

## UMBC UGC Instructions for New Course Request Form (revised 12/2020)

**Date submitted:** The date that the form will be submitted to the UGC.

**Course number & title:** Enter the number and title of the course at the top of the page. Contact the Registrar's Office to confirm that the desired course number is available.

**Cross-listed courses:** All cross-listed course numbers must be listed in the course number box. Requests to create cross-listed courses must be accompanied by letters of support via email from all involved department chairs. Proposals for new courses or the addition of a cross-listing to an existing course must include as a part of the rationale the specific reason why cross-listing is appropriate. Email from all involved department chairs is also required when cross-listing is removed and when a cross-listed course is discontinued. Please note that Special Topics courses cannot be cross-listed.

**Contact information:** Provide the contact information of the Chair or UPD of the department or program housing the course. If the course is not housed in a department or program, then provide the same information for the head of the appropriate academic unit. (See UGC Procedures) If another faculty member should also be contacted for questions about the request and be notified about UGC actions on the request, include that person's contact information on the second line.

**Course number:** For cross-listed courses, provide all the numbers for the new course.

**Transcript title:** Limited to 30 characters, including spaces.

**Recommended Course Preparation:** *Please note that all 300 and 400 level courses should have either recommended course preparation(s) or prerequisite(s) and that 100 or 200 level courses may have them.*

Here fill in what previous course(s) a student should have taken to succeed in the course. These recommendations will NOT be enforced by the registration system. Please explain your choices in the "rationale" (discussed below).

**Prerequisite:** *Please note that all 300 and 400 level courses should have either recommended course preparation(s) or prerequisite(s)* Here fill in course(s) students need to have taken before they enroll in this course. These prerequisites will be enforced through the registration system. Please explain your choices in the "rationale" (discussed below).

**NOTE:** Please use the words "AND" and "OR", along with parentheses as appropriate, in the lists of prerequisites and recommended preparation so that the requirements specified will be interpreted unambiguously.

**NOTE:** Unless otherwise indicated, a prerequisite is assumed to be passed with a "D" or better.

**# of credits:** To determine the appropriate number of credits to assign to a course please refer to the [UMBC Credit Hour Policy](#) which articulates the standards for assignment and application of credit hours to all courses and programs of study at UMBC regardless of degree level, teaching and learning formats, and mode of instruction.

**Maximum total credits:** This should be equal to the number of credits for courses that cannot be repeated for credit. For courses that may be repeated for credit, enter the maximum total number of credits a student can receive from this course. E.g., enter 6 credits for a 3 credit course that may be taken a second time for credit, but not for a third time. Please note that this does NOT refer to how many times a class may be retaken for a higher grade.

**Grading method(s):** Please review the [grading methods document](#) (this link can be found on the UGC forms page) before selecting a grading option. Please do not select all three grading options by default.

**Proposed catalog description:** Provide the exact wording of the course description as it will appear in the next undergraduate catalog. Course proposals should be a) no longer than 75 words, b) stated in declarative sentences in language accessible to students, and c) avoid reference to specific details that may not always pertain (e.g., dates, events, etc.). Course descriptions should not repeat information about prerequisites (which are always listed alongside the course description)."

**Rationale:** Please explain the following:

- a) Why is there a need for this course at this time?
- b) How often is the course likely to be taught?
- c) How does this course fit into your department's curriculum?
- d) What primary student population will the course serve?
- e) Why is the course offered at the level (ie. 100, 200, 300, or 400 level) chosen?
- f) Explain the appropriateness of the recommended course preparation(s) and prerequisite(s).
- g) Explain the reasoning behind the P/F or regular grading method.
- h) Provide a justification for the repeatability of the course.

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**Course Outline:** Provide a syllabus with main topics and a weekly assignment schedule which includes complete citations for readings with page numbers as appropriate. Explain how students' knowledge and skills will be assessed.

