

California University of Pennsylvania
Guidelines for New Course Proposals
University Course Syllabus
Approved: 2/4/13

Department of Health Science

A. Protocol

Course Name: Thesis Seminar

Course Number: ATE 800

Credits: 3

Prerequisites: Formal acceptance into the Graduate Athletic Training Education Program

Maximum Class Size: 3

B. Objectives of the Course:

Objectives of the course include but are not limited to the following:

- a. The student will be able to write the Introduction for the Master's Thesis
- b. The student will be able to write the Methods for the Master's Thesis
- c. The student will be able to write the Appendices (The Problem, Literature review, and Additional Methods) for the Master's Thesis
- d. The student will be able to critique other research proposals
- e. The student will be given the opportunity to articulate and defend their research proposal
- f. The student will become familiarized with the proper use of AMA style

C. Catalog Description:

This course is designed to assist the graduate level student in the development of the first three chapters of their Master's Thesis. Students will defend their thesis proposal in a mock prospectus meeting.

D. Outline of the Course:

August	30	Course Introduction / The Literature Review Outline / Thesis
September	1	Outline of the Literature review due The Thesis / Microsoft Word
	6	The Literature Review
	8	The Literature Review
	13	The Literature Review
	15	Literature review first draft due
		Variables, questions, hypotheses, The Problem

	20	Variables, questions, hypotheses, The Problem
	22	The Problem due
	27	Variables, Questions, Hypotheses due
		Methods
	29	Methods
October	4	Literature review final draft due
		Methods
	6	Methods
	11	Literature review final draft due
		No class – individual meetings
	13	Methods due and Additional Methods due
		No class – individual meetings
	18	Methods due and Additional Methods due
		IRB
	20	IRB due
		Introduction
	25	IRB due
		Introduction
	27	Introduction
November	1	Introduction due Cover page, Table of Contents, Signature
page		
	3	Proposal, Proposal PowerPoint
	8	Proposal
		Proposal
	10	Proposal
	15,16,17	Mock Proposals - Proposal PowerPoint Due
	15	Cover Page, Table of Contents, Signature Page Due
	22	Proposal (complete thesis) due
		Data collection
	24	No Class – Thanksgiving
	29	Data collection
December	1	Instrumentation
	6	Instrumentation
	8	Wrap up
	12-16	Exam Week (no assignment)

E. Teaching Methodology:

- 1) This course will use a lecture-discussion format. In and out-of-class research will be conducted, as well as a peer presentation of the thesis proposal. * **All course material is provided on the Desire2Learn website.**

F. Text

None.

G. Assessment Activities:

All assignments are due on the date listed

Late assignments will result in one letter grade drop per week.

Attendance is required at all proposal defenses; absence for defenses will result in no points for that assignment.

Class Assignment

Points

Outline of the Review of the Literature	5
Review of the Literature (DRAFT)	5
Title Page, Table of Contents, and Signature Page	5
Variables, Questions, Hypotheses	5
Review of the Literature (completed)	20
Review of the Literature References	5
Methods	20
Additional Methods	5
Introduction	15
Introduction References	5
The Problem	15
Written Proposal	20
Power Point Presentation	10
Institutional Review Board application (Draft)	10

Grading Scale:

A	=100-94	B-	=83-80
A-	=93-90	C+	=79-77
B+	=89-87	C	=76-70
B	=86-84	F	=69-0

H. Accommodations for Students with Disabilities:

Accommodations for Students with Disabilities

Students with disabilities:

- Reserve the right to decide when to self-identify and when to request accommodations.
- Will register with the Office for Students with Disabilities (OSD) each semester to receive accommodations.
- Might be required to communicate with faculty for accommodations which specifically involve the faculty.
- Will present the OSD Accommodation Approval Notice to faculty when requesting accommodations that involve the faculty.

Requests for approval for reasonable accommodations should be directed to the Office for Students with Disabilities (OSD). Approved accommodations will be recorded on the OSD Accommodation Approval notice and provided to the student. Students are expected to adhere to OSD procedures for self-identifying, providing documentation and requesting accommodations in a timely manner.

Contact Information:

- Location: Azorsky Hall – Room 105
 - Phone: (724) 938-5781
 - Fax: (724) 938-4599
 - Email: osdmail@calu.edu
- Web Site: <http://sai.calu.edu/osd>

I. Supportive Instructional Materials, e.g. library materials, web sites, etc.

Additional Information for Course Proposals

J. Proposed Instructors:

K. Rationale for the Course:

L. Specialized Equipment or Supplies Needed:

M. Answer the following questions using complete sentences:

1. Does the course require additional human resources? (Please explain)
2. Does the course require additional physical resources? (Please explain)
3. Does the course change the requirements in any particular major? (Please explain)
4. Does the course replace an existing course in your program? (If so, list the course)
5. How often will the course be taught?
6. Does the course duplicate an existing course in another Department or College? (If the possibility exists, indicate course discipline, number, and name)

N. If the proposed course includes substantial material that is traditionally taught in another discipline, you must request a statement of support from the department chair that houses that discipline.

- O. Please identify if you are proposing to have this course considered as a menu course for General Education. If yes, justify and demonstrate the reasons based on the categories for General Education. The General Education Committee must consider and approve the course proposal before consideration by the UCC.
- P. Provide Approval Form (electronically).

Additional Guidelines

The following are additional guidelines that you must follow which will expedite your course proposal. Failure to follow these guidelines will result in the return of the proposal to the department.

1. Be sure that your proposal is in the correct format (Guidelines for New Course Proposals) and that all questions have been completely answered.
2. Be sure that you have completed and attached the Application to Establish a New Course form and/or the Advisement Sheet Revision form and that the **appropriate signatures** have been affixed. Please send through the process electronically (the preferred method) or by paper. No items will be placed on the agenda until the Chair of the UCC is in possession of these forms.
3. Be sure that you include an updated advisement sheet for any course that is being required by the department or is classified as a restricted elective. In addition, you must include an electronic copy (MS Word or PDF) of the current advisement sheet(s) with your proposal. Be certain that all advisement sheets affected by the proposed course change be included with your proposal.
4. When submitting materials for consideration by the Curriculum Committee, you must provide an electronic copy of each item to be reviewed to the Chairperson.
5. All completed items must be in the hands of the Chairperson of the Curriculum Committee a minimum of one week prior to the next regularly scheduled meeting.
6. Any department requesting a course name change, number change, prefix changes, credit changes, etc. must submit this request on the Application to Establish a New Course Form and submit electronically.
7. New advisement sheets, major proposals, minors, LOCs, Certificates, or changes to advisement sheets will become effective the fall semester following committee approval. **The advisement sheets must also include the committee approval date and the effective date on the advisement page.** Submit this request on the Advisement and /or Program Changes form.
8. New courses will become effective the semester following committee approval.
9. Any references listed must be in the appropriate bibliographic format for the discipline.
10. Online courses should follow the Quality Matters™ rubric and is posted on the UCC website. Be sure that you include the online teaching methodology statement (refer E.2 above) that refers to the Quality Matters™ rubric.

11. All course objectives must follow Bloom's Taxonomy learning domains located on the UCC website.