /catalog number _____ b. Proposed units _____
- c. If subject/catalog number change, is there a course fee attached to the current subject/catalog number that needs to be moved? Yes No
If yes, please attach a Justification Form for Instructional Fees indicating the new course subject/catalog number change.
- d. Proposed to co-convene with _____ Date approved by UGC _____
(Must be approved by UGC prior to bringing to UCC. Both course syllabi must be presented.)
- e. Proposed to cross-list with AIS 460 _____
(Please submit a single cross-listed syllabus that will be used for all cross-listed courses.)
- f. Proposed long course title _____
(max 100 characters including spaces)
- g. Proposed short course title _____
(max 30 characters including spaces)
- h. Proposed catalog course description (max. 30 words, excluding requisites)
- i. Proposed grading option: Letter grade Pass/Fail or Both
(If both, the course may only be offered one way for each respective section.)
- j. May course be repeated for *additional* units? yes no
- j.1. If yes, maximum units allowed? _____
- j.2. If yes, may course be repeated for additional units in the same term? (ex. BIO 300, PES 100)
yes no
- k. Please check **ONE** of the following that most appropriately describes the proposed course change(s):
- Lecture w/0 unit embedded lab Lecture only Lab only Clinical Research
Seminar Field Studies Independent Study Activity Supervision
- l. Proposed prerequisites (must be completed before) _____
- m. Proposed corequisites (must be completed with) _____
- n. If course has no requisites, will all sections of the course require: (If course has pre or co requisite, skip to question 12)
Instructor consent Department consent No consent

12. Justification for course change. Please indicate how past assessments of student learning prompted proposed changes.

This cross-listing will fill a gap in the AIS Cultural Resource Management Emphasis Area course elective area and allow other AIS emphasis area students to benefit from this vital and relevant course content. The actual cross-listing will provide an opportunity for students to fulfill optional course emphasis areas with additional AIS courses. In cross-listing this course with Applied Indigenous Studies, it will increase the opportunity for Native students enrollment in the class and thereby, potentially enhance and enrich the course discussions.

13. Approvals

	<u>11/20/07</u>
Department Chair/Unit Head (if appropriate)	Date
	<u>1-3-08</u>
Chair of college curriculum committee	Date
Dean of college	Date
For Committee use only	
	<u>3/11/08</u>
For University Curriculum Committee	Date

Action taken: approved as submitted approved as modified

Note: Submit original to associate provost's office. That office will provide copies to college dean, department chair, and Academic Information Office.

SYLLABUS
SOCIAL AND BEHAVIORAL SCIENCES

**APPLIED INDIGENOUS CULTURAL RESOURCE MANAGEMENT
(ANT 460)**

FALL 2004 W 11:15 AM-1:45 PM (3 CREDITS)
LOCATION: du Bois Center (BLDG 64) RM 30

PROFESSOR: DR. ANDREA A. HUNTER
OFFICE: ANT (BLDG 60), RM 214
OFFICE PHONE: 523-9656
OFFICE HOURS: T 2:30-4:30, W 3:00-4:30; OR BY APPOINTMENT

COURSE PREREQUISITES: Cultural Resource Management (ANT 365) and Indigenous Perspectives in Cultural Resource Management (ANT459).

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COURSE OBJECTIVES: The following are the primary goals for the course:

- learn about, compare, and contrast Indigenous ownership and management of cultural resources
- gain an understanding of Native peoples participation at all levels (community and professional) in cultural resource ownership, management, preservation, research, and interpretation

COURSE STRUCTURE: The course will be taught in a lecture and group discussion format. All readings compliment lectures and should be read by the dates shown on the weekly reading list.

TEXTBOOKS REQUIRED:

- (1) *Tribal Cultural Resource Management*, by D. Stapp and M. Burney, 2002
- (2) *Native Americans and Archaeologists, Stepping Stones to Common Ground*, edited by N. Swidler, K. Dongoski, R. Anyon, and A. Downer, 1997
- (3) *American Indians and the Nevada Test Site: A Model of Research and Consultation*, edited by R. W. Stoffle, M. N. Zedeño, and D. B. Halmo, 2001

ADDITIONAL REQUIRED READINGS: There are several required readings from book chapters and journal articles assigned throughout the semester. These are on electronic reserve at Cline Library.

EVALUATION METHOD: Your evaluation in the course will be based on the following three criteria:

1) **Examinations:** There will be two exams. Both will be given during the regular semester at the times listed on the class schedule. The exam format will be objective: multiple choice, true/false, fill-in-the-blank, identifications, matching, and short essay questions. Exam questions will come from lecture, required readings, and audio/visual presentations.

2) **Presentation:** The class will form research groups of two individuals to study one of the tribal historic preservation offices (THPO). Information will be gathered on the history of the THPO, what the tribe has established to address

cultural resource management on and off their reservation. The last weeks of class all groups will summarize their results in a 20 minute class presentation. All members of each group must contribute to the study.

) **Term Paper:** Each research group will turn in a final term paper on their THPO study (maximum 10 pages of text, excluding maps, figures, bibliography).

POINT DISTRIBUTION:

Exams:

Exam 1 = 100 pts

Exam 2 = 100 pts
200 pts

Papers/Presentation:

Presentation = 100 pts

Term paper = 100 pts
200 pts

Total pts = 400

A = 400-360

B = 359-320

C = 319-280

D = 279-240

F = 239-0

COURSE POLICIES:

Re-tests/Make-up tests: No make-up exams will be given for anything less than a well-documented (in writing) emergency.

Attendance: Required, you must attend all lectures.

Plagiarism and Cheating: Academic dishonesty will not be tolerated. Students charged with academic dishonesty are subject to the Arizona Board of Regents' Code of Conduct and procedures established by NAU and outlined in the *Student Handbook 2004-2005*. **No leniency will be granted and any incidents will be pursued to the fullest extent of the sanctions in the Code of Conduct.**

Incompletes: No incompletes will be given for anything less than a well-documented (in writing) emergency.

Students with Learning Disabilities or Physical Handicaps:

Students who have learning disabilities or physical handicaps must present a copy of their **Eligibility Letter** to the professor within the first 2 weeks of class. The university provides many kinds of services and support, but those eligible must obtain documentation from the appropriate university agencies. Requests for accommodations must be made early.

COURSE SCHEDULE AND ASSIGNMENTS

(schedule is tentative and subject to change without notice by professor)

Week 1

Aug. 27: Introduction to course

Week 2

Sept. 3: Defining tribal cultural resource management

Implementing a Tribal Cultural Resource Management Agenda

Week 3

Sept. 10: Developing a tribal cultural resource protection program

Week 4

Sept. 17: Consultation: the cornerstone of tribal cultural resource management

Week 5

Sept. 24: Cultural landscapes and the challenge of protection

Week 6

Oct. 1: Promoting a cultural resource stewardship agenda to address tribal interests and expectations

Aspects of Tribal Cultural Resource Management

Week 7

Oct. 8: Repatriation of Native American human remains

Week 8

Oct. 15: Curation and repatriation of sacred and tribal objects

Week 9

Oct. 22: Sacred places and sacred landscapes

Week 10

Oct. 29: Preservation of tribal sacred places

Week 11

Nov. 5: Living tribal cultures

Tribal Cultural Resource Management Case Studies

Week 12

Nov. 12: Case studies: Southwest and Northwest tribes

Week 13

Nov. 19: Case studies: Plains and Southeast tribes

Week 14

Nov. 26: Student's presentations and group discussion

Week 15

Dec. 3: Student's presentations and group discussion

Dec. 5: **Term Paper Due**

University Curriculum Committee

Proposal for Course Change

1. Is this course a Diversity or Liberal Studies Course? No Liberal Studies Diversity Both

2. Course change effective beginning of what term and year?
(ex. Spring 2008, Summer 2008) *See effective dates calendar.*

Fall, ~~2008~~ 2009

3. College College of Arts and Letters

4. Academic Unit/Department English

5. Current course subject/catalog number ENG 300

6. Current catalog title, course description and units. (Cut and paste from current on-line academic catalog

www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm).

Current Trends and Theories in the Teaching of English. (1 credit)

Current professional issues facing public school English teachers. Prerequisite: ENG 105 or HON 190 or HON 191

*Show the proposed changes in this column. Please **BOLD** the changes, to differentiate from what is not changing.*

Current Trends and Theories in the Teaching of English (**3 credits**)

Current **pedagogical, technological, and** professional issues facing public school English teachers. Prerequisite: ENG 105 or HON 190 or HON 191

7. Is this course required or an elective in any other plan (major, minor, certificate)? Yes No
If yes, explain and provide supporting documentation from the affected departments.

8. Does this change affect community college articulation? Yes No
If yes, explain how in the justification and provide supporting documentation from the affected institutions.

Is the course a Common Course as defined by your Articulation Task Force? Yes No
If yes, has the change been approved by the Articulation Task Force? Yes No

If this course has been listed in the Course Equivalency Guide, should that listing be left as is or be revised

If revised, how should it be revised? _____

IN THE FOLLOWING SECTION, COMPLETE ONLY WHAT IS CHANGING

CURRENT	PROPOSED
Current course subject/catalog number	Proposed course subject/catalog number
Current number of units/credits 1	Proposed number of units/credits 3
Current Course Fee yes <input type="checkbox"/> no <input type="checkbox"/>	If subject or catalog number change Move <input type="checkbox"/> or Delete <input type="checkbox"/>
Current Grading Option* Letter Grade <input type="checkbox"/> Pass/Fail <input type="checkbox"/> or Both <input type="checkbox"/>	Proposed Grading Option* Letter Grade <input type="checkbox"/> Pass/Fail <input type="checkbox"/> or Both <input type="checkbox"/>
Current Repeat for additional Units	Proposed Repeat for additional Units
Current Max number of units	Proposed Max number of units
Current Prerequisite	Proposed Prerequisite
Current Co-requisite	Proposed Co-requisite
Current Co-Convene with	Proposed Co-Convene with
Current Cross List with	Proposed Cross List with

Do you want to remove this course from either the Liberal Studies Course list and or the Diversity Course list? Liberal Studies Diversity

9. Justification for course change. Please indicate how past assessments of student learning prompted proposed changes.

We need to make this course a 3 credit course in order to accommodate changes to the English Ed major, extended major, and minor based on our assessment of how to best meet technology issues as expected by NCTE (the National Council of Teachers of English) and NCATE (National Council for Accreditation of Teacher Education). As indicated in the description change, there will be a heavier emphasis on technology and the pedagogical choices of teachers who are expected to know and use this technology.

10. Approvals

Shawn Fozard 2-5-08
 Department Chair/ Unit Head (if appropriate)/ Date

James Deve 2-5-08
 Chair of college curriculum committee/Date

Jean Boren 2-11-08
 Dean of college/Date

For Committee use only *Ben B...* 3/11/08
 date

For University Curriculum Committee/Date

ion
taken:



approved as submitted

approved as modified

ENG 300: Current Trends and Theories in the Teaching of English

Fall 2008, MWF 9:10-10:00 and 10:20-11:30 (3 credit hours)

Dr. Sandra Raymond

Office: LA 337

Phone: 523-0951

Email: sandra.raymond@nau.edu

Office Hours/Advising Center Hours: Tuesday 3:00-4:00 (LA 305), Thursday 1:00-2:00 (LA 305), Thursday 3:00-4:00 (LA 337)

Course Description:

This course introduces the underlying theories of reading and writing instruction and how those theories translate into practice in the secondary classroom, as well as the current professional trends and issues facing public school English teachers. We will pay particular attention to trends and theories in media literacy, curriculum development, standards and standardized testing, policy issues, and public perception of teachers, with a special focus on the use of technology in the classroom and the use of electronic portfolios.

