December 12, 2013

To the Curriculum Committee;

The instructors of Asian Languages, including Arabic, Chinese, and Japanese, have determined that they need an Independent Study course to accommodate students’ needs beyond what is possible with the normal range of courses. We anticipate that these will be used infrequently, but the lack of such a course has proven problematic for all languages.

We have not provided sample syllabi because, by their very nature, Independent Studies are each unique. Furthermore, we have determined that students might take from 1 to 3 hours in this designation.

The only prerequisite is Permission of Instructor.

Thank you,

Mary Beth Heston
Director of Asian Studies and Asian Languages
FACULTY CURRICULUM COMMITTEE
SIGNATURE PAGE

- In section A, list ALL of the forms covered by this signature page. If you submit a form that is not listed in A, your proposal will be held back until we receive a new, updated signature page.
- You must obtain the signature of your department chair and dean before submitting your proposal.

A. FORMS COVERED BY THIS SIGNATURE PAGE. List each form you are submitting—for instance, PSYC 383, Course Form; PSYC, Change of Major Form; PSYC, Change of Minor Form.

CHNS 496 Independent Study

B. APPROVAL AND SIGNATURES.

1. Signature of Department Chair or Program Director:

   [Signature]
   Date: 1/10/19

2. Signature of Academic Dean:

   [Signature]
   Date: 1/12/19

3. Signature of Provost:

   [Signature]
   Date: 1/14/19

4. Signature of Business Affairs (only for course fees):

   [Signature]
   Date: ____________________
   □ fee approved on ____________
   □ BOT approval pending

5. Signature of Curriculum Committee Chair:

   [Signature]
   Date: 1/20/19

6. Signature of Budget Committee Chair (only for new programs):

   [Signature]
   Date: ____________________

7. Signature of Academic Planning Committee Chair (only for new programs):

   [Signature]
   Date: ____________________

8. Signature of Faculty Senate Secretary:

   [Signature]
   Date: ____________________

Date Approved by Faculty Senate: ____________________
FACULTY CURRICULUM COMMITTEE
COURSE FORM

Instructions:
• Please fill out one of these forms for each course you are adding, changing, deactivating, or reactivating.
• Fill out the parts of the form specified in part B. You must do this before your request can move forward!
• Remember that your changes will not be implemented until the next catalog year at the earliest.
• If you have questions, start by checking the instructions on the website. Please feel free to contact the committee chairs with any remaining questions you might have.

A. CONTACT/COURSE INFORMATION.

Name: Ghazi Abuhakema  Phone: 843-953-3988  Email: abuhakemag@cofc.edu

Department or Program: International and Intercultural Studies  School: LCWA

Subject Acronym and Course Number: ARBC 496

Catalog Year in which changes will take effect: FALL 2014

B. TYPE OF REQUEST. Please check all that apply, then fill out the specified parts of the form.

☐ Add a New Course (complete parts C, D, F, G, H, I, J, K)
☐ Change Part of an Existing Course (complete parts C, D, E, F, G, I, J, K)
☐ Course Number (you must submit a course deactivation request for the old course number)
☐ Course Name
☐ Course Description
☐ Credit/Contact Hours
☐ Restrictions (prerequisites, co-requisites, junior/senior standing, etc.)
☐ Deactivate an Existing Course (complete parts C, D, E, G, I, J, K)
☐ Reactivate a Previously-Deactivated Course (complete parts C, D, E, G, I, J, K)

C. RATIONALE AND EXPLANATION. Please describe your request and explain why you are making it.

The course is intended for students who have completed all Arabic language courses, and still want to further their knowledge of Arabic. It is also created to accommodate those students who cannot take advanced Arabic language course that are not required GenEd courses due to time conflict that cannot be resolved any other way.

D. IMPACT ON EXISTING PROGRAMS AND COURSES. Please briefly describe the impact of your request on your own programs and courses as well other programs and courses. If another program requires the course, you must submit their written acknowledgement with this proposal. Also, the affected program must describe any change in the number of credit hours they require. Include a list of similar courses in other departments and explain any overlap.

