

MASTER SYLLABUS

Course Discipline Code & No: Bio 267 Title: Winter Field Studies Effective Term W of 2007Division Code: MNS Department Code: LIF Org #: 12100Don't publish: ☐ College Catalog ☐ Time Schedule ☐ Web Page

Reason for Submission. Check all that apply.

- ☐ New course approval
☒ Three-year syllabus review/Assessment report
☐ Course change
☐ Reactivation of inactive course
☐ Inactivation (Submit this page only.)

Change information: Note all changes that are being made. Form applies only to changes noted.

- ☐ Consultation with all departments affected by this course is required.
☐ Course discipline code & number (was _____)*
 *Must submit inactivation form for previous course.
☐ Course title (was _____)
☒ Course description
☒ Course objectives (minor changes)
☐ Credit hours (credits were: _____)
☐ Total Contact Hours (total contact hours were: _____)
☐ Distribution of contact hours (contact hours were: _____)
 lecture: _____ lab _____ clinical _____ other _____
☐ Pre-requisite, co-requisite, or enrollment restrictions
☐ Change in Grading Method
☒ Outcomes/Assessment
☒ Objectives/Evaluation
☐ Other _____

Rationale for course or course change. Attach course assessment report for existing courses that are being changed.

Rubric is being added for a more objective grading of journals.
 Outcomes and Objectives have been reevaluated.
 Assessment and Evaluation methods have been reevaluated.

Approvals Department and divisional signatures indicate that all departments affected by the course have been consulted.

Department Review by Chairperson ☐ New resources needed ☐ All relevant departments consulted

Print: Ross Strayer Signature: Ross Strayer Date: 12/13/'06
 Faculty/Preparer
 Print: Estia Grossman Signature: Estia Grossman Date: 12/13/06
 Department Chair

Division Review by Dean

☐ Request for conditional approval

Recommendation ☒ Yes ☐ No M. Shuman 1/10/07
 Dean's/Administrator's Signature Date

Curriculum Committee Review

Recommendation

☐ Tabled☒ Yes ☐ NoCharles Keagy
Curriculum Committee Chair's Signature6/25/08
Date

Vice President for Instruction Approval

Angela M. Palang
Vice President's Signature6/22/08
DateApproval ☒ Yes ☐ No ☐ Conditional

Do not write in shaded area.

Log File 1/12/07 ☒ Ecopy ☐ Banner 7/2 C&A Database _____ C&A Log File 7/2 Basic skills ☐ Contact fee ☐Please return completed form to the Office of Curriculum & Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

***Complete ALL sections which apply to the course, even if changes are not being made.**

Course: BIO 267	Course title: Winter Field Studies
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Credit hours: <u>1</u> If variable credit, give range: _____ to _____ credits	Contact hours per semester: <table> <tr> <td></td> <td><u>Student</u></td> <td><u>Instructor</u></td> </tr> <tr> <td>Lecture:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Lab:</td> <td><u>15</u></td> <td><u>15</u></td> </tr> <tr> <td>Clinical:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Practicum:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Other:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Totals:</td> <td><u>15</u></td> <td><u>15</u></td> </tr> </table>		<u>Student</u>	<u>Instructor</u>	Lecture:	_____	_____	Lab:	<u>15</u>	<u>15</u>	Clinical:	_____	_____	Practicum:	_____	_____	Other:	_____	_____	Totals:	<u>15</u>	<u>15</u>	Are lectures, labs, or clinicals offered as separate sections? ☐ Yes - lectures, labs, or clinicals are offered in separate sections ☒ No - lectures, labs, or clinicals are offered in the same section	Grading options: ☐ P/NP (limited to clinical & practica) ☐ S/U (for courses numbered below 100) ☒ Letter grades
	<u>Student</u>	<u>Instructor</u>																						
Lecture:	_____	_____																						
Lab:	<u>15</u>	<u>15</u>																						
Clinical:	_____	_____																						
Practicum:	_____	_____																						
Other:	_____	_____																						
Totals:	<u>15</u>	<u>15</u>																						

Prerequisites. Select one:

☒ College-level Reading & Writing

☐ Reduced Reading/Writing Scores

☐ No Basic Skills Prerequisite

(Add information at Level I prerequisite)

(College-level Reading and Writing is not required.)

In addition to Basic Skills in Reading/Writing:

Level I (enforced in Banner)

Course	Grade	Test	Min. Score	Concurrent Enrollment Can be taken together	Corequisites Must be enrolled in this class also during the same semester
☐ and ☐ or _____	_____	_____	_____	☐	_____
☐ and ☐ or _____	_____	_____	_____	☐	_____
☐ and ☐ or _____	_____	_____	_____	☐	_____
☐ and ☐ or _____	_____	_____	_____	☐	_____

Level II (enforced by instructor on first day of class)

Course	Grade	Test	Min. Score
☐ and ☐ or _____	_____	_____	_____
☐ and ☐ or _____	_____	_____	_____

Enrollment restrictions (In addition to prerequisites, if applicable.)