Course Prerequisites: ENG 105 or HON 190/191

Student Learning Expectations/Outcomes:

At the end of this course students will be able to:

- Identify and discuss major trends, theories, and issues in the areas of media literacy, technology, reading and writing instruction, standardized testing and assessment, teacher training, classroom management, and curriculum development.
- Discuss how theory and research translates into teaching practice.
- Conduct research and apply research findings to decisions about curriculum and classroom management.
- Apply the current Arizona state standards in the area of English/Language Arts to lesson planning.
- Reflect on their own experiences, biases, motivations, and interests with regard to being and becoming a teacher.
- Create an electronic portfolio based on NCTE/NCATE standards and learn to use a variety of on-line and multimedia tools for teaching and professional development.

NAU Educational Unit Vision Statement

We develop educational leaders who create tomorrow's opportunities.

NAU Educational Unit Mission Statement

Our mission is to prepare competent and committed professionals who will make positive differences for children, young adults, and others in schools.

NCTE/NCATE Standards Addressed in this Course:

- **2.4** Use practices designed to assist students in developing habits of critical thinking and judgment.
- **2.5** Make meaningful connections between the ELA curriculum and developments in culture, society, and education.
- **3.6.1** Understand how media can influence constructions of a text's meaning, and how experiencing various media can enhance students' composing processes, communication, and learning.
- **3.6.3** Incorporate technology and print/nonprint media into their own work and instruction.
- **3.7.1** Use major sources of research and theory related to English language arts to support their teaching decisions.

Course Structure/Approach:

This course combines lecture and large and small group discussion with computer lab activities, writing workshops, interactive media, Vista tools, and student presentations.

Textbook and Required Materials:

Multiliteracies for a Digital Age (2004)

Author(s): Stuart A. Selber, National Council of Teachers of English Press

Standards for the English Language Arts (1996)

National Council of Teachers of English Press

(also available for free as a PDF file at www.ncte.org)

Trends and Issues in Secondary English (2000)

National Council of Teachers of English

Additional Readings on Electronic Reserve (see list and links in Vista)

Additional Recommended Resources and Readings:

Plugged In to English: English and Language Arts Activities for the Computer Lab (2003), John O. Cole, Cottonwood Press

Reading the Media: Media Literacy in High School English (2006)

Renee Hobbs, International Reading Association Press

Reading in the Dark: Using Film as a Tool in the English Classroom (2001)

John Golden, National Council of Teachers of English Press

Secondary School Literacy: What Research Reveals for Classroom Practice (2007)
Editor(s): Leslie S. Rush, A. Jonathan Eakle, Allen Berger, National Council of Teachers of English

Standards in Practice: Grades 9-12 (1996)
Peter Smagorinsky, National Council of Teachers of English Press

Assessment of Student Learning Outcomes:

- Reading Responses and Discussion Questions: 20% of the final grade. Students will be required to complete a variety of assessments for the assigned readings. Reading responses and assessment questions are designed to assess how well students can identify and discuss major trends, theories, and issues. Assessment types will vary each week and will consist of reading quizzes, brief reading response papers (written both in and out of class), small group discussions, and Vista forum discussions. **100 points**
- Student Web Quest: 20% of the final grade. Students will be required to complete a Web Quest and also create their own Web Quest. Web Quests must follow the required format and contain topics, information and activities relevant to secondary language arts students. **100 points**
- Theory into Practice Project: 10% of the final grade. Students will assemble notes, materials, and lesson plans pertaining to relevant theories of teaching reading and writing combined with reflections how those theories can apply in contemporary classroom settings. This project is designed to assess how well students can discuss how theory and research translates in to teaching practice. **50 points**
- Trends and Theories Research Project and Presentation: 20% of the final grade. Students will engage in research relevant to their chosen topic, creating a bibliography of varied sources which may consist of books, journal and periodical articles, internet sources, and films or videos. Research will be presented in essay form and also with multiple media such as PowerPoint presentations, interactive websites, etc. Students will also participate in a writing group workshop. **100 points**
- Final Exam: 10% of the final grade. The final exam will consist of an in-class essay exam covering readings and course topics. **50 points**
- Electronic portfolio: 10% of the final grade. Students will learn about on-line portfolio tools and programs and begin creating an electronic professional portfolio to which they will add artifacts in their other English Education courses and throughout the duration of their participation English Education program. Among other artifacts, the portfolio will consist of written reflections and a professional development plan. This project will assess how well students are able to reflect on their own experiences, biases, motivations, and interests with regard to being and becoming a teacher. **50 points**

- Participation: 10% of the final grade. Attendance will be recorded and students are expected to be active participants in the class. Small group and whole class discussions will give everyone a chance to participate. To receive full credit students must have no more than three absences. **50 points**

Grading

Reading Responses and Discussion Questions	100 points	450-500 = A
Student Web Quest	100 points	400-449 = B
Theory into Practice Project	50 points	350-399 = C
Trends and Theories Research Project and Presentation	100 points	300-349 = D
Final Exam	50 points	0-299 = F
Electronic portfolio	50 points	
Participation	50 points	
Total	500 points	

Schedule of Readings and Assessments (subject to change)

WEEK ONE

Introduction to Course

Overview of syllabus, required texts, Vista, computer lab policies and conduct, on-line and multimedia tools, and course topics

WEEK TWO

Topic: Teaching with Technology

Required Readings:

Selber Chapter One: "Reimagining Computer Literacy" and Chapter Two: "Functional Literacy: Computers as Tools, Students as Effective Users of Technology"

Current Trends and Issues Section One: "The World Wide Web in the Classroom"

Article: "Rethinking the Purposes and Processes For Designing Digital Portfolios" (on electronic reserve)

Lab: Introduction to on-line teaching tools and creating electronic or digital portfolios with practice setting up a portfolio shell and uploading artifacts

WEEK THREE

Topic: The Student WebQuest

Required Readings:

Article: "The Student WebQuest" by Maureen Brown Yoder (on electronic reserve)

Article: "Reading, Technology, and Inquiry-Based Learning Through Literature-Rich WebQuests" by Teclehaimanot and Lamb (article on electronic reserve)

Lab: Looking at Web Quest examples and free on-line tools for creating Web Quests, practice setting up and designing Web Quest pages

Reading Response Paper #1 Due

WEEK FOUR

Topic: Critical Literacy and Multiple Literacies

Required Readings:

Selber Chapter Three: "Critical Literacy: Computers as Cultural Artifacts, Students as Informed Questioners of Technology: and Chapter Four: "Rhetorical Literacy: Computers as Hypertextual Media, Students as Reflective Producers of Technology"

Current Trends and Issues Section Two: "The Reemergence of Critical Literacy"

Lab: Discussion of various sites aimed at teenagers and secondary students with modeling of critical analysis of websites.

Reading Response Paper #2 Due

WEEK FIVE

Topic: Adolescent Literature and the Canon

Required Readings:

Article: "Exploring the Canon, Understanding the Canon" by Katherine Siewert McKnight (on electronic reserve)

Lab: Exploration of the American Library Association and the National Council of Teachers of English websites for on-line resources for teaching literature.

Reading Response Paper #3 Due

WEEK SIX

Topic: Challenged and Banned Books

Required Readings:

Read the section on Federal Legislative Issues at the American Library Association Website (www.ala.org) (Check out additional links on Vista)

Lab: Student Web Quests Due—Presentations of Web Quests

WEEK SEVEN

Topic: Approaches to Research

Required Readings:

Article: "The Multigenre paper: Increasing interest, motivation, and functionality in research." By: Margaret Moulton (on electronic reserve)

Lab: Presentations of Web Quests, exploration of on-line research tools, such as Ref Works and Citation Machine.

WEEK EIGHT

Topic: Theories of Grammar Instruction and Language Acquisition

Required Readings:

"Our Ambivalence toward Teaching Grammar" by Bill Gribbin (on electronic reserve)

Lab: On-line grammar activities and resources sites.

Reading Response Paper #4 Due

WEEK NINE

Topic: The Theory and Practice of Writing Instruction

Required Readings:

Article: "Genres of High-Stakes Writing Assessments and the Construct of Writing Competence" (on electronic reserve)

Article: "6 +1 Traits for Revision" (on electronic reserve)

Lab: Practice reading and evaluating student writing on-line as well as practice uploading written artifacts to the electronic portfolio

WEEK TEN

Topic: Standards and Standardized Testing

Required Readings:

Standards for the English Language Arts Chapters 1-3

Lab: Interactive practice tests

Reading Response Paper #5 Due

WEEK ELEVEN

Topic: Trends and Theories in Assessment

Required Readings:

Article: "Writing to the Rubric" by Linda Marby (on electronic reserve)

Article: "Are Standards Preventing Good Teaching?" by Claire Berube (on electronic reserve)

Writing Group Workshop for Trends and Theories
Research Essay and Project

Lab: Creating rubrics using on-line tools such as Task Stream and Rubistar

WEEK TWELVE

Topic: Classroom Management in the Student Centered Language Arts Classroom

Required Readings:

Article "Management Tips for New Teachers" by Karen Zaubert (on electronic reserve)

Lab: Create a virtual classroom and upload management plan to electronic portfolio

WEEK THIRTEEN

Topic: Teacher Education, Professionalism, and Portfolios

Required Readings:

"Transformative Learning through Electronic Portfolios" by Susan Stansberry and Angel Kymes (on electronic reserve)

Article: "The Kind of Schools We Need" by Elliot Eisner (on electronic reserve)

Article: "What New Teachers Need to Learn" by S. Feiman-Nemser (on electronic reserve)

Lab: Discuss philosophy of education and professional development plan and upload to electronic portfolio
Trends and Theories Research Project Due

WEEK FOURTEEN **Student Presentations of Trends and Theories Research**

WEEK FIFTEEN **Student Presentations of Trends and Theories Research**

WEEK SIXTEEN **Final Exam**
Electronic Portfolio Due

Course Policies:

Attendance

It is expected that all students will attend every class session. Because active participation in discussion and group activities is so important for this course, you need to come to class on time and prepared, with cell phones and other electronic devices turned off and put away. More than three absences will result in a 10% reduction of your final grade.

Make-up work and Late work

All assignments and assessments may be submitted electronically through Vista or email attachment, in-class, or to my office anytime before or on the day they are due. Late assignments and assessments will receive a 10% reduction in grade. In-class assessments such as discussion participation, quizzes and group activities cannot be made up.

Incompletes

Incompletes will only be given to students with documented illnesses who sign an agreement about the remaining work to be completed. Students who stop coming to class and completing work without arranging a formal incomplete will fail the class.

Plagiarism and cheating

Students who violate the University policy on academic integrity will receive a failing grade for the assignment or exam in question. Policies are listed at the end of this syllabus and can also be found in the Student Handbook at the following link:

<http://www4.nau.edu/stulife/handbookdishonesty.htm>

Classroom Conduct

According to the NAU Student Handbook:

“The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self discipline and a respect for the rights of

others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each of the state universities.”

Students who engage in behavior that interferes with this learning environment may be asked to leave and/or may be administratively dropped from the class after one warning. Such behavior includes, but is not limited to: leaves cell phone on; uses cell phone; walks in and out of class; holds side conversations; reads other materials; falls asleep; listens to iPod (if this is what you really want to do, do it somewhere else); yells and/or addresses other students in obscene or profane language; monopolizes the class and refuses to yield the floor to others; shows blatant disrespect to other students or professors.

Northern Arizona University Policies:

Safe Environment Policy

NAU’s Safe Working and Learning Environment Policy seeks to prohibit discrimination and promote the safety of all individuals within the university. The goal of this policy is to prevent the occurrence of discrimination on the basis of sex, race, color, age, national origin, religion, sexual orientation, disability, or veteran status and to prevent sexual harassment, sexual assault or retaliation by anyone at this university.

You may obtain a copy of this policy from the college dean’s office or from the NAU’s Affirmative Action website <http://www4.nau.edu/diversity/swale.asp>. If you have concerns about this policy, it is important that you contact the departmental chair, dean’s office, the Office of Student Life (928-523-5181), or NAU’s Office of Affirmative Action (928-523-3312).