The new course will enable students to pursue their interest in Arabic language beyond what the program offers at this point. The course will have no impact of other program or courses.

This form was last updated on 11/19/13 and replaces all others.
EXISTING COURSE INFORMATION. If you are proposing a new course, just leave this blank. Otherwise, please fill out all fields.

Department: School: Subject Acronym: Course Number:

Credit hours: ___ lecture ___ lab ___ seminar ___ independent study
Contact hours: ___ lecture ___ lab ___ seminar ___ independent study

Course title:

Course description (maximum 50 words, exactly as it appears in the catalog):

Restrictions (pre-requisites, co-requisites, majors only, etc.):

Cross-listing, if any:

Is this course repeatable? ☐ yes ☐ no If yes, how many total credit hours may the student earn? ___

E. NEW COURSE INFORMATION. If you are deactivating a course, leave this blank. Otherwise, please fill out all fields. For changed courses, use boldface for the information that is changing.

Department: INST School: LCWA Subject Acronym: ARBC Course Number: 496

Credit hours: ___ lecture ___ lab ___ seminar _1-3_ independent study
Contact hours: ___ lecture ___ lab ___ seminar _1-3_ independent study

Course title: Independent Study

Course description (maximum 50 words, exactly as it appears in the catalog):

Individually-supervised course focusing on speech, reading, and/or writing. The specific topic will be determined in consultation with the instructor, who will guide the work and determine the number of credit hours to be assigned. Prerequisite: Permission of instructor.

Restrictions (pre-requisites, co-requisites, majors only, etc.):

Prerequisite: Permission of the instructor.

If this is a newly-created course, is it intended to be the equivalent of an existing course? ☐ yes ☒ no
If so, which course? ________________

If equivalent, will the newly-created course replace the existing course? ☐ yes ☐ no

Note: If yes, you must deactivate that course by submitting an additional Course Form.

Cross-listing, if any (submit approval from relevant department): N/A
Note: Cross-listed courses are equivalent.

Is this course repeatable? ☐ yes ☒ no If yes, how many total credit hours may the student earn? ___

Is there an activity, lab, or other fee associated with this course? ☐ yes ☒ no What is the fee? $_____

Note: The Senate cannot approve new fees; Business Affairs will submit any such request to the Board of Trustees. The course can still be created, but the fee will not be attached until the Board has approved it.

This form was last updated on 11/19/13 and replaces all others.
F. COSTS. List all of the new costs or cost savings (including new faculty/staff requests, library, equipment, etc.) associated with your request.

N/A

H. STUDENT LEARNING OUTCOMES AND ASSESSMENT. N/A

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Method and Performance Expected</th>
</tr>
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<tbody>
<tr>
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<td>1.</td>
<td></td>
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<tr>
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<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>

How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course?

I. PROGRAM CHANGES. Will this course be added to the existing degree requirements or list of approved electives of a major, minor, or concentration? ☐ yes ☒ no

If yes, please attach a Change Minor and/or Change Major/Program Form as appropriate.

J. CHECKLIST.

☒ I have completed all relevant parts of the form.

☒ I have attached a cover letter that describes my request and lists all the documents I am submitting.

N/A (For new courses only) I have attached a syllabus.
N/A (For courses used in any way by other departments, including cross-listing) I have attached an acknowledgement from the relevant department.

N/A (For courses intended to fulfill a Gen Ed requirement) I have submitted the proposal to the Gen Ed committee.

☑ I have submitted one Signature Form that lists all of the different forms I am submitting.
FACULTY CURRICULUM COMMITTEE
COURSE FORM

Instructions:

- Please fill out one of these forms for each course you are adding, changing, deactivating, or reactivating.
- Fill out the parts of the form specified in part B. You must do this before your request can move forward!
- Remember that your changes will not be implemented until the next catalog year at the earliest.
- If you have questions, start by checking the instructions on the website. Please feel free to contact the committee chairs with any remaining questions you might have.

