New Course Request

Check Appropriate Boxes: Undergraduate credit [ ] Graduate credit [x] Professional credit [ ]

1. School/Division: College of Arts & Sciences
2. Academic Subject Code: POLS
3. Course Number: Y594 (must be cleared with University Enrollment Services)
4. Instructor: various
5. Course Title: Directed Readings in Public Affairs

Recommended Abbreviation (Optional): Readings in Public Affairs
(Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Fall 2009

7. Credit Hours: Fixed at [ ] or Variable from [ ] to [ ]

8. Is this course to be graded S-F (only)? Yes [ ] No [x]

9. Is variable title approval being requested? Yes [ ] No [x]

10. Course description (not to exceed 50 words) for Bulletin publication: Directed readings and research on selected topics in public affairs. Student(s) and instructor agree to a set of reading and requirements based on credit hours. P: Written permission of instructor required.

11. Lecture Contact Hours: Fixed at [ ] or Variable from [ ] to [ ]

12. Non-Lecture Contact Hours: Fixed at [ ] or Variable from [ ] to [ ]

13. Estimated enrollment: [ ] of which [ ] percent are expected to be graduate students.

14. Frequency of scheduling: each semester

15. Justification for new course: See attachment

16. Are the necessary reading materials currently available in the appropriate library? Yes [ ]

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: [Signature] Date 3-9-09
Department Chairman/Division Director

Dean of Graduate School (when required)

Approved by: [Signature] Date 4/10/09
Chancellor/Vice-President

University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.
An independent reading course on a specialized topic(s) not readily covered in regular course offerings. Students will arrange with an instructor to develop a course syllabus and research assignments. In agreeing to undertake an independent readings course, the instructor will draft a contract with the student that will explicitly describe and define the terms of the independent readings.

Typically, the terms of the contract for the course will include:

1) A bibliography of pertinent readings agreed to by the student and instructor;
2) Regular meeting schedule throughout the semester to discuss the readings;
3) Regular written assignments on the readings and an independent research paper.

The number of readings, meetings, and written assignments will vary depending on the number of credits for which the student is enrolled.

The contract will be signed by both the instructor and student, and will be approved by the MPA director.

Grading Rubric

Each instructor will have the flexibility to determine the relative weights of the assignments but typically, one can expect the following:

Written assignments on readings.........40%

Term paper ........................................60%

No more than six credits of Pols Y594 may be used to fulfill requirements in the graduate program.
From time to time, a student may wish to undertake readings in a specialized topic not covered in a regularly scheduled course. This course is designed to facilitate independent readings on a specialized topic developed and agreed to by a student and her/his instructor. Up to three credits in directed readings may be used to fulfill graduate degree requirements.