Students with Disabilities

If you have a documented disability, you can arrange for accommodations by contacting Disability Resources (DR) at 523-8773 (voice) or 523-6906 (TTY), dr@nau.edu (e-mail) or 928-523-8747 (fax). Students needing academic accommodations are required to register with DR and provide required disability related documentation. Although you may request an accommodation at any time, in order for DR to best meet your individual needs, you are urged to register and submit necessary documentation (www.nau.edu/dr) 8 weeks prior to the time you wish to receive accommodations. DR is strongly committed to the needs of student with disabilities and the promotion of Universal Design. Concerns or questions related to the accessibility of programs and facilities at NAU may be brought to the attention of DR or the Office of Affirmative Action and Equal Opportunity (523-3312).

Institutional Review Board

Any study involving observation of or interaction with human subjects that originates at NAU—including a course project, report, or research paper—must be reviewed and approved by the Institutional Review Board (IRB) for the protection of human subjects in research and research-related activities.

The IRB meets monthly. Proposals must be submitted for review at least fifteen working days before the monthly meeting. You should consult with your course instructor early in the course to ascertain if your project needs to be reviewed by the IRB and/or to secure information or appropriate forms and procedures for the IRB review. Your instructor and department chair or college dean must sign the application for approval by the IRB. The IRB categorizes projects into three levels depending on the nature of the project: exempt from further review, expedited review, or full board review. If the IRB certifies that a project is exempt from further review, you need not resubmit the project for continuing IRB review as long as there are no modifications in the exempted procedures.

A copy of the IRB Policy and Procedures Manual is available in each department's administrative office and each college dean's office or on their website: <http://www.research.nau.edu/vpr/IRB/index.htm>. If you have questions, contact the IRB Coordinator in the Office of the Vice President for Research at 928-523-8288 or 523-4340.

Academic Integrity

The university takes an extremely serious view of violations of academic integrity. As members of the academic community, NAU's administration, faculty, staff and students are dedicated to promoting an atmosphere of honesty and are committed to maintaining the academic integrity essential to the education process. Inherent in this commitment is the belief that academic dishonesty in all forms violates the basic principles of integrity and impedes learning. Students are therefore responsible for conducting themselves in an academically honest manner.

Individual students and faculty members are responsible for identifying instances of academic dishonesty. Faculty members then recommend penalties to the department chair or college dean in keeping with the severity of the violation. The complete policy on academic integrity is in Appendix G of NAU's Student Handbook <http://www4.nau.edu/stulife/handbookdishonesty.htm>.

Academic Contact Hour Policy

The Arizona Board of Regents Academic Contact Hour Policy (ABOR Handbook, 2-206, Academic Credit) states: "an hour of work is the equivalent of 50 minutes of class time...at least 15 contact hours of recitation, lecture, discussion, testing or evaluation, seminar, or colloquium as well as a minimum of 30 hours of student homework is required for each unit of credit."

The reasonable interpretation of this policy is that for every credit hour, a student should expect, on average, to do a minimum of two additional hours of work per week; e.g., preparation, homework, studying.

UNIVERSITY CURRICULUM COMMITTEE

PROPOSAL FOR NEW ACADEMIC PLAN, PLAN CHANGE, OR PLAN DELETION

1. College CAL 2. Academic Unit English

3. Academic Plan Name Minor in English Education 4. Subplan (if applicable)? _____

5. Effective Date FALL 2008

6. Is this proposal for a : New Plan Plan Change Plan Deletion
(Please refer to Plan and Subplan definitions) New Subplan Subplan Change Subplan Deletion

7. For Plan Changes, place the existing catalog text in this column. Please copy and paste the text directly from the *current* on line academic catalog: (<http://www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm>)
Be sure you include all catalog text that pertains to this plan change

To complete this minor, take the following 28 units:

- ENG 300, 301W, 335, 338, 400, and 403 (16 units)
- ENG 242 or 243 (3 units)
- ENG 231 or 232 (3 units)
- ENG 270 or 271 (3 units)
- one of ENG 302W, 308, 310W, or 313W (3 units)

Be aware that some courses required for your minor may have prerequisites that you must also take. Check the courses in the appropriate subject.

Show the proposed changes in this column. Please **BOLD** the changes, to differentiate from what is not changing.
(Describe the changed requirements under headings that match those used in the left column. Please be aware that if the units are not totaled correctly, the catalog editor will adjust them accordingly.)

To complete this minor, take the following 27 units:

- **ENG 300, 301W, 321, 335, 400, 403, and 404 (21 units)**
- **ENG 242 or 243 (3 units)**
- **ENG 231 or 232 (3 units)**

Be aware that some courses required for your minor may have prerequisites that you must also take. Check the courses in the appropriate subject.

8. For undergraduate plans, will this requirement be a student individualized plan*? no yes

*A Student Individualized Plan is an academic requirement that varies by student, such as the 15-unit BAiLS focus, for which coursework requirements are established by the student in consultation with the advisor.

If yes, the academic unit listed at the top of this form hereby takes responsibility for providing complete information about each student's individual requirements for the degree audit system.

9. For undergraduate plans, will a milestone** be used to:

- a. verify satisfactory completion of a non course requirement.
- b. indicate admission to a major.
- c. will not be used.

**A Milestone is used to record noncourse requirements, such as the HRM 800-hour work experience requirement or admission to Business Major status. If yes, the academic unit listed at the top of this form hereby takes responsibility for maintaining the milestone and keeping individual student records up to date.

10. Please list the Learning Outcomes of the Plan/Subplan (see degree major assessment webpage - <http://www4.nau.edu/assessment/main/degree/degree.htm>).

Although this is a minor, the same outcomes are expected as with the major, although not to the same degree.

Student Learning Outcomes Expectations and Evidence/Indicators: All students graduating with a minor in English Education should be able to:

1. Appreciate the beauty, power, and scope of literature and language.
2. Write effectively and grammatically with an awareness of audience and rhetorical purpose.
3. Think critically and analytically in response to various forms of discourse (fiction, poetry, critical essay, etc.).
4. Understand the traditions embodied in English language, literature, and the teaching of language arts.
5. Conduct extended research on questions of literature, language, and culture; by research, we mean: library, Internet, empirical, teacher/action research, and so on).
6. Possess a working knowledge of the state standards in English/Language Arts.

11. Justification for proposal. Please indicate how past assessments of student learning prompted proposed changes.

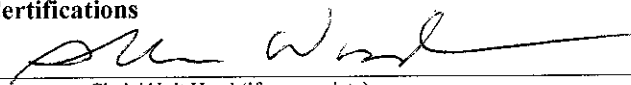
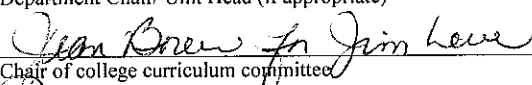
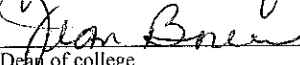
The change being made to the program of study for the minor in English Education is in response to the courses that are currently being taught in the program which would help minor students work towards secondary certification in English. Because our focus on meeting NCTE and NCATE standards have forced changes to the English Ed major curriculum, changes needed to be made to the minor curriculum to keep it current and in-line with current offerings within the department.

12. If this academic plan/subplan will require additional faculty, space, or equipment, how will these requirements be satisfied?
N/A


13. Will this academic plan/subplan affect other majors, liberal studies course offerings, plans/subplans, curricula, or enrollment at NAU? NO.
If so, attach supporting documentation from the affected departments/units and college dean.

14. Will present library holdings support this academic plan/subplan?
Yes

Certifications

	3/2/08
Department Chair/ Unit Head (if appropriate)	Date
	2/15/08
Chair of college curriculum committee	Date
	3/3/08
Dean of college	Date

For committee use only

	3/11/08
For University Curriculum Committee	Date

Action taken: approved as submitted approved as modified

Note: Submit original to associate provost's office. That office will provide copies to the college dean, department chair, and Academic Information Office after approval.

UNIVERSITY CURRICULUM COMMITTEE

PROPOSAL FOR NEW ACADEMIC PLAN, PLAN CHANGE, OR PLAN DELETION

1. College CAL 2. Academic Unit English

3. Academic Plan Name B.S. Ed in English 4. Subplan (if applicable)? _____

5. Effective Date FALL 2008 2009

6. Is this proposal for a : New Plan Plan Change Plan Deletion
(Please refer to Plan and Subplan definitions) New Subplan Subplan Change Subplan Deletion

7.

For Plan Changes, place the existing catalog text in this column. Please copy and paste the text directly from the *current* on line academic catalog: (<http://www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm>)
Be sure you include all catalog text that pertains to this plan change

For this degree, apply for and be accepted into the departmental program and complete at least 134 units of coursework, which we describe in the sections that follow:

- at least 35 units of liberal studies requirements Be aware that you may not use courses with an ENG prefix to satisfy these liberal studies requirements.
- at least 43 units of major requirements
- at least 30 units of teacher-preparation requirements
- 8 units of language requirements or proficiency through a second semester language course
- at least 18 units of minor requirements
- elective courses, if needed, to reach an overall total of at least 134 units

Finally, please note that you may be able to use some courses to meet more than one requirement; however, you must still meet the total of at least 134 units to graduate. Contact the English Advisement Center (Liberal Arts Building, room 305; 928-523-2446) for details.

Show the proposed changes in this column. Please BOLD the changes, to differentiate from what is not changing.
(Describe the changed requirements under headings that match those used in the left column. Please be aware that if the units are not totaled correctly, the catalog editor will adjust them accordingly.)

For this degree, apply for and be accepted into the departmental program and complete at least **136** units of coursework, which we describe in the sections that follow:

- at least 35 units of liberal studies requirements Be aware that you may not use courses with an ENG prefix to satisfy these liberal studies requirements.
- at least **45** units of major requirements
- at least 30 units of teacher-preparation requirements
- 8 units of language requirements or proficiency through a second semester language course
- at least 18 units of minor requirements
- elective courses, if needed, to reach an overall total of at least **136** units

Finally, please note that you may be able to use some courses to meet more than one requirement; however, you must still meet the total of at least **136** units to graduate. Contact the English Advisement Center (Liberal Arts Building, room 305; 928-523-2446) for details.

For this degree, complete the following 43 units:

- ENG 300, 308, 321, 335, 400, 403, and 404 (19 units)
- 9 units of ENG and BME courses
(Only 3 of the 9 units can be from BME.)

TEACHER-PREPARATION REQUIREMENTS

Complete 30 units of professional courses offered by the College of Education to qualify for certification to teach English in Arizona and most other states.

Click here for more information about [Teacher Preparation in Secondary Education](#)

Please note that these 30 units include ECI 495C, which meets NAU's senior capstone requirement. Also note that for the B.S.Ed. in English, you substitute ENG 401 instead of ECI 308.

Finally, be aware that you must have a 3.0 grade point average in your English coursework to student teach.

For this degree, complete the following **45** units:

- ENG 300, 308, 321, 335, 400, 403, and 404 (**21 units**)
- 9 units of ENG and BME courses
(Only 3 of the 9 units can be from BME.)

TEACHER-PREPARATION REQUIREMENTS

Complete 30 units of professional courses offered by the College of Education to qualify for certification to teach English in Arizona and most other states.

Click here for more information about [Teacher Preparation in Secondary Education](#)

Please note that these 30 units include ECI 495C, which meets NAU's senior capstone requirement. Also note that for the B.S.Ed. in English, you substitute ENG 401 instead of ECI 308.

"Candidates in English Education are required to demonstrate content knowledge, pedagogical knowledge and skills, and professional knowledge to be eligible to enter student teaching or internship placements. Content, pedagogical, and professional knowledge or skills are demonstrated through candidate performance on key assessments embedded in the ENG 301W, ENG 400, ENG 403, ENG 404, and ECI 495C classes."

Finally, be aware that you must have a 3.0 grade point average in your English coursework to student teach.