**Component:** This is the type of instruction the course will utilize. The options are as follows: Clinical, Continuance, Discussion, Field Study, Independent Study, Laboratory, Lecture, Practicum, Seminar. Additionally, more than one component may be selected by the department. Please review the UMBC guidelines for components here: <https://registrar.umbc.edu/course-component-and-credit-hour-guidelines/>

**Departmental Consent:** Does this course require a student to have departmental approval noted in PeopleSoft prior to registering? If yes, please check the box. Departmental consent is a permanent addition to the course description. If the department would like consent to be administered by semester, or instructor do not check this box.

*Note: the UGC form is a Microsoft Word form. You should be able to enter most of the information by tabbing through the fields. The document is protected. In the rare case that you need to unprotect the document, use the password 'ugcform'. Beware that you will lose all the data entered in the form's fields if you unlock and lock the document. <https://highpoint-prd.ps.umbc.edu/app/catalog/listCatalog>*

## UMBC UGC New Course Request: BTEC 399 Tutorial Projects in Translational Life Science Technology

Date Submitted: 2/18/2021

	Name	Email	Phone	Dept
Dept Chair or UPD	Elizabeth Friar	<a href="mailto:Efriar1@umbc.edu">Efriar1@umbc.edu</a>	240-665-6461	TLST
Other Contact	Annica Wayman	<a href="mailto:awayman@umbc.edu">awayman@umbc.edu</a>	301-738-6092	TLST

### COURSE INFORMATION:

Course Number(s) <small>Include Cross-listed Courses</small>	399
Formal Title	Tutorial Projects in Translational Life Science Technology
Transcript Title (≤30c)	Tutorial Projects in TLST
Recommended Course Preparation	
Prerequisite	Must the pre-requisite be passed with a grade of : <input type="checkbox"/> 'A' <input type="checkbox"/> 'B' <input checked="" type="checkbox"/> 'C' or <input type="checkbox"/> 'D'  BTEC 300
# of Credits Must adhere to the <a href="#">UMBC Credit Hour Policy</a>	1-4
Repeatable for additional credit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Max. Total Credits	4 <small>This should be equal to the number of credits for courses that cannot be repeated for credit. For courses that may be repeated for credit, enter the maximum total number of credits a student can receive from this course. E.g., enter 6 credits for a 3 credit course that may be taken a second time for credit, but not for a third time. Please note that this does NOT refer to how many times a class may be retaken for a higher grade.</small>
Grading Method(s)	<input checked="" type="checkbox"/> Reg (A-F) <input type="checkbox"/> Audit <input type="checkbox"/> Pass-Fail

### PROPOSED CATALOG DESCRIPTION (Approximately 75 words in length. Please use full sentences.):

Independent tutorial based either on a current TLST course or on an independent study topic identified by the student and accepted by a TLST faculty member. Approved courses will have variable credit, depending upon the relevant TLST course or proposed course outline. All proposals must have the approval an associated TLST faculty member and be approved by the TLST Program Director.

### RATIONALE FOR NEW COURSE:

This course is needed to provide flexibility in the TLST program by allowing regular TLST courses to be taught outside of the usual schedule and to allow a student to identify an area of specialized interest for study. It will be taught occasionally, depending upon need and student demand, though it is not likely to be common. This course is intended for TLST majors who have already completed some TLST coursework. BTEC 300 is identified as a recommended course preparation, as it is a survey course required for all incoming TLST students. The course is listed as regular grading. The credit hours will be dependent upon the credit hours for the typical TLST course or as described in the course outline for novel independent study classes.

### ATTACH COURSE SYLLABUS (mandatory):

## BTEC 399 Tutorial Projects in TLST

Instructor: Elizabeth Friar, Ph.D.

Office: BSE 3104

Phone: 240-665-6461

Email: [efriar1@umbc.edu](mailto:efriar1@umbc.edu)

Office Hours: by appointment. Email to arrange a time.

**Course Description:** Tutorial Projects provide opportunities for upper level students to study an area of Translational Life Science Technology either as a regular TLST course not offered in that semester or as a novel course of study that has been proposed by the student and approved by a TLST faculty member.