A. CONTACT/COURSE INFORMATION.

Name: Lei Jin    Phone: 953-3387    Email: jinl@cofc.edu

Department or Program: International and Intercultural Studies    School: LCWA

Subject Acronym and Course Number: CHNS 496: Independent Study

Catalog Year in which changes will take effect: FALL 2014

B. TYPE OF REQUEST. Please check all that apply, then fill out the specified parts of the form.

- [X] Add a New Course (complete parts C, D, F, G, H, I, J, K)
- [ ] Change Part of an Existing Course (complete parts C, D, E, F, G, I, J, K)
- [ ] Course Number (you must submit a course deactivation request for the old course number)
- [ ] Course Name
- [ ] Course Description:
- [ ] Credit/Contact Hours
- [ ] Restrictions (prerequisites, co-requisites, junior/senior standing, etc.)
- [ ] Deactivate an Existing Course (complete parts C, D, E, G, I, J, K)
- [ ] Reactivate a Previously-Deactivated Course (complete parts C, D, E, G, I, J, K)

C. RATIONALE AND EXPLANATION. Please describe your request and explain why you are making it.

Chinese program does not have independent language study course. The course designed to suit the students' individual needs.

D. IMPACT ON EXISTING PROGRAMS AND COURSES. Please briefly describe the impact of your request on your own programs and courses as well other programs and courses. If another program requires the course, you must submit their written acknowledgement with this proposal. Also, the affected program must describe any change in the number of credit hours they require. Include a list of similar courses in other departments and explain any overlap.

Chinese program currently offers CHNS 101, 102, 201, 202, 313 and 314 courses. By creating an independent course the program would have some flexibility to suit our students' individual needs.

This form was last updated on 11/19/13 and replaces all others.
E. EXISTING COURSE INFORMATION. If you are proposing a new course, just leave this blank. Otherwise, please fill out all fields.

Department: School: Subject Acronym: Course Number:

Credit hours: __ lecture __ lab __ seminar __ independent study
Contact hours: __ lecture __ lab __ seminar __ independent study

Course title:

Course description (maximum 50 words, exactly as it appears in the catalog):

Restrictions (pre-requisites, co-requisites, majors only, etc.):

Cross-listing, if any:

Is this course repeatable? □ yes □ no If yes, how many total credit hours may the student earn? ___

F. NEW COURSE INFORMATION. If you are deactivating a course, leave this blank. Otherwise, please fill out all fields. For changed courses, use **boldface** for the information that is changing.

Department: International & Intercultural Studies School: LCWA
Subject Acronym: CHNS Course Number: 496

Credit hours: 1-3 independent study
Contact hours: 1-3 independent study

Course title: CHNS 496: Independent Study

Course description (maximum 50 words, exactly as it appears in the catalog):

**Individually-supervised course focusing on speech, reading, and/or writing. The specific topic will be determined in consultation with the instructor, who will guide the work and determine the number of credit hours to be assigned. Prerequisite: Permission of Instructor.**

Restrictions (pre-requisites, co-requisites, majors only, etc.):
Permission of the instructor.

If this is a newly-created course, is it intended to be the equivalent of an existing course? □ yes □ no
If so, which course? __________________

If equivalent, will the newly-created course replace the existing course? □ yes □ no
*Note: If yes, you must deactivate that course by submitting an additional Course Form.*

Cross-listing, if any (submit approval from relevant department): __________________
*Note: Cross-listed courses are equivalent.*

Is this course repeatable? □ yes □ no If yes, how many total credit hours may the student earn? ___
Is there an activity, lab, or other fee associated with this course? □ yes √ no What is the fee? $______

Note: The Senate cannot approve new fees; Business Affairs will submit any such request to the Board of Trustees. The course can still be created, but the fee will not be attached until the Board has approved it.