8. For undergraduate plans, will this requirement be a student individualized plan*? no yes

*A *Student Individualized Plan* is an academic requirement that varies by student, such as the 15-unit BAiLS focus, for which coursework requirements are established by the student in consultation with the advisor.

If yes, the academic unit listed at the top of this form hereby takes responsibility for providing complete information about each student's individual requirements for the degree audit system.

9. For undergraduate plans, will a milestone** be used to:

- a. verify satisfactory completion of a non course requirement.
 b. indicate admission to a major.
 c. will not be used.

**A *Milestone* is used to record noncourse requirements, such as the HRM 800-hour work experience requirement or admission to Business Major status.

If yes, the academic unit listed at the top of this form hereby takes responsibility for maintaining the milestone and keeping individual student records up to date.

10. Please list the Learning Outcomes of the Plan/Subplan (see degree major assessment webpage - <http://www4.nau.edu/assessment/main/degree/degree.htm>).

Student Learning Outcomes Expectations and Evidence/Indicators: All students graduating with a BS.Ed. in English should be able to:

1. Appreciate the beauty, power, and scope of literature and language.
2. Write effectively and grammatically with an awareness of audience and rhetorical purpose.
3. Think critically and analytically in response to various forms of discourse (fiction, poetry, critical essay, etc.).
4. Understand the traditions embodied in English language, literature, and the teaching of language arts.
5. Conduct extended research on questions of literature, language, and culture; by research, we mean: library, Internet, empirical, teacher/action research, and so on).
6. Use language creatively—with a sense of imagination, discipline, and stylistic force—for self expression and communication.
7. Understand language and language learning in its cultural and historical context.
8. Possess a working knowledge of the state standards in English/Language Arts.

11. Justification for proposal. Please indicate how past assessments of student learning prompted proposed changes.

The change being made to the program of study for the B.S. Ed in English is a direct result of NAU's decision to pursue NCATE accreditation. After assessing how our current courses are meeting the many standards dictated by the National Council of Teachers of English, we find that we still have one weak area—the use of technology in the classroom. In order to meet this need, we need to expand our current ENG 300—Current Trends and Theories in the Teaching of English—from a one credit to a three credit course; this accounts for the shift from 43 to 45 credits.

The additional language at the bottom of the catalog copy is now required to make students aware of new requirements to all programs connected with NCATE.

12. If this academic plan/subplan will require additional faculty, space, or equipment, how will these requirements be satisfied?

N/A

13. Will this academic plan/subplan affect other majors, liberal studies course offerings, plans/subplans, curricula, or enrollment at NAU? NO.

If so, attach supporting documentation from the affected departments/units and college dean.

14. Will present library holdings support this academic plan/subplan?

Yes

Certifications

Steve Powell 2-5-08
Department Chair/ Unit Head (if appropriate) Date

Juan de la Cruz 2-5-08
Chair of college curriculum committee Date

John Bowen 2-11-08
Dean of college Date

For committee use only

Ron Bell 3/1/08
For University Curriculum Committee Date

Action taken: approved as submitted approved as modified

Note: Submit original to associate provost's office. That office will provide copies to the college dean, department chair, and Academic Information Office after approval.

UNIVERSITY CURRICULUM COMMITTEE

PROPOSAL FOR NEW ACADEMIC PLAN, PLAN CHANGE, OR PLAN DELETION

1. College CAL

2. Academic Unit English

3. Academic Plan Name B.S. Ed in English
Extended

4. Subplan (if applicable)? _____

5. Effective Date FALL 2009

6. Is this proposal for a :
*(Please refer to Plan and Subplan
definitions)*

New Plan

Plan Change

Plan Deletion

New Subplan

Subplan Change

Subplan Deletion

7.

For Plan Changes, place the existing catalog text in this column. Please copy and paste the text directly from the *current* on line academic catalog:

(<http://www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm>)

Be sure you include all catalog text that pertains to this plan change

For this degree, apply for and be accepted into the departmental program and complete at least 120-129 units of coursework, which we describe in the sections that follow:

- at least 35 units of liberal studies requirements Be aware that you may not use courses with an ENG prefix to satisfy these liberal studies requirements.
- at least 55 units of major requirements
- at least 30 units of teacher-preparation requirements
- 8 units of language requirements or proficiency through a second semester language course
- elective courses, if needed, to reach an overall total of at least 120-129 units

For this degree, complete the following 55 units:

- ENG 300, 308, 321, 335, 400, 403, and 404 (19 units)
- Eng 301w (3 units)
- ENG 231 or 232 (3 units)
- ENG 242 or 243 (3 units)
- ENG 270, 271 or 272 (3 units)

Show the proposed changes in this column. Please **BOLD** the changes, to differentiate from what is not changing.

(Describe the changed requirements under headings that match those used in the left column. Please be aware that if the units are not totaled correctly, the catalog editor will adjust them accordingly.)

For this degree, apply for and be accepted into the departmental program and complete at least **122-130** units of coursework, which we describe in the sections that follow:

- at least 35 units of liberal studies requirements Be aware that you may not use courses with an ENG prefix to satisfy these liberal studies requirements.
- at least **57** units of major requirements
- at least 30 units of teacher-preparation requirements
- 8 units of language requirements or proficiency through a second semester language course
- elective courses, if needed, to reach an overall total of at least **122 units.**

For this degree, complete the following **57** units:

- ENG 300, 308, 321, 335, 400, 403, and 404 (**21 units**)
- ENG 301W (3 units)
- ENG 231 or 232 (3 units)
- ENG 242 or 243 (3 units)
- ENG 270, 271 or 272 (3 units)

- one of ENG 245, 247, 345, or 445C (3 units)
- 21 units of ENG and BME courses

(Only 9 of the 21 units can be from BME.)

Finally, please note that you may be able to use some courses to meet more than one requirement; however, you must still meet the total of at least 120-129 units to graduate. Contact your advisor for details.

TEACHER-PREPARATION REQUIREMENTS

Complete 30 units of professional courses offered by the College of Education to qualify for certification to teach English in Arizona and most other states.

[Click here for more information about Teacher Preparation in Secondary Education .](#)

Please note that these 30 units include ECI 495C, which meets NAU's senior capstone requirement. Also note that for the B.S.Ed. in English, you substitute ENG 401 instead of ECI 308.

Finally, be aware that you must have a 3.0 grade point average in your English coursework to student teach.

- one of ENG 245, 247, 345, or 445C (3 units)
- 21 units of ENG and BME courses

(Only 9 of the 21 units can be from BME.)

Finally, please note that you may be able to use some courses to meet more than one requirement; however, you must still meet the total of at least **122-130** units to graduate. Contact your advisor for details.

TEACHER-PREPARATION REQUIREMENTS

Complete 30 units of professional courses offered by the College of Education to qualify for certification to teach English in Arizona and most other states.

[Click here for more information about Teacher Preparation in Secondary Education](#)

Please note that these 30 units include ECI 495C, which meets NAU's senior capstone requirement. Also note that for the B.S.Ed. in English, you substitute ENG 401 instead of ECI 308.

"Candidates in English Education are required to demonstrate content knowledge, pedagogical knowledge and skills, and professional knowledge to be eligible to enter student teaching or internship placements. Content, pedagogical, and professional knowledge or skills are demonstrated through candidate performance on key assessments embedded in the ENG 301W, ENG 400, ENG 403, ENG 404, and ECI 495C classes."

Finally, be aware that you must have a 3.0 grade point average in your English coursework to student teach.

8. For undergraduate plans, will this requirement be a student individualized plan*? no yes

*A *Student Individualized Plan* is an academic requirement that varies by student, such as the 15-unit BAiLS focus, for which coursework requirements are established by the student in consultation with the advisor.

If yes, the academic unit listed at the top of this form hereby takes responsibility for providing complete information about each student's individual requirements for the degree audit system.

9. For undergraduate plans, will a milestone** be used to:

- a. verify satisfactory completion of a non course requirement.
 b. indicate admission to a major.
 c. will not be used.

**A *Milestone* is used to record noncourse requirements, such as the HRM 800-hour work experience requirement or admission to Business Major status.

If yes, the academic unit listed at the top of this form hereby takes responsibility for maintaining the milestone and keeping individual student records up to date.

10. Please list the Learning Outcomes of the Plan/Subplan (see degree major assessment webpage - <http://www4.nau.edu/assessment/main/degree/degree.htm>).

Student Learning Outcomes Expectations and Evidence/Indicators: All students graduating with a BS.Ed. in English should be able to:

1. Appreciate the beauty, power, and scope of literature and language.
2. Write effectively and grammatically with an awareness of audience and rhetorical purpose.
3. Think critically and analytically in response to various forms of discourse (fiction, poetry, critical essay, etc.).
4. Understand the traditions embodied in English language, literature, and the teaching of language arts.
5. Conduct extended research on questions of literature, language, and culture; by research, we mean: library, Internet, empirical, teacher/action research, and so on).
6. Use language creatively—with a sense of imagination, discipline, and stylistic force—for self expression and communication.
7. Understand language and language learning in its cultural and historical context.
8. Possess a working knowledge of the state standards in English/Language Arts.

11. Justification for proposal. Please indicate how past assessments of student learning prompted proposed changes.

The change being made to the program of study for the B.S. Ed in English is a direct result of NAU's decision to pursue NCATE accreditation. After assessing how our current courses are meeting the many standards dictated by the National Council of Teachers of English, we find that we still have one weak area—the use of technology in the classroom. In order to meet this need, we need to expand our current ENG 300—Current Trends and Theories in the Teaching of English—from a one credit to a three credit course; this accounts for the shift from 55 to 57 credits.

The additional language at the bottom of the catalog copy is now required to make students aware of new requirements to all programs connected with NCATE.

12. If this academic plan/subplan will require additional faculty, space, or equipment, how will these requirements be satisfied?

N/A

Certifications

Steve Roseller 2-5-08
Department Chair/ Unit Head (if appropriate) Date

James Lane 2-5-08
Chair of college curriculum committee Date

John Bowen 2-11-08
Dean of college Date

For committee use only

3/11/08
For University Curriculum Committee Date

Action taken: approved as submitted approved as modified

Note: Submit original to associate provost's office. That office will provide copies to the college dean, department chair, and Academic Information Office after approval.

13. Will this academic plan/subplan affect other majors, liberal studies course offerings, plans/subplans, curricula, or enrollment at NAU? NO, because English Education students have already been taking BME 437.

If so, attach supporting documentation from the affected departments/units and college dean.

14. Will present library holdings support this academic plan/subplan?

Yes

Certifications

Department Chair/ Unit Head (if appropriate) _____ Date _____

Chair of college curriculum committee _____ Date _____

Dean of college _____ Date _____

For committee use only

For University Curriculum Committee Ron G. H. _____ Date 3/11/08

Action taken: approved as submitted approved as modified

Note: Submit original to associate provost's office. That office will provide copies to the college dean, department chair, and Academic Information Office after approval.

University Curriculum Committee Proposal for Course Change

Is this course a Diversity or Liberal Studies Course?

Liberal Studies

Diversity

Both

2. Course change effective beginning of what term and year?
(ex. Spring 2008, Summer 2008) *See effective dates calendar.*

Fall 2008

3. College Franke College of Business

4. Academic Unit/Department HRM

5. Current course subject/catalog number HA100

6. Current catalog title, course description and units. (Cut and paste from current on-line academic catalog
[/www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm](http://www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm)).

HA 100 INTRODUCTION TO THE HOSPITALITY INDUSTRY (3)
Introduces the hospitality industry through a review of the historical development

Show the proposed changes in this column. Please **BOLD** the changes, to differentiate from what is not changing.

HA 100 INTRODUCTION TO THE HOSPITALITY INDUSTRY (1)
Introduces the industry and careers paths in hospitality

7. Is this course required or an elective in any other plan (major, minor, certificate)? Yes No
If yes, explain and provide supporting documentation from the affected departments.
This class is also required in the International Hospitality Major.

