

ORIGINATOR'S SECTION:	
1. College: <input type="checkbox"/> CHABSS <input type="checkbox"/> CoBA <input type="checkbox"/> CoEHHS <input type="checkbox"/> CSM	Desired Term and Year of Implementation (e.g., Fall 2008): Fall 2017
2. Current Course abbreviation and Number: BIOT 680A	

TYPE OF CHANGE(S). Check all that apply.

Course Number Change	<input checked="" type="checkbox"/>	Delete Prerequisite	<input type="checkbox"/>	Other Prerequisite Change	<input type="checkbox"/>
Course Title Change	<input type="checkbox"/>	Add Corequisite	<input type="checkbox"/>	Grading Method Change	<input type="checkbox"/>
Unit Value Change	<input checked="" type="checkbox"/>	Delete Corequisite	<input type="checkbox"/>	Mode of Instruction Change (C/S Number)	<input type="checkbox"/>
Description Change	<input type="checkbox"/>	Add Consent for Enrollment	<input type="checkbox"/>	Consider for G.E. If yes, also fill out appropriate GE form.	<input type="checkbox"/>
Add Prerequisite	<input type="checkbox"/>	Delete Consent for Enrollment	<input type="checkbox"/>	Cross-list	<input type="checkbox"/>

Information in this section— both current and new – is required only for items checked (✓) above.

NEW INFORMATION:

CURRENT INFORMATION:

3. Title: BIOT 680A Semester in Residence Project Writing Workshop	Course abbreviation and Number: Title: <i>(Titles using jargon, slang, copyrighted names, trade names, or any non-essential punctuation may not be used.)</i> BIOT 680(A-B) Semester in Residence Project Writing Workshop
4. Abbreviated Title for Banner <i>(no more than 25 characters):</i> BIOT 680A SIR Writing Workshop	Abbreviated Title for PeopleSoft: <i>(no more than 25 characters, including spaces)</i> BIOT 680(A-B) SIR Writing Workshop
5. Number of Units: 1	Number of Units: 1-2
6. Catalog Description: Provides the student with tools and a focused pathway to develop and complete their Semester in Residence Project Proposal. This process is imperative to the student's ability to produce a comprehensive final project, defense, and future industry presentations. <i>Enrollment is restricted to students who have been admitted to the Master of Biotechnology Program. This class cannot be repeated.</i>	Catalog Description: <i>(Not to exceed 80 words; language should conform to catalog copy. Please consult the catalog for models of style and format; include all necessary information regarding consent for enrollment, pre- and/or corequisites, repeated enrollment, crosslisting, as detailed below. Such information does not count toward the 80-word limit.)</i> Provides the student with tools and a focused pathway to develop and complete their Semester in Residence Project Proposal. This process is imperative to the student's ability to produce a comprehensive final project, defense, and future industry presentations. Units vary according to depth of content and instructional needs. Enrollment is restricted to students who have been admitted to the Master of Biotechnology Program. This class is a pre-requisite for BIOT 681 (A-B), and cannot be repeated.



7. Mode of Instruction* (See pages 17-23 at <http://www.calstate.edu/cim/data-elem-dic/APDB-Transaction-DED-SectionV.pdf> for definitions of the Course Classification Numbers)

Type of Instruction	Number of Credit Units	Instructional Mode (Course Classification Number)	Type of Instruction	Number of Credit Units	Instructional Mode (Course Classification Number)
Lecture	1	C02	Lecture	1-2	C02
Activity			Activity		
Lab			Lab		

8. Grading Method:*	Grading Method:*
<input type="checkbox"/> x Normal (N) (Allows Letter Grade +/-, and Credit/No Credit) <input type="checkbox"/> Normal Plus Report-in-Progress (NP) (Allows Letter Grade +/-)	<input type="checkbox"/> Normal (N) (Allows Letter Grade +/-, and Credit/No Credit) <input type="checkbox"/> Normal Plus Report-in-Progress (NP) (Allows Letter Grade +/-)

*If Originator is uncertain of this entry, please consult with Program Director/Chair.