**Course Objectives:** The goal of this course is to provide TLST majors (and potentially other interested students) with the opportunity to develop their own independent course to study either an established TLST course outside of the normal course schedule or a novel topic of their own choice, with the support and feedback from an experienced faculty member. Students in this course (1) identify a topic of study and appropriate faculty supervisor; (2) for a novel course of study, do the background research and provide a proposed course outline to the faculty supervisor, including proposed readings; (3) complete proposed readings and coursework under the supervision of the relevant faculty member; and (4) write an integrative summary paper of the topic, which may take the form of a literature review.

**Learning Outcomes:** Students who complete the BTEC 399 Tutorial Projects in TLST will have achieved the following:

- Develop an in-depth understanding of an area of translational science that may not be covered in the regular curriculum
- The ability to set goals for themselves and work, with the assistance of a supervisor, towards those goals
- The ability to write an in-depth literature review for an area of translational science
- A chance to explore a novel area of translational science

**Prerequisites:** You must complete BTEC 300 with a C or better, and have permission of the Program Director and the supervising faculty member.

**Difference between BTEC 399 and BTEC 490:** They are similar. BTEC 399 is designed to be student-driven to allow a senior TLST student explore a topic in translational chosen by the student and explored one-on-one with a supervising faculty member. BTEC 490 is designed to allow an instructor to teach a specialized course in their area of interest in translational science or allow team study of a specialized topic. This course would be open to TLST majors and potentially other interested students.

### Course Requirements:

1. The student must complete the agreed-upon reading material and all writing assignments prior to the end of the grading period.
2. The student will submit weekly status reports to Blackboard.

3. Assignments/meetings may include, but are not limited to:
  - a. Article reviews and/or an annotated bibliography of readings
    - i. For this course, you are expected to provide a brief write-up for each reading. At minimum, the write-up should be typed clearly, using proper grammar and spelling, and all referenced material must be accurately referenced. These write-ups should be submitted to Blackboard.
  - b. Weekly or every-other week meetings with the supervising faculty member and weekly status reports to formally let the instructor know how you're doing.
  - c. Schedule/Timeline – see above item. Some structure may be imposed by the course instructor.
  - d. Final paper. Details will vary depending on the number of credits and the goals and objectives of the students.
    - i. Be careful to correctly cite all information from cited works. Do not quote, but rephrase all information in your own words. Papers may be checked using plagiarism-detecting software.

**Grading:** Grading for this course is Regular. Grading is based on the completion of weekly status reports, completion of article reviews, attending weekly or every-other-week meetings with the instructor, completion of the final paper, and quality of all of the written material. It is expected that the article reviews will represent about 40% of the final grade, the final paper 50% of the final grade, and participation in attending weekly or every-other week meetings will be 10% of the final grade.

**Due Dates:** All assignments are to be handed in by the due date to Blackboard, as agreed upon between the student and instructor. If an assignment is late, the instructor has the right to subtract up to 1 letter grade per day late. The final paper is due one week prior to the last scheduled day of classes. If some situation beyond your control will make it (or any of the individual Article Reviews) late, you must get the instructor's permission to extend the date.

**Please see the document, "UMBC Policies and Resources during COVID"** for information on Technology Support, Safety, Academic Integrity, Disability Accommodations, and a variety of other topics.

**Required Information for Registrar's Office Implementation:**

Items below will be listed in the catalog, but do not require UGC approval. For future changes to these items, submit an RT ticket to the Registrar's Office.

Component	<input type="checkbox"/> Clinical <input type="checkbox"/> Discussion <input type="checkbox"/> Field Study <input type="checkbox"/> Independent Study <input type="checkbox"/> Laboratory <input type="checkbox"/> Lecture <input type="checkbox"/> Practicum <input type="checkbox"/> Seminar <input type="checkbox"/> Thesis Research <input checked="" type="checkbox"/> Tutorial
Departmental Consent	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
When Offered (Fall, Summer, Winter, Spring, Other*) <small>*If Other, please describe</small>	Fall, Summer, Winder, Spring

**Requested Effective Date (Please note that the final approval date will determine the earliest possible effective date):**

**8/1/2021**