8. Does this change affect community college articulation? Yes No
If yes, explain how in the justification and provide supporting documentation from the affected institutions.

Is the course a Common Course as defined by your Articulation Task Force? Yes No
If yes, has the change been approved by the Articulation Task Force? Yes No

If this course has been listed in the Course Equivalency Guide, should that listing be left as is or be revised

If revised, how should it be revised? The credit count for this class from NAU should be changed from 3 units to 1 unit. This course will remain 3 units from other institutions.

IN THE FOLLOWING SECTION, COMPLETE ONLY WHAT IS CHANGING

Current course subject/catalog number	Proposed course subject/catalog number
Current number of units/credits 3	Proposed number of units/credits 1
Current Course Fee yes <input type="checkbox"/> no <input type="checkbox"/>	If subject or catalog number change Move <input type="checkbox"/> or Delete <input type="checkbox"/>
Current Grading Option* Letter Grade <input type="checkbox"/> Pass/Fail <input type="checkbox"/> or Both <input type="checkbox"/>	Proposed Grading Option* Letter Grade <input type="checkbox"/> Pass/Fail <input type="checkbox"/> or Both <input type="checkbox"/>
Current Repeat for additional Units	Proposed Repeat for additional Units
Current Max number of units	Proposed Max number of units
Current Prerequisite	Proposed Prerequisite
Current Co-requisite	Proposed Co-requisite
Current Co-Convene with	Proposed Co-Convene with
Current Cross List with	Proposed Cross List with
Do you want to remove this course from either the Liberal Studies Course list and or the Diversity Course list? Liberal Studies <input type="checkbox"/> Diversity <input type="checkbox"/>	

9. Justification for course change. Please indicate how past assessments of student learning prompted proposed changes.

This class currently covers material that is covered in other HA classes. By reducing the credit count to 1 unit, an additional course in Beverage Management (without alcohol tasting) can be added to the required classes. As found in course assessments, the industry feels that a beverage management class is necessary in our field of study.

10. Approvals

R. Callan *Richard R. ...* HRM 11/27
 CURR
 CHAIR

Department Chair/ Unit Head (if appropriate)/ Date
Mark S. ... 11/28/07

Chair of college curriculum committee/Date
[Signature]

Dean of college/Date

For Committee use only *[Signature]*

3/11/08

Section
taken:



approved as submitted

approved as modified

Only utilize form if proposing course for LIBERAL STUDIES designation.

LIBERAL STUDIES ONLY

Contact name: _____

Contact email: _____

Dept. Chair name: _____

Dept. Chair email: _____

College Contact name : _____

College Contact email: _____

1. This course is a Single section Multi-section
2. List names of faculty who may teach this course: _____
3. Section enrollment cap: _____

If this course is being submitted for approval as a new LIBERAL STUDIES course, please complete questions 4-6.

OR

If this course is being submitted for approval as a new JUNIOR LEVEL WRITING course, please complete questions 10-11.

OR

If this course is being submitted for approval as a new SENIOR CAPSTONE course, please complete questions 12 - 14.

NEW LIBERAL STUDIES COURSE

4. Distribution Block (check one): *If a topics course, must apply to ALL sections.*

Aesthetic and Humanistic Inquiry Cultural Understanding Science Social and Political Worlds

5. Skills (check two): *If a topics course, must apply to ALL sections.*

Effective Oral Communication Effective Writing Critical Thinking
Quantitative Reasoning Scientific Inquiry

6. Is this a topics course? Yes No
If YES, please complete questions 34-36. If NO, please go to question 42.

TOPICS COURSE ONLY

7. Identify the Student Learning Outcomes that will be found in ALL topic syllabi offered under this course number.

8. Explain by what method(s) Student Learning Outcomes will be assessed in ALL topic syllabi offered under this course number.

9. Please attach an example of a Topic Syllabus offered under this course number.

NEW JUNIOR LEVEL WRITING COURSE (refer to question 19)

0. To which degree programs offered by your department/academic unit does this proposal apply? _____

1. Do you intend to offer ABC 300 and ABC 300W? yes no

If no, please submit a course delete form for the ABC 300.

NEW SENIOR CAPSTONE COURSE (refer to question 19)

2. To which degree programs offered by your department/academic unit does this proposal apply? _____

3. Does this proposal replace or modify an existing course or experience? yes no

If yes, which course(s)? _____

4. Do you intend to offer ABC 400 and ABC 400C? yes no

If no, please submit a course delete form for the ABC 400.

HA 100 Introduction to the Hospitality Industry

SYLLABUS

General Information

- Academic Unit: W.A. Franke College of Business, School of Hotel and Restaurant Management
- Course Title: HA 100, Introduction of the Hospitality Industry
- Course Offered: Spring, Fall, and/or Summer Semesters
- Course Credits: 1
- Instructor: Ron Evans
- Office address: Building 33A
- Office hours: 10:00 AM – Noon & 2:00 – 5:00 PM
- Course Prerequisites: None

Course description

The purpose of this course is to introduce students to the many career opportunities in the hospitality industry.

Course Outcomes

- Learn and classify the segments of the hospitality industry
- Understand the role of professional management in the industry
- Understand the various career choices

Course Approach

- This course will explore the many career opportunities in the hospitality industry.
- This will be a course that will allow the student to discuss and research the different fields in the hospitality industry, spending time reflecting on the traits and skills needed to be successful in their chosen career path.
- This course will utilize various articles and written materials that will provide the students with information about hospitality careers
- Guest speakers from various areas of the industry will be invited to share their views on the industry and their careers.

Required Textbook

No textbook will be required. A course pack containing articles and case studies will be utilized to provide a beginning for career discussions and reflection.

Course Outline

1. Hotels and Rooms Division
2. Meetings
3. Conventions
4. Event Management
5. Food and Beverage Operations
6. Restaurant Operations
7. Managed Services
8. Tourism
9. Recreation
10. Gaming and Casinos

Assessment of Student Learning Outcomes

Written assignments: 200 points. There will be ten written assignments worth 20 points each. Each assignment will require you to research and respond to questions based on the area of the hospitality industry being presented in the class period.

Interview project: 100 points. You will be required to interview a person in the particular industry area that you believe you might want to pursue in your career. A list of questions will be provided to solicit information about the pros and cons of the position and then a reflection paper will be written to share your thoughts about the career choice and how it may or may not match your expectations.

Class participation: 50 points

Mid-term: 100 points. The midterm will be a multiple choice, true/false, and/or short answer questions covering material discussed.

Final: 100 points. The final will have the same format as the mid-term and will cover material from the entire course.

Grading System

Assignment	Points	Percentage
Written (10)	200	
Interview project	100	
Class participation	50	
Mid term	100	
Final	100	

Grade	Points Earned
A	495-550
B	440-494
C	385-439
D	330-384
F	0-329

Course Policies

Attendance: Attendance is required and will be formally taken at the beginning of each class meeting. Students are required to inform the professor in advance if they will not be in attendance. The HRM Attendance Policy allows two free absences with no penalty for classes that meet twice a week and three absences for classes that meet three times per week. For every additional absence, 5% of the total points will be subtracted from the student's final points in the course for classes that meet twice a week and 2.5% for classes that meet three times per week.

Makeup Work and Tests: Make-up work may be accepted with prior consent of the professor only and must be completed within one week of the absence for credit. Makeup tests may be given only in the event of an unavoidable and document absence.

Academic Integrity: Students are responsible to inform themselves of university policies regarding *Academic Integrity*. In general, students found to be in violation of the code (e.g., cheating, fabrication, fraud, and plagiarism) are awarded a grade of F in the course. The complete policy on academic integrity is in Appendix F of NAU's *Student Handbook*.

Tardiness: Students may enter if the lecture has already started; however, it is expected that the student will take the first seat quietly. Excessive tardiness will be penalized. Leaving class early requires the professor's permission.

University Policies: Please read the attached policies concerning the following: *Safe Working and Learning Environment, Students with Disabilities, Institutional Review Board, and Academic Integrity*.

University Curriculum Committee

Proposal for new Academic Plan, Plan change, or Plan Deletion

1. College	<u>W.A. Franke College of Business</u>	2. Academic Unit/Department	<u>School of Hotel and Restaurant Management</u>
3. Academic Plan Name	<u>Certificate in Restaurant Management</u>	4. Subplan (if applicable)?	_____
5. Effective Date	<u>FALL 2008</u>		
6. Is this proposal for a :	<input type="checkbox"/> New Plan	<input checked="" type="checkbox"/> Plan Change	<input type="checkbox"/> Plan Deletion
	<input type="checkbox"/> New Subplan	<input type="checkbox"/> Subplan Change	<input type="checkbox"/> Subplan Deletion

7.

For Plan Changes, place the existing catalog text in this column. Please copy and paste the text directly from the *current* on line academic catalog:

(<http://www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm>)

Be sure you include all catalog text that pertains to this plan change

For New Plans, leave this column blank.

CERTIFICATE RESTAURANT MANAGEMENT

If you are currently employed in the restaurant industry and seek professional advancement and development, this nondegree certificate plan is designed to meet your needs.

To complete this certificate, you take the following 15 units at NAU with a grade of C or better in each course and a cumulative gradepoint average of at least 2.0:

- HA 240, 340, 345, and 355 (12 units)
- HA 243 (3units)

Be aware that these courses have prerequisites you must also take. Check the courses in the appropriate subject.

Click here for more information about Hospitality Administration [courses](#) and [faculty](#).

Show the proposed changes in this column. Please **BOLD** the changes, to differentiate from what is not changing and strikethrough what is being deleted.

(Describe the changed requirements under headings that match those used in the left column. Please be aware that if the units are not totaled correctly, the catalog editor will adjust them accordingly.)

CERTIFICATE RESTAURANT MANAGEMENT

If you are currently employed in the restaurant industry and seek professional advancement and development, this nondegree certificate plan is designed to meet your needs.

To complete this certificate, you take the following ~~15~~ units at NAU with a grade of C or better in each course and a cumulative gradepoint average of at least 2.0:

- HA 240, 340, 345, and 355, **HA442** (14 units)
- HA 243 (3units)

Be aware that these courses have prerequisites you must also take. Check the courses in the appropriate subject.

Click here for more information about Hospitality Administration [courses](#) and [faculty](#).

8. For undergraduate plans, will this requirement be a student individualized plan*? no yes

*A *Student Individualized Plan* is an academic requirement that varies by student, such as the 15-unit BAiLS focus, for which coursework requirements are established by the student in consultation with the advisor.

If yes, the academic unit listed at the top of this form hereby takes responsibility for providing complete information about each student's individual requirements for the degree audit system.

9. For undergraduate plans, will a milestone** be used to:

- a. verify satisfactory completion of a non course requirement.
- b. indicate admission to a major.
- c. will not be used.

**A *Milestone* is used to record noncourse requirements, such as the HRM 800-hour work experience requirement or admission to Business Major status.

If yes, the academic unit listed at the top of this form hereby takes responsibility for maintaining the milestone and keeping individual student records up to date.

10. Please list the Learning Outcomes of the Plan/Subplan (see degree major assessment webpage - <http://www4.nau.edu/assessment/main/degree/degree.htm>).

- To provide outstanding and accessible learning experiences that prepare our diverse student body for:
 - Successful hospitality service management careers.
 - Responsible citizenship and productive leadership.
 - Life-long learning and personal fulfillment.
- To anticipate and respond to the educational and training needs of the Arizona Hospitality Industry.
- To increase educational resources for program support and grants.
- To improve the quality of life for all associated with the school.

11. Justification for proposal. Please indicate how past assessments of student learning prompted proposed changes.

The reduction of HA340 to 2 units did not meet the unit requirement for the certificate. Adding HA442 (Advanced Food and Beverage Management) will add enough units and value to the Restaurant Certificate.

12. If this academic plan/subplan will require additional faculty, space, or equipment, how will these requirements be satisfied?