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CURRENT INFORMATION:

NEW INFORMATION:

, Credit/No Credit, and Report-in-Progress) <input type="checkbox"/> Credit/No Credit Only (C) <input type="checkbox"/> Credit/No Credit or Report-in-Progress Only (CP))	Credit/No Credit, and Report-in-Progress) <input type="checkbox"/> Credit/No Credit Only (C) <input type="checkbox"/> Credit/No Credit or Report-in-Progress Only (CP))
9. If the NP or CP grading system was selected, please explain the need for this grade option.	
10. Course Requires Consent for Enrollment? <input type="checkbox"/> Yes x <input type="checkbox"/> No <input type="checkbox"/> Faculty <input type="checkbox"/> Credential Analyst <input type="checkbox"/> Dean <input type="checkbox"/> Program/Department/Director/Chair	Course Requires Consent for Enrollment? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Faculty <input type="checkbox"/> Credential Analyst <input type="checkbox"/> Dean <input type="checkbox"/> Program/Department/Director/Chair
11. Course Can be Taken for Credit More than Once? <input type="checkbox"/> Yes x <input type="checkbox"/> No If yes, how many times (including first offering)	Course Can be Taken for Credit More than Once? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many times (including first offering)
12. Is Course Cross Listed: <input type="checkbox"/> Yes x <input type="checkbox"/> No If yes, indicate which course	Is Course Cross-listed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate which course and check "yes" in item #17 below.
13. Prerequisite(s):	Prerequisite(s):
14. Corequisite(s):	Corequisite(s):
15. Documentation attached: <input checked="" type="checkbox"/> Syllabus <input type="checkbox"/> Detailed Course Outline	

PROGRAM DIRECTOR/CHAIR - COLLEGE CURRICULUM COMMITTEE SECTION:

(Mandatory information – all items in this section must be completed.)

16. Does this course fulfill a requirement for any major (i.e. core course or elective for a major, majors in other departments, minors in other departments)? x Yes No

If yes, please specify:
PSM in Biotechnology

17. Does this course change impact other discipline(s)? (If there is any uncertainty as to whether a particular discipline is affected, check "yes" and obtain signature.) Check "yes" if the course is cross-listed. Yes x No

If yes, obtain signature(s). Any objections should be stated in writing and attached to this form.

Discipline _____ Signature _____ Date _____ Support _____ Oppose _____

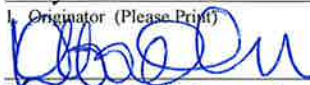

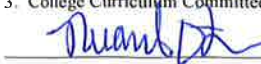
Discipline _____ Signature _____ Date _____ Support _____ Oppose _____

18. Reason(s) for changing this course:

Writing is a challenge for a number of our students who spend an inordinate number of hours at the writing center and with private tutors. Providing a variable unit BIOT 680 course will enable students who need it, to receive additional scientific writing instruction in a more streamlined and formalized manner.

SIGNATURES : (COLLEGE LEVEL) :

(UNIVERSITY LEVEL)

Betsy Read 1/27/2017
 1. Originator (Please Print) _____ Date _____

 2. Program Director/Chair 11/20/17
 _____ Date _____

 3. College Curriculum Committee 11/20/17
 _____ Date _____

 4. College Dean (or Designee) 12/1/17
 _____ Date _____

 5. UCC Committee Chair _____ Date _____

 6. Vice President for Academic Affairs (or Designee) _____ Date _____

 7. President (or Designee) _____ Date _____

**California State University San Marcos
Professional Science Master's Program
BIOT 680A Semester in Residence Project Writing Workshop,
Fall, 2017**

Instructor: Dr. Julie Jameson, Biology Department, Sci Hall 1 317A

Telephone: 760-750-8274

Email: jjameson@csusm.edu

Office Hours: by appointment

Meeting times: Wednesday 5:30-8:30 (every other week), 5 meetings

Classroom: SBSB 1111

Course Description

The Project Writing Workshop will provide the student with tools and a focused pathway to develop and complete their Semester in Residence Project Proposal. This process is imperative to the student's ability to produce a comprehensive final project, defense, and future industry presentations. Units vary according to depth of content and instructional needs. Enrollment is restricted to students who have been admitted to the Master of Biotechnology Program. This class is a pre-requisite for BIOT 681 (A-B), and cannot be repeated.