G. COSTS. List all of the new costs or cost savings (including new faculty/staff requests, library, equipment, etc.) associated with your request.

☐

H. STUDENT LEARNING OUTCOMES AND ASSESSMENT.

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</table>

1. 

2. 

3. 

4. 

How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course?

I. PROGRAM CHANGES. Will this course be added to the existing degree requirements or list of approved electives of a major, minor, or concentration? □ yes √ no

If yes, please attach a Change Minor and/or Change Major/Program Form as appropriate.

This form was last updated on 11/19/13 and replaces all others.
J. CHECKLIST.

☑ I have completed all relevant parts of the form.
☑ I have attached a cover letter that describes my request and lists all the documents I am submitting.
☒ (For new courses only) I have attached a syllabus.
☒ (For courses used in any way by other departments, including cross-listing) I have attached an acknowledgement from the relevant department.
☒ (For courses intended to fulfill a Gen Ed requirement) I have submitted the proposal to the Gen Ed committee.
☒ I have submitted one Signature Form that lists all of the different forms I am submitting.
FACULTY CURRICULUM COMMITTEE COURSE FORM

Contact Name: Yoshiki Chikuma       Email: chikumay@cofc.edu       Phone: 843-953-7821
Department or Program Name: Japanese       School name: Languages, Cultures & World Affairs
Course Prefix, Number, and Title: JPNS 496

I. CATEGORY OF REVIEW (Check all that apply)
(Note: For changes to course, if you check more than two separate changes, you must create a new course.)

NEW COURSE       CHANGE COURSE       DELETE COURSE

☑️ New Course (attach syllabus)
☑️ Change Number
☐ Change Title
☐ Change Credits/Contact hours
☐ Prerequisite Change
☐ Edit Description
☐ Re-activate Course
☐ Delete Course

☐ Approve for Cross-listing (attach rationale and written permission from relevant department)

☐ Intended to fulfill a General Education requirement (new courses only). If this box is checked, the course must also be submitted for review by the General Education Committee using this form.

Date (Semester/Year) the course will first be offered: Fall 2014

What are the prerequisites AND OTHER RESTRICTIONS (e.g., class level, major, co-requisite, credit for a mutually exclusive course)?

Permission of instructor

Will this course be added to the Degree Requirements of a Major, Minor, Concentration or List of Approved Electives?

a) ☐ Yes       ☑️ No

b) If yes, complete and attach the CHANGE DEGREE REQUIREMENT form(s) for each affected program. List the name(s) of each program affected below:

II. NUMBER OF CREDITS and CONTACT HOURS per week

A. Contact Hours

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Lab</th>
<th>Seminar</th>
<th>Ind. Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Credit Hours

1-3

Is this course repeatable? ☑️ yes ☐ no

If so, how many credit hours may the student earn in this course? 6
III. CATALOG DESCRIPTION  Limit to 50 words EXACTLY as you want it to appear in the catalog; include prerequisites, co-requisites, and other restrictions.

Individually-supervised course focusing on speech, reading, and/or writing. The specific topic will be determined in consultation with the instructor, who will guide the work and determine the number of credit hours to be assigned. Prerequisite: Permission of instructor.

IV. RATIONALE or JUSTIFICATION: If course change or deletion—please provide reasons for change(s) to or deletion of a course. If a new course—briefly address the goals/objectives for the course, how the course supports a major or minor program, etc. For non-major courses address how the course supports the liberal arts tradition and the mission of the institution.

Adding this course will enable students of Japanese who have advanced beyond the current language course offerings to take an additional course.

V. STUDENT LEARNING OUTCOMES and ASSESSMENT

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<td>1. N/A</td>
<td>N/A</td>
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</tbody>
</table>

How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course? N/A

VII. IMPACT ON EXISTING PROGRAMS and COURSES: Please briefly document the impact of this new/changed/deleted course on other programs and courses; if deleting a course—list all programs that include the course; if adding/changing a course—explain any overlap with existing courses in the same or different departments.