13. Will this academic plan/subplan affect other majors, liberal studies course offerings, plans/subplans, curricula, or enrollment at NAU?

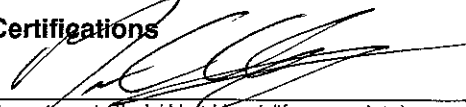
If so, attach supporting documentation from the affected departments/units and college dean.

No

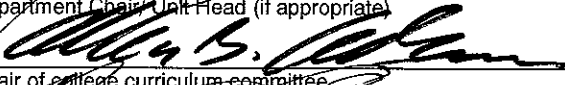
14. Will present library holdings support this academic plan/subplan?

Yes

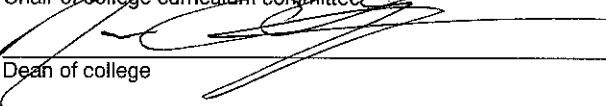
Certifications



Department Chair/ Unit Head (if appropriate) Date 2/21/08



Chair of college curriculum committee Date 2/22/08



Dean of college Date 2/22/08

For committee use only



For University Curriculum Committee Date 3/11/08

Action taken: approved as submitted approved as modified

Note: Submit original to associate provost's office. That office will provide copies to the college dean, department chair, and Academic Information Office after approval.

University Curriculum Committee

Proposal for new Academic Plan, Plan change, or Plan Deletion

1. College	<u>W.A. Franke College of Business</u>	2. Academic Unit/Department	<u>School of Hotel and Restaurant Management</u>
3. Academic Plan Name	<u>Hotel and Restaurant Management</u>	4. Subplan (if applicable)?	<u></u>
5. Effective Date	<u>FALL 2008</u>		
6. Is this proposal for a :	<input type="checkbox"/> New Plan	<input checked="" type="checkbox"/> Plan Change	<input type="checkbox"/> Plan Deletion
	<input type="checkbox"/> New Subplan	<input type="checkbox"/> Subplan Change	<input type="checkbox"/> Subplan Deletion

7.

For Plan Changes, place the existing catalog text in this column. Please copy and paste the text directly from the *current* on line academic catalog:

(<http://www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm>)

Be sure you include all catalog text that pertains to this plan change

For New Plans, leave this column blank.

**B.S. HOTEL AND RESTAURANT
MANAGEMENT (EXTENDED MAJOR)**

To earn this degree, you must complete at least 120 units of coursework, which we describe in the sections that follow:

- at least 35 units of liberal studies requirements Be aware that you may not use courses with an HRM prefix to satisfy these liberal studies requirements.
- at least 72 units of major requirements
- at least 8 units of language requirements
- elective courses, if needed, to reach an overall total of at least 120 units

Be aware that some courses required for your degree may have prerequisites that you must also take. Check the courses in the appropriate subject. (You may be able to count these prerequisites toward your liberal studies or general elective credit.)

Please note that you must complete NAU's diversity requirements by taking two 3-unit courses, one in ethnic diversity and one in global awareness. These courses may be used to meet other requirements within your academic

Show the proposed changes in this column. Please **BOLD** the changes, to differentiate from what is not changing and strikethrough what is being deleted.

(Describe the changed requirements under headings that match those used in the left column. Please be aware that if the units are not totaled correctly, the catalog editor will adjust them accordingly.)

**B.S. HOTEL AND RESTAURANT
MANAGEMENT (EXTENDED MAJOR)**

To earn this degree, you must complete at least 120 units of coursework, which we describe in the sections that follow:

- at least 35 units of liberal studies requirements Be aware that you may not use courses with an HRM prefix to satisfy these liberal studies requirements.
- at least 72 units of major requirements
- at least 8 units of language requirements
- elective courses, if needed, to reach an overall total of at least 120 units

Be aware that some courses required for your degree may have prerequisites that you must also take. Check the courses in the appropriate subject. (You may be able to count these prerequisites toward your liberal studies or general elective credit.)

Please note that you must complete NAU's diversity requirements by taking two 3-unit courses, one in ethnic diversity and one in global awareness. These courses may be used to meet other requirements within your academic plan if you choose them carefully. Click here for a [list of the available diversity courses](#).

Also be aware that NAU requires that at

plan if you choose them carefully. Click here for a [list of the available diversity courses](#).

Also be aware that NAU requires that at least 30 units of the courses you take for your degree must be upper-division courses (those numbered 300 and above).

In addition to the course requirements described in the following paragraphs, you must obtain and document 800 units of relevant employment in a hospitality-related enterprise for the technical, hands-on portion of your degree plan. You must also earn a cumulative grade point average of at least 2.25 in all hospitality administration core and business auxiliary courses by the time you graduate.

Finally, please note that you may be able to use some courses to meet more than one requirement; however, you must still meet the total of at least 120 units to graduate. Contact your advisor for details.

MAJOR REQUIREMENTS

These 72 units include a hospitality administration core, business auxiliary requirements, and specialization requirements, as we describe in the following paragraphs.

Hospitality Administration Core

You take the following 45 units:

- HA 100, 210, 220, 240, 243, 260, 270, 335, 345, 355, 365, 390, and 400 (39 units)
- HA 315W, which meets NAU's junior writing requirement (3 units)
- HA 490C, which meets NAU's

least 30 units of the courses you take for your degree must be upper-division courses (those numbered 300 and above).

In addition to the course requirements described in the following paragraphs, you must obtain and document 800 units of relevant employment in a hospitality-related enterprise for the technical, hands-on portion of your degree plan. You must also earn a cumulative grade point average of at least 2.25 in all hospitality administration core and business auxiliary courses by the time you graduate.

Finally, please note that you may be able to use some courses to meet more than one requirement; however, you must still meet the total of at least 120 units to graduate. Contact your advisor for details.

MAJOR REQUIREMENTS

These 72 units include a hospitality administration core, business auxiliary requirements, and specialization requirements, as we describe in the following paragraphs.

Hospitality Administration Core

You take the following 45 units:

- HA 100, 210, **250**, 240, 243, 260, 270, 335, **340**, 345, 355, 365, 390, and 400 (39 units)
- HA 315W, which meets NAU's junior writing requirement (3 units)
- HA 490C, which meets NAU's senior capstone requirement (3 units)

Business Auxiliary Requirements

You take the following 15 units. (Please note that you don't have to complete these courses before declaring your major in hotel and restaurant management.)

- ACC 255 and (FIN 303 or HA 351) (6 units)

senior capstone requirement (3 units)

Business Auxiliary Requirements

You take the following 15 units. (Please note that you don't have to complete these courses before declaring your major in hotel and restaurant management.)

- ACC 255 and (FIN 303 or HA 351) (6 units)
- ECO 284 and 285 (6 units)
- MGT 303 (3 units)

Specialization Requirements

You take 12 units of hospitality administration (HA) courses or courses offered in other professional schools, such as The W. A. Franke College of Business, 6 must be upper division coursework (300-400 level) working with your advisor to choose courses appropriate to your career goals. (You may not use general electives to meet this requirement.)

For example, you may choose to concentrate your studies in an area such as club and resort management (by taking HA 401 and 411 plus 6 units of HA 408) or restaurant management (by taking HA 340 and 442 plus 6 units of HA 408).

LANGUAGE REQUIREMENT

You must demonstrate proficiency in a modern language other than English that is equivalent to two terms of university coursework in the same language. You may satisfy this requirement by taking language courses or by testing out of all or part of it by taking CLEP exams arranged by NAU's Counseling and Testing Center. (For more information, see the section titled College Level Exam Program in the Course, Enrollment, and Credit Policies chapter.)

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- MGT 303 (3 units)

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You must demonstrate proficiency in a modern language other than English that is equivalent to two terms of university coursework in the same language. You may satisfy this requirement by taking language courses or by testing out of all or part of it by taking CLEP exams arranged by NAU's Counseling and Testing Center. (For more information, see the section titled College Level Exam Program in the Course, Enrollment, and Credit Policies chapter.)

GENERAL ELECTIVES

Additional coursework is required, if, after you have met the previously described requirements, you have not yet completed a total of 120 units of credit.

You may take these remaining courses from any academic areas, using these courses to pursue your specific interests and goals. We encourage you to consult with your advisor to select the courses that will be most advantageous to you. (Please note that you may also use prerequisites or transfer credits as electives if they weren't used to meet major, minor, or liberal studies

GENERAL ELECTIVES

Additional coursework is required, if, after you have met the previously described requirements, you have not yet completed a total of 120 units of credit.

You may take these remaining courses from any academic areas, using these courses to pursue your specific interests and goals. We encourage you to consult with your advisor to select the courses that will be most advantageous to you. (Please note that you may also use prerequisites or transfer credits as electives if they weren't used to meet major, minor, or liberal studies requirements.)

Click here for more information about Hospitality Administration [courses](#) and [faculty](#).

requirements.)

Click here for more information about Hospitality Administration [courses](#) and [faculty](#).

8. For undergraduate plans, will this requirement be a student individualized plan*? no yes

*A *Student Individualized Plan* is an academic requirement that varies by student, such as the 15-unit BAiLS focus, for which coursework requirements are established by the student in consultation with the advisor.

If yes, the academic unit listed at the top of this form hereby takes responsibility for providing complete information about each student's individual requirements for the degree audit system.

9. For undergraduate plans, will a milestone** be used to:

- a. verify satisfactory completion of a non course requirement.
 b. indicate admission to a major.
 c. will not be used.

**A *Milestone* is used to record noncourse requirements, such as the HRM 800-hour work experience requirement or admission to Business Major status.

If yes, the academic unit listed at the top of this form hereby takes responsibility for maintaining the milestone and keeping individual student records up to date.

10. Please list the Learning Outcomes of the Plan/Subplan (see degree major assessment webpage - <http://www4.nau.edu/assessment/main/degree/degree.htm>).

11. Justification for proposal. Please indicate how past assessments of student learning prompted proposed changes.

HA100 currently covers material that is covered in other HA classes. By reducing the credit count to 1 unit, an additional course in Beverage Management (without alcohol tasting) can be added to the required classes. As found in course assessments, the industry feels that a beverage management class is necessary in our field of study.

12. If this academic plan/subplan will require additional faculty, space, or equipment, how will these requirements be satisfied?

13. Will this academic plan/subplan affect other majors, liberal studies course offerings, plans/subplans, curricula, or enrollment at NAU?

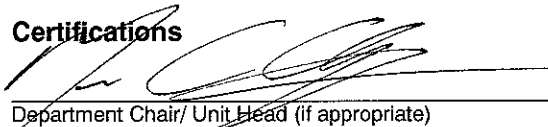
If so, attach supporting documentation from the affected departments/units and college dean.

No

14. Will present library holdings support this academic plan/subplan?

Yes

Certifications



Department Chair/ Unit Head (if appropriate)

2/14/08

Date


Chair of college curriculum committee

Date

Dean of college

Date

For committee use only



For University Curriculum Committee

3/11/08

Date

Action taken: approved as submitted approved as modified

Note: Submit original to associate provost's office. That office will provide copies to the college dean, department chair, and Academic Information Office after approval.

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13. Will this academic plan/subplan affect other majors, liberal studies course offerings, plans/subplans, curricula, or enrollment at NAU?

If so, attach supporting documentation from the affected departments/units and college dean.
No

14. Will present library holdings support this academic plan/subplan?
Yes

Certifications

	2/14/08
Department Chair/Unit Head (if appropriate)	Date
	2/14/08
Chair of college curriculum committee	Date
	2/14/08
Dean of college	Date

For committee use only

	3/11/08
For University Curriculum Committee	Date

Action taken: _____ approved as submitted _____ approved as modified

Note: Submit original to associate provost's office. That office will provide copies to the college dean, department chair, and Academic Information Office after approval.



