

Committee Comments on HSEM courses:

HSEM 402, 403, 404, HSEM 415, 416, 417, 418

Forms for all of the courses:

Box 2: Use this space to justify upper division, so something like advanced material requiring application of advanced concepts, significant writing assignments, etc.

Box 9: just use 3 per week not 3/15.

Box 10:

The last line formatting is not correct. Use this format and particularly the last line should read:

.... Prerequisite: HSEM 301. (3 + 0).

Note: per senate policy don't include "or permission of instructor" (there's been some processed with really good reasons, but otherwise the catalog already states that instructors may waive prereqs.)

Box 11: are you sure you don't want these to count as social sciences? This could potentially save your

- Provide more information on how the assignments are evaluated (rubrics, etc.).
- Provide a definition for "timely".
- No grading percentage shown for attendance: is attendance required/graded?
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- Same typos carry over to the course description in the syllabus.
 - Late policy. Is it 10% reduction per day up to 100%? If so, should make clear.
 - Is this F2F, blended or 100% online. Should make it clear in the syllabus.
 - Show more detail on the schedule to:
 - Show proof of concept that the course works, is high quality, etc.; and
 - Shows that students will put in the required effort.
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Syllabus:

- Need student learning outcomes;
 - Amend to show that the course requires approximately 9 hours of effort per week including attendance of blended classes (if any) and out of class preparation. This complies with UAF policy and Carnegie credit rules.
 - Final paper. More assessment detail (e.g. rubric, etc.);
 - Show more detail on the schedule to:
 - Show proof of concept that the course works, is high quality, etc.; and
 - Shows that students will put in the required effort.
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: **Box 10:** Typo: Last line. Consider rewording as description.

Syllabus:

- Need student learning outcomes;
- Amend to show that the course requires approximately 9 hours of effort per week including attendance of blended classes (if any) and out of class preparation. This complies with UAF policy and Carnegie credit rules.
- Discussion Boards need more assessment information—what constitutes acceptable effort?
- Case studies: assessment info needed (e.g. rubric, etc.);
- COOP: also needs some assessment info;
- Tighten up Late Work policy.