☐ and ☐ or Consent required

☐ and ☐ or Admission to program required

☐ and ☐ or Other (please specify):

Program: _____

Please send syllabus for transfer evaluation to:

Conditionally approved courses are not sent for evaluation.

Insert course number and title you wish the course to transfer as.

☐ E.M.U. as _____

☐ _____ as _____

☐ U of M as _____

☐ _____ as _____

☐ _____ as _____

☐ _____ as _____

Course BIO 267	Course title Winter Field Studies	
Course description State the purpose and content of the course. Please limit to <u>500</u> characters.	This course is a study of life outside in winter. Topics such as plant and animal identification, observation, adaptations, and interrelationships are discussed. This class is especially for students with no previous background in biology and/or students who enjoy being outdoors and are curious about nature in Winter.	
Course outcomes List skills and knowledge students will have after taking the course. Assessment method Indicate how student achievement in each outcome will be assessed to determine student achievement for purposes of course improvement.	Outcomes (applicable in all sections)	Assessment Methods for determining course effectiveness
	1. Use text (with identification keys) and field/classroom lecture to identify and interpret the natural history of various woody plants in their winter forms. 2. Use text (with identification keys) and field/classroom lecture to identify and interpret the natural history of animals and signs of animal life in winter. 3. Identify and interpret at least three different Michigan outdoor communities 4. The student will prepare an individual journal account of their specified outdoor area.	Exam questions Exam questions Exam questions Written Journal
Course Objectives Indicate the objectives that support the course outcomes given above. Course Evaluations Indicate how instructors will determine the degree to which each objective is met for each student.	Objectives (applicable in all sections)	Evaluation Methods for determining level of student performance of objectives
	Identify major groupings and individual specimens of herbaceous and woody plants in Michigan Identify common terrestrial animals of Michigan Identify common aquatic animals of Michigan ponds and streams. Identify and interpret at least four different Michigan outdoor communities Construct a journal which includes an overhead map of the student's individual area, organism identification and reflections (objective and subjective) concerning the area.	Exams – Multiple choice, short answer and specimen identification type questions. Exams – Multiple choice, short answer and specimen identification type questions. Exams – Multiple choice, short answer and specimen identification type questions. Exams – Multiple choice, short answer and specimen identification type questions. Written journal using rubric.

List all new resources needed for course, including library materials.

Student Materials:

List examples of types		Estimated costs
Texts		\$
Supplemental reading	Field guides to plants and animals of the Midwest	\$40.00
Supplies		
Uniforms		
Equipment	A field notebook (can be a simple spiral notebook)	\$2.00 - \$25.00
Tools		
Software		

Equipment/Facilities: Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level only if the specified equipment is needed for all sections of a course.

☐ Level I classroom

Permanent screen & overhead projector

☐ Level II classroom

Level I equipment plus TV/VCR

☒ Level III classroom

Level II equipment plus data projector, computer, faculty workstation

☐ Off-Campus Sites

☐ Testing Center

☐ Computer workstations/lab

☐ ITV

☐ TV/VCR

☐ Data projector/computer

☐ Other _____

Assessment plan:

Learning outcomes to be assessed (list from Page 3)	Assessment tool	When assessment will take place (semester & year)	Course section(s)/other population	Number students to be assessed
1. Use text (with identification keys) and field/classroom lecture to identify and interpret the natural history of various woody plants in their winter forms.	Exam questions	Spring/Summer or Fall 2008 and every three years thereafter	One section	All students
2. Use text (with identification keys) and field/classroom lecture to identify and interpret the natural history of animals and signs of animal life in winter.	Exam questions	Spring/Summer or Fall 2008 and every three years thereafter	One section	All students
3. Identify and interpret at least three different Michigan outdoor communities	Exam questions	Spring/Summer or Fall 2008 and every three years thereafter.	One section	All students
4. The student will prepare an individual journal account of their specified outdoor area.	Written Journal	Spring/Summer or Fall 2008 and every three years thereafter.	One section	50% of the student's journals

Scoring and analysis of assessment:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric/scoring guide.

Three questions from each exam will be scored against the answer sheet for outcomes 1, 2 and 3.

A sample of student-generated journals will be scored using the departmentally developed rubric.

2. Indicate the standard of success to be used for this assessment.

For outcomes 1- 3, 70% of the students will correctly answer each of the selected questions.

For outcomes number 4, students will score an overall average of 80 points or higher on a random sample of 50% of the journals.

3. Indicate who will score and analyze the data (data must be blind-scored).

Course instructor and other members of the Life Science Department

4. Explain the process for using assessment data to improve the course.

Results will be shared with the Department members and suggestions will be considered for improvement in problem areas.