This course will be conducted only after consultation with the Director of Japanese and only in response to...
circumstances. Therefore, there is no anticipated overlap with existing courses in this or other departments/programs.

VIII. COSTS ASSOCIATED WITH THE ACTION REQUESTED: List all of the new costs or cost savings, (including new faculty/staff requests, library or equipment, etc.) associated with the action requested.

There are no anticipated additional costs associated with this action. The Director of Japanese understands that he will be offering this course in addition to his contracted course load and would not be granted a release from regular course offerings should he agree to supervise an Independent Study. Furthermore, it is expected that students will make use of existing resources on campus or through agreements with other universities and organizations.

IX. APPROVAL AND SIGNATURES

1. Signature of Department Chair or Program Director: 

   ____________________________ Date: 12/12/13

2. Signature of Academic Dean: 

   ____________________________ Date: 12/12/13

3. Signature of Provost: 

   ____________________________ Date: 

4. Signature of Curriculum Committee Chair: 

   ____________________________ Date: 

5. Signature of Faculty Senate Secretary: 

   ____________________________ Date: 

Date Approved by Faculty Senate: 

Following Senate approval, the Faculty Senate Secretary will forward the entire packet to the Registrar.
RE: Asian Studies independent-study courses

Heston, Mary E

Sent: Sunday, January 12, 2014 11:12 AM
To: Greenberg, Dan

Thanks for this, Dan. I have consulted with faculty on specifics for IS in languages. Please let me know if the following is sufficient:

Individually-supervised course focusing on speech, reading, and/or writing. The specific topic will be determined in consultation with the instructor, who will guide the work and determine the number of credit hours to be assigned.

Example:
Object of the course: to improve student’s reading and writing skills in the target language. The student is to write a term paper (10-12 pages, double spaced, typed) in Japanese on various aspects of Japanese society and culture using a wide variety of resources, written in Japanese, available online. The student is expected to write approximately one page per week and revise it after a weekly conference with the instructor. The paper will be evaluated in terms of the appropriate usage of vocabulary and expressions and complexity of grammar as well as factual accuracy.

Example:
Object of the course: improve student’s listening, speaking, and writing skills in the target language.
Student will meet with faculty at least one hour per week.
Assignments and tests: regular homework on weekly base, two written tests, one oral exam, and one comprehensive final.

Please advise as to next step(s).

Best,
Mary Beth

From: Greenberg, Dan
Sent: Friday, January 10, 2014 1:55 PM
To: Heston, Mary E
Subject: Asian Studies independent-study courses

Hello Mary Beth:

I’ve been taking a look at the independent-study proposals you submitted, and I have a few questions.

First, the RO and Academic Affairs were wondering if you’d be willing to clean up the language a little bit—it’s somewhat awkward as written. This is my suggestion (based on HISP) but you can modify it:

“Individually-supervised course focusing on speech, reading, and/or writing. The specific topic will be determined in
consultation with the instructor, who will guide the work and determine the number of credit hours to be assigned."
Also, for independent studies, we've generally asked for some sort of example of the work that would be involved.
Some departments submit a detailed syllabus (the Russian department did that in this round, for instance), but
there's no need to go that far. Basically we want an example of what a student might do, what skills they're going to
learn, how they'll be assessed, what sort of written work will be required, etc. I'm attaching a document from PSYC
that gives an example of some of the questions that we ask. Obviously not all of them are relevant to language
studies, but they'll give you a sense of the sort of thing we're looking for.

Thanks, and let me know if you have any further questions about this.

Regards,

Dan

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Daniel Greenberg, PhD
Assistant Professor, Department of Psychology
College of Charleston
Office location: 57 Coming St., Rm. 203
Mailing address: 66 George St., Charleston, SC 29424
Email: greenbergdl@cofc.edu
Phone: (843) 953-5825
Fax: (843) 953-7151