Course Learning Objectives

At the completion of this course, students will be able to:

- Utilize a draft-revise-edit-proof cycle for polished written documents
- Provide useful feedback on others' written work
- Create elements of a project proposal that successfully meet their communicative purposes (Project Description, Purpose/Specific Aims, Background, Methods & Materials, Timeline, Products, and Resources)

Required Texts/Readings

All readings and resources are posted to the CougarCourse section on cc.csusm.edu

Course requirements (number of exams, assignments, etc)

This is a 1 unit course designed to assist you as you write your Semester in Residence project proposal and improve your writing skills for progress reports and the final report. Your grade will be determined by the quality of your homework/ preparation for class meetings, attendance and participation in class meetings, and **one** graded project proposal (either your actual SIR proposal or approved hypothetical project proposal). Your grade will be assigned upon submission of your actual Semester in Residence project proposal to your committee.

Grading Standards

Graded project proposal	50%**
Homework and preparation for class	25%
Class session participation	25%

**Please see the grade rubric for project proposal posted to our cougar course.

Policy on late work and/or missed work

Late or missed work will not earn credit. Because the work is scaffolded and sequential, the due dates and deadlines are paramount.

Please note that participation accounts for 25% of your grade. Attendance, homework and preparation for class (which counts for another 25% of your grade) is on top of participation so note that you *cannot earn a participation grade for a meeting you do not attend.*

In other words, come to every meeting prepared, fully participate for the entire meeting and 50% of your course grade can be an "A."

Schedule of Topics

Meeting 1: Foundational information about project proposals, the writing and editing process, course expectations and project proposal assignment, crafting specific aims

Meeting 2: Revision workshop of initial draft (Project Description, Purpose, Specific Aims)

Meeting 3: Editing and proofing workshop of revised draft (Background and Materials and Methods), Crafting effective titles

Meeting 4: Peer feedback of revised draft (Full proposal)

Meeting 5: Final draft of graded project proposal due, check-in with program director/coordinator, check-in with writing instructor(s)

Final Proposal Due to Committee: Nov 7 on CC and by e-mail to each committee member by Midnight
See rubric/guidelines and be sure to follow them.

Academic Honesty

Students will be expected to adhere to standards of academic honesty and integrity, as outlined in the Student Academic Honesty Policy. *All assignments must be original work, clear and error-free.* All ideas/material that are borrowed from other sources must have appropriate references to the original sources. Any quoted material should give credit to the source and be punctuated accordingly.

Academic Honesty and Integrity: Students are responsible for honest completion and representation of their work. Your course catalog details the ethical standards and penalties for infractions. There will be zero tolerance for infractions. If you believe there has been an infraction by someone in the class, please bring it to the instructor's attention. The instructor reserves the right to discipline any student for academic dishonesty, in accordance with the general rules and regulations of the university. Disciplinary action may include the lowering of grades and/or the assignment of a failing grade for an exam, assignment, or the class as a whole.

http://lynx.csusm.edu/policies/procedure_online.asp?ID=187

ADA Statement

Students with disabilities who require reasonable accommodations must be approved for services by providing appropriate and recent documentation to the Office of Disabled Student Services (DSS). This office is located in Craven Hall 5205, and can be contacted by phone at (760) 750-4905, or TTY (760) 750-4909. Students authorized by DSS to receive reasonable accommodations should meet with me outside of class time in order to ensure confidentiality.

Course Schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1	Aug 29	Foundational information and identify projects (actual or hypothetical)
2	Sept 12	Project Description, Purpose, Specific Aims due, revising workshop
3	Sept 26	Background and Materials and Methods due, revising workshop
4	Oct 10	First full draft due, editing workshop, peer review
5	Oct 24	Final draft of Semester-in-residence project proposal due for a grade, meetings with program coordinator/director and writing instructor(s), transition to Semester-in-Residence project
6	Nov 7	SIR project proposal due