Degree Progression Plan

The W.A. Franke College of Business

Freshman Year					
1 st term			2 nd term		
HA 100	Introduction to Hospitality Industry	1	HA 250	Introduction to Property Management	3
HA 210	Guest Services Management	3	HA 240	Food Service Systems Management	3
CIS 120	Introduction to Computer Info (SCI: SAS)	3	ENG 105	Critical Reading/Writing (FNRO)	4
MAT 114	Quantitative Reasoning	3	LS	Liberal Studies (SCI:LAB)	4
LS	Liberal Studies	3	GE	General Elective	1
FYE 101	First Year Experience	1			
		Total units	14		
				Total units	15

Sophomore Year					
3 rd term			4 th term		
ECO 284	Microeconomics	3	ECO 285	Macroeconomics	3
HA 270	Technology II	3	HA243/Lab	Commercial Food Lecture/lab	3
ACC 255	Financial Accounting	3	XXX	Modern Language	4
XXX	Modern Language	4	LS/DIV	Liberal Studies / Diversity	3
LS/DIV	Liberal Studies / Diversity	3	LS	Liberal Studies	3
		Total units	16		
				Total units	16

Junior Year					
5 th term			6 th term		
HA 335	Hospitality Law	3	HA 355	Food and Beverage Cost Control	3
HA 315W	Hospitality Leadership Systems	3	HA 365	Hospitality Marketing	3
MGT 303	Concepts in Management	3	HA 345	Hospitality Human Resources Mgt.	3
HA260	Hospitality Managerial Accounting	3	LS	Liberal Studies	3
HA XXX	Major Elective	3	LS	Liberal Studies	3
		Total units	15		
				Total units	15

Senior Year					
7 th term			8 th term		
HA 390	International Hospitality Operations	3	HA 490C	Senior Seminar	3
HA 400	Hospitality Sales Management	3	FIN 303 or HA 351	Concepts in Finance or Hospitality Finance	3
HA XXX	Major Elective	3	HA XXX	Major Elective	3
LS	Liberal Studies	3	HA XXX	Major Elective	3
GE	General Elective	3	HA 340	Bar and Beverage Operations	2
		Total units	15		
				Total units	14

- This degree progression plan is to be used in conjunction with the academic catalog and degree audit report.
- Students should see an academic advisor regularly to confirm their academic progress.
- Students must see an academic advisor before enrollment for the 7th term in preparation for graduation.
- Many courses have pre-requisites. Please check the academic catalog for pre-requisite and placement information.

PROGRAM INFORMATION

2.25 GPA required for HRM and Business Core classes

800 hours Hospitality Work Experience post high school

GENERAL INFORMATION

- Classes taken out of sequence may affect the timely completion of the program of study
- Honors students complete different requirements to meet NAU's liberal studies program. Students should consult an Honors Program advisor for complete information on fulfilling Honors Liberal Studies requirements. Students should see an academic advisor regularly to confirm their academic progress.
- All students are required to complete at least 120 total units which includes:
 - 35 units of liberal studies courses: <http://www4.nau.edu/aio/Articulation/LScourselist.htm>
 - 6 units of diversity courses: (3 units in Global & 3 units in Ethnic)
<http://www4.nau.edu/aio/Articulation/DiversityCourseList/htm>
 - 30 units of upper division courses (300-400 level), 18 of these units must be taken at NAU
- English placement: <http://www.nau.edu/comp/placement.html>
- Math placement: <http://www.math.nau.edu/master.html?http://www.math.nau.edu/odin.html>

CONTACT INFORMATION

School of Hotel and Restaurant Management

Kim Knowles

Advisement Coordinator

928-523-9587

Kim.Knowles@nau.edu

University Curriculum Committee

Proposal for new Academic Plan, Plan change, or Plan Deletion

1. College	<u>W.A. Franke College of Business</u>	2. Academic Unit/Department	<u>School of Hotel and Restaurant Management</u>
3. Academic Plan Name	<u>International Hospitality Management</u>	4. Subplan (if applicable)?	_____
5. Effective Date	<u>FALL 2008</u>		
6. Is this proposal for a :	<input type="checkbox"/> New Plan	<input checked="" type="checkbox"/> Plan Change	<input type="checkbox"/> Plan Deletion
	<input type="checkbox"/> New Subplan	<input type="checkbox"/> Subplan Change	<input type="checkbox"/> Subplan Deletion

7.

For Plan Changes, place the existing catalog text in this column. Please copy and paste the text directly from the *current* on line academic catalog:

(<http://www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm>)

Be sure you include all catalog text that pertains to this plan change

For New Plans, leave this column blank.

**B.S. INTERNATIONAL HOSPITALITY
MANAGEMENT (EXTENDED MAJOR)**

To earn this degree, you must complete at least 120 units of coursework, which we describe in the sections that follow:

- at least 35 units of liberal studies requirements Be aware that you may not use courses with an HRM prefix to satisfy these liberal studies requirements.
- at least 80 units of major requirements
- at least 16 units of language requirements
- elective courses, if needed, to reach an overall total of at least 120 units

Be aware that some courses required for your degree may have prerequisites that you must also take. Check the courses in the appropriate subject. (You may be able to count these prerequisites toward your liberal studies or general elective credit.)

Please note that you must complete NAU's diversity requirements by taking two 3-unit courses, one in ethnic diversity and one in global awareness. These courses may be used to meet other requirements within your academic

Show the proposed changes in this column. Please **BOLD** the changes, to differentiate from what is not changing and strikethrough what is being deleted.

(Describe the changed requirements under headings that match those used in the left column. Please be aware that if the units are not totaled correctly, the catalog editor will adjust them accordingly.)

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- elective courses, if needed, to reach an overall total of at least 120 units

Be aware that some courses required for your degree may have prerequisites that you must also take. Check the courses in the appropriate subject. (You may be able to count these prerequisites toward your liberal studies or general elective credit.)

Please note that you must complete NAU's diversity requirements by taking two 3-unit courses, one in ethnic diversity and one in global awareness. These courses may be used to meet other requirements within your academic plan if you choose them carefully. Click here for a [list of the available diversity courses](#).

Also be aware that NAU requires that at

plan if you choose them carefully. Click here for a [list of the available diversity courses](#).

Also be aware that NAU requires that at least 30 units of the courses you take for your degree must be upper-division courses (those numbered 300 and above).

In addition to the course requirements described in the following paragraphs, you must obtain and document 800 units of relevant employment in a hospitality-related enterprise for the technical, hands-on portion of your degree plan. You must also earn a cumulative grade point average of at least 2.25 in all hospitality administration core and business auxiliary courses by the time you graduate.

Finally, please note that you may be able to use some courses to meet more than one requirement; however, you must still meet the total of at least 120 units to graduate. Contact your advisor for details.

MAJOR REQUIREMENTS

These 80 units include a hospitality administration core, business auxiliary requirements, and specialization requirements, as we describe in the following paragraphs.

Hospitality Administration Core

You take the following 45 units:

- HA 100, 210, ~~220~~, 240, 243, 260, 270, 335, 345, 355, 365, 390, and 400 (39 units)
- HA 315W, which meets NAU's junior writing requirement (3 units)
- HA 490C, which meets NAU's

least 30 units of the courses you take for your degree must be upper-division courses (those numbered 300 and above).

In addition to the course requirements described in the following paragraphs, you must obtain and document 800 units of relevant employment in a hospitality-related enterprise for the technical, hands-on portion of your degree plan. You must also earn a cumulative grade point average of at least 2.25 in all hospitality administration core and business auxiliary courses by the time you graduate.

Finally, please note that you may be able to use some courses to meet more than one requirement; however, you must still meet the total of at least 120 units to graduate. Contact your advisor for details.

MAJOR REQUIREMENTS

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Hospitality Administration Core

You take the following 45 units:

- HA 100, 210, **250**, 240, 243, 260, 270, 335, **340**, 345, 355, 365, 390, and 400 (39 units)
- HA 315W, which meets NAU's junior writing requirement (3 units)
- HA 490C, which meets NAU's senior capstone requirement (3 units)

Business Auxiliary Requirements

You take the following 21 units. (Please note that you don't have to complete these courses before declaring your major in international hospitality.)

- ACC 255 (3 units)
- ECO 284, 285, and 486 (9 units)

senior capstone requirement (3 units)

Business Auxiliary Requirements

You take the following 21 units. (Please note that you don't have to complete these courses before declaring your major in international hospitality.)

- ACC 255 (3 units)
- ECO 284, 285, and 486 (9 units)
- FIN 303 or HA 351(3 units)
- MGT 300 (3 units)
- MGT 405 or MKT 480 (3 units)

Specialization Requirements

For these 12-14 units, you take:

- HA 284 and 384 (6 units)
- HA 408 (6-8 units)

Finally, you must take one term of studies abroad. While abroad, you take courses that apply toward your hospitality administration core and liberal studies requirements. Please consult with your advisor to plan your study abroad experience.

LANGUAGE REQUIREMENT

You must demonstrate proficiency in a modern foreign language other than English that is equivalent to four terms of university coursework in the same language. You may satisfy this requirement by taking language courses or by testing out of all or part of it by taking CLEP exams arranged by NAU's Counseling and Testing Center. (For more information, see the section titled College Level Exam Program in the Course, Enrollment, and Credit Policies chapter.)

GENERAL ELECTIVES

Additional coursework is required, if, after you have met the previously described requirements, you have not yet completed a total of 120 units of

- FIN 303 or HA 351(3 units)
- MGT 300 (3 units)
- MGT 405 or MKT 480 (3 units)

Specialization Requirements

For these 12-14 units, you take:

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GENERAL ELECTIVES

Additional coursework is required, if, after you have met the previously described requirements, you have not yet completed a total of 120 units of credit.

You may take these remaining courses from any academic areas, using these courses to pursue your specific interests and goals. We encourage you to consult with your advisor to select the courses that will be most advantageous to you. (Please note that you may also use prerequisites or transfer credits as electives if they weren't used to meet major, minor, or liberal studies requirements.)

Click here for more information about Hospitality Administration [courses](#) and

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faculty.

8. For undergraduate plans, will this requirement be a student individualized plan*? no yes

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If yes, the academic unit listed at the top of this form hereby takes responsibility for providing complete information about each student's individual requirements for the degree audit system.

9. For undergraduate plans, will a milestone** be used to:

- a. verify satisfactory completion of a non course requirement.
 b. indicate admission to a major.
 c. will not be used.

**A *Milestone* is used to record noncourse requirements, such as the HRM 800-hour work experience requirement or admission to Business Major status.

If yes, the academic unit listed at the top of this form hereby takes responsibility for maintaining the milestone and keeping individual student records up to date.

10. Please list the Learning Outcomes of the Plan/Subplan (see degree major assessment webpage - <http://www4.nau.edu/assessment/main/degree/degree.htm>).

- To provide outstanding and accessible learning experiences that prepare our diverse student body for:
 - Successful hospitality service management careers.
 - Responsible citizenship and productive leadership.
 - Life-long learning and personal fulfillment.
- To anticipate and respond to the educational and training needs of the Arizona Hospitality Industry.
- To increase educational resources for program support and grants.
- To improve the quality of life for all associated with the school.

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- To anticipate and respond to the educational and training needs of the Arizona Hospitality Industry.
- To increase educational resources for program support and grants.
- To improve the quality of life for all associated with the school.

11. Justification for proposal. Please indicate how past assessments of student learning prompted proposed changes.

HA100 currently covers material that is covered in other HA classes. By reducing the credit count to 1 unit, an additional course in Beverage Management (without alcohol tasting) can be added to the required classes. As found in course assessments, the industry feels that a beverage management class is necessary in our field of study.

12. If this academic plan/subplan will require additional faculty, space, or equipment, how will these requirements be satisfied?

13. Will this academic plan/subplan affect other majors, liberal studies course offerings, plans/subplans, curricula, or enrollment at NAU?

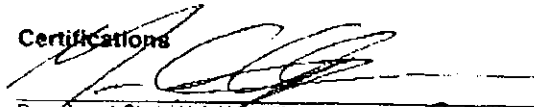
If so, attach supporting documentation from the affected departments/units and college dean.

No

14. Will present library holdings support this academic plan/subplan?

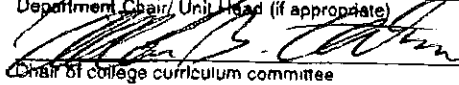
Yes

Certifications



Department Chair/ Unit Head (if appropriate)

2/14/08
Date



Chair of college curriculum committee

2/14/08
Date

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PAGE 3/3

Deary of college

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2/14/08
Date

For committee use only

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3/14/08
Date

For University Curriculum Committee

Action taken: approved as submitted approved as modified

Note: Submit original to associate provost's office. That office will provide copies to the college dean, department chair, and Academic information Office after approval.



Degree Progression Plan

W.A. Franke College of Business

Freshman Year					
1 st term			2 nd term		
HA 100	Introduction to Hospitality Industry	1	HA 250	Introduction to Property Management	3
HA 210	Guest Services Management	3	HA 240	Food Service Systems Management	3
CIS120	Introduction to Computer Info (SCI:SAS)	3	ENG 105	Critical Reading/Writing	4
MAT 114	Quantitative Reasoning	3	XXX	Modern Language	4
XXX	Modern Language	4	LS	Liberal Studies	3
FYE 101	First Year Experience	1			
Total units			15	Total units	
				17	

Sophomore Year					
3 rd term			4 th term		
HA270	Hospitality Info Technology II	3	HA 260	Hospitality Managerial Accounting	3
ACC 255	Financial Accounting	3	HA243/Lab	Commercial Food Lecture/Lab	3
ECO 284	Microeconomics	3	ECO 285	Macroeconomics	3
LS	Modern Language (HA requirement also)	4	LS	Modern Language (HA requirement also)	4
LS	Liberal Studies	3	LS	Liberal Studies	3
Total units			16	Total units	
				16	

Junior Year					
5 th term			6 th term		
HA 284	International Travel & Tourism	3		<i>Study Abroad Semester</i>	
HA 365	Hospitality Marketing	3	HA 390	International Hospitality Operations	3
HA 355	Food and Beverage Cost Control	3	HA 345	Hospitality Human Resources Mgt.	3
LS	Liberal Studies –(SCI: LAB)	4	HA 384	Destination Development	3
LS	Liberal Studies	3	HA 400	Hospitality Sales Management	3
Total units			16	Total units	
				12	

Senior Year					
7 th term			8 th term		
HA 335	Hospitality Law	3	HA 490C	Senior Seminar	3
HA315W	Hospitality Leadership Systems	3	FIN 303/ HA351	Concepts in Finance or Hospitality Finance	3
MGT 300	Concepts in Management	3	MGT 405 or MKT 480	International Management or International Marketing	3
HA408	Field Work Experience	6	ECO 486	International Economics	3
			HA 340	Bar and Beverage Operations	2
Total units			15	Total units	
				12	

- This degree progression plan is to be used in conjunction with the academic catalog and degree audit report.
- Students should see an academic advisor regularly to confirm their academic progress.
- Students must see an academic advisor before enrollment for the 7th term in preparation for graduation.
- Many courses have pre-requisites. Please check the academic catalog for pre-requisite and placement information.

PROGRAM INFORMATION

2.25 GPA in HRM and Business Core classes

800 hours Hospitality Work Experience post high school

HA 408- Fieldwork Experience required 6-8 hours

One semester abroad required

GENERAL INFORMATION

- Classes taken out of sequence may affect the timely completion of the program of study
- Honors students complete different requirements to meet NAU's liberal studies program. Students should consult an Honors Program advisor for complete information on fulfilling Honors Liberal Studies requirements.
- All students are required to complete at least 120 total units which includes:
 - 35 units of liberal studies courses: <http://www4.nau.edu/aio/Articulation/LScourselist.htm>
 - 6 units of diversity courses: (3 units in Global & 3 units in Ethnic)
<http://www4.nau.edu/aio/Articulation/DiversityCourseList/htm>
 - 30 units of upper division courses (300-400 level), 18 of these units must be taken at NAU
- English placement: <http://www.nau.edu/comp/placement.html>
- Math placement: <http://www.math.nau.edu/master.html>?<http://www.math.nau.edu/odin.html>

CONTACT INFORMATION

School of Hotel and Restaurant Management

Kim Knowles

Advisement Coordinator

928-523-9587

Kim.Knowles@nau.edu

DIVERSITY COURSE/PROGRAM SUBMISSION FORM

Indicate for which Diversity Area the course/program is being submitted:

U.S. Ethnic Diversity X

Global Diversity Awareness _____

Course Prefix and Number AIS 460

Course Title Applied Indigenous Cultural Resource Management

Justification: This course which will be cross-listed with Anthropology 460, which is already listed under the Ethnic Diversity listing. It will attract more students to this class.

Please attach support documentation, including the catalogue description and course syllabus. If a program is being submitted, please attach support documentation. New courses must first have College Curriculum Committee approval. *(all documentation must be submitted electronically and hard copy).*

ANT 460 APPLIED INDIGENOUS CULTURAL RESOURCE MANAGEMENT (3)

This course explores the developments in the working relationships of Indigenous peoples and archaeologists in cultural resource management. Tribal CRM strategies and case studies across Indian country will be reviewed. Prerequisite: ANT 365 and ANT/AIS 459 ETNC

Check one: new course: X modified course: _____ existing course: _____

Department Contact Information:

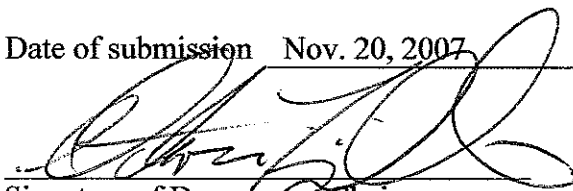
Name: Octaviana Trujillo

Phone Number 928-522-8788

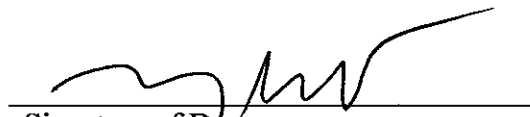
Email Address octaviana.trujillo@nau.edu

Campus Box Number 15020

Date of submission Nov. 20, 2007



Signature of Department Chair



Signature of Dean

Submit electronic and hard copy original to Associate Provost for Academic Administration, Ronald.Pitt@nau.edu, Box 6052.

DIVERSITY COURSE/PROGRAM SUBMISSION FORM

Indicate for which Diversity Area the course/program is being submitted:

U.S. Ethnic Diversity _____

Global Diversity Awareness

Course Prefix and Number ANT 340

Course Title Music in Culture

Justification:

This course examines the culturally diverse ways in which music is made and employed by cultures around the Globe. Music is common to all cultures; all we humans do it and use it for reasons of enjoyment, worship, healing, mood setting, performance, displays of ethnic/national identity, etc., etc., etc. Music reflects both our cultural differences and our human similarities. It expresses our values, our emotions, our traditions, our histories. Understanding the impact that music has—and has had—on humanity throughout time and space is a very special way of learning the common language that we can use to communicate and connect with any of the numerous and diverse cultures that make Planet Earth our home. Through the study of global ethnomusicology students will learn about the values and histories underlying many non-Western civilizations while developing a broader understanding of themselves and respect for the complex identities of others, their histories, and their cultures. Note: Course material is about 75 percent non-Western.

Please attach support documentation, including the catalogue description and course syllabus. If a program is being submitted, please attach support documentation. New courses must first have College Curriculum Committee approval. *(all documentation must be submitted electronically and hard copy).*

Check one: new course: _____ modified course: _____ existing course:

Department Contact Information:

Name: Scott E. Antes

Phone Number 523-9664 Office, 527-4482 Home


Email Address Scott.Antes@NAU.edu

Campus Box Number 15200

Date of submission November 15, 2007



Signature of Department Chair




Signature of Dean

Submit electronic and hard copy original to Associate Provost for Academic Administration,
Ronald.Pitt@nau.edu, Box 6052.

Diversity Approvals

NAU AIS 460 and NAU ANT 340 (Committee voted ES by consensus on both courses.)

All courses effective for Fall 2008






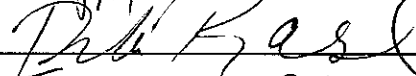

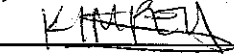

UCC approved 3.11.08

UNIVERSITY CURRICULUM COMMITTEE

2007-08

MEETING SIGN IN SHEET

DATE: March 11, 2008

NAME	SIGNATURE
BAIN, CRAIG	
BATTLES, PATRICK	
HAGOOD, JOHN	John Hagood
HAMMERSLEY, CHARLES	Charles Hammersley
GRAYBILL, JOLIE	Jolie Graybill
KNIGHTS, KATHLEEN	
KOZAK, KATHRYN (CCC)	
LEE, CHUNHYE	
LI, DAN	
MEDINA, CATHERINE	
REID, KIMBERLY (ASNAU)	Kimberly Reid
PARYSOW, PABLO	
POLLAK, PEGGY	Peggy Pollak
RAYMOND, DEBORAH	
RIEMER, FRANCES	Frances Riemer
RUWE, DONELLE	
TALLMAN, GARY	Gary Tallman
URDANG, BRUCE	
Reid, Kimberly	

EX OFFICIO	SIGNATURE
ANASTASSIOU, PAM	
BRADFORD, ERIC	
DEEGAN, PATRICK	<i>Patrick Deegan</i>
MAHONEY, EILEEN	
MARTIN, DARRELLE	
PITT, RON	
ROGERS, THERESA	
WILLIAMS, LISA	
GUESTS	SIGNATURE
<i>Angela Hansen</i>	<i>Angela Hansen</i>
<i>Dayle Hardy - Short</i>	<i>Dayle Hardy - Short</i>

UCC Meeting
March 11, 2008
Agenda

I.	Minutes of the 2/12/08 Meeting — <i>approved</i>			
II.	Consent Agenda — <i>approved, 1 opposed</i>			
A.	Syllabus Approved Format and Policy Statements			
B.	Liberal Studies approvals			
	1	ANT 206, AIS/ES/WGS 325, ES 100, HIS 367, HIS 368, HIS 369, HIS 370, HIS 372, HIS 377, HIS 384, HIS 388	Liberal Studies	F'08 CU
	2	ANT 377, CS 110	Liberal Studies	F'08 Science
	3	AIS/ES/WGS 255, ES 160, ANT 106	Liberal Studies	F'08 AHI
	4	CCJ 385, CCJ 395, DIS 303, HIS 373, SBS 101	Liberal Studies	F'08 SPW
III.	Action Agenda			
A.	The College of Social and Behavioral Sciences <i>w/Change to prerequisite for #1</i> ✓			
	1	AIS 460	New Course	F'08 Cross List w/ANT460
	2	ANT 460	Course Change	F'08 add cross-listing with new AIS 460
B.	The College of Arts and Letters <i>Language from #3 needs to be on #4 "Candidates in English"</i>			
	1	ENG 300	Course Change	Fall 2009 units, description
	2	Minor English Ed	Plan Change	Fall 2009 reduce units, course changes
	3	BSED English	Plan Change	Fall 2009 increase units, NCATE requirements
	4	BSED English Extended	Plan Change	Fall 2009 increase units
	5	Minor Latin American Studies	Plan Change	Fall 2009 additional courses
	<i>no rep tabled</i>			
C. ✓	The W. A. Franke College of Business			
	1	HA 100	Course Change	Fall 2008 units, description
	2	Certificate in Hotel Restaurant Management	Plan Change	Fall 2008 units, additional course
	3	BS Hotel and Restaurant Mgmt	Plan Change	Fall 2008 Course changes
	4	BS International Hospitality Mgmt Extended	Plan Change	Fall 2008 Course changes
D. ✓	Diversity Approvals			

need 8-term plan

	1	AIS 460, ANT 340	Diversity	F'08	Ethnic Diversity
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