1. **Course Number:** CTCT 7950/7956  
   **Course Title:** Seminar in Area of Specialization  
   **Credit Hours:** 1-3 semester hours. May be repeated for credit not to exceed 3 hours.  
   **Prerequisites:** Departmental approval  
   **Corequisites:** None

2. **Date Syllabus Prepared:** September 2008

3. **Texts or Major Resources:**

   Resources will be determined by the professor in charge of the seminar and will reflect the nature of the seminar topic.

4. **Course Description:**

   May be repeated for credit not to exceed 3 hours. Provides an opportunity for advanced graduate students and professors to pursue cooperatively selected concepts and theoretical formulations.

5. **Course Objectives:**

   The objective of the Seminar in Area of Specialization is to provide the opportunity for advanced graduate students and professors to pursue cooperatively selected concepts and theoretical formulations pertinent to their specializations and interests. It further provides graduate students in the various programs an opportunity to collaborate and interact with each other and the faculty on projects and/or topics of mutual interest.

6. **Course Content and Schedule:**

   Key to the concept of a seminar is the collaborative nature of the pursuit. Seminars may be proposed by faculty and/or students. Topics and/or projects should be those of high interest to those participating in the seminar and should address research, public policy, trends, current issues, theory formulation or other areas, which because of the timeliness, depth, or concentration of focus, are not covered in the regular course offerings.

   Seminars should "develop a life of their own" if they are truly a mutual quest into new territory. However, careful planning is necessary. A proposal should be developed according to the included guidelines. It should include the following elements: topic, description purpose or focus of the seminar, a statement of goals and/or objectives to be attained, resources to be used, expected outcomes in terms of group or individual projects or products, and how the participants are to be evaluated.

   All proposals will include how distance learning students will participate. Various technologies may be used for interaction.

   The proposal for a seminar must be presented to the departmental office in time for
administrative requisites to be prepared. This submission will usually be made by mid-term of the semester preceding the offering of the seminar. The department will approve the proposal, secure registration codes, and schedule the course.

Schedule example:

Week 1  Develop and discuss concept
Weeks 2 – 10 Examine issues of the topic
Weeks 11 - 15 Present information relating to issues

A final student project based on the seminar topic will be presented as a final exam. Specific details will be given to students at the beginning of the semester.

7. Course Requirements/Evaluation:

Course requirements will be specified in the submission proposal prepared by the faculty sponsor prior to the seminar being offered. Course requirements should reflect the nature of the seminar.

Evaluation:

Grading and evaluation procedures will be specified in the submission proposal prepared by the faculty sponsor prior to the seminar being offered. The grading and evaluation procedures should reflect the nature of the seminar. The grading for this class is satisfactory/unsatisfactory.

Guidelines for distance learning students will be distributed at the beginning of the semester based on the seminar topic. Various technologies may be used for student interaction.

8. Class Policy Statements:

Participation: Students are expected to participate in all class discussions and participate in all exercises. It is the student’s responsibility to contact the instructor if assignment deadlines are not met. Students are responsible for initiating arrangements for missed work.

Attendance/Absences: All students must participate in seminar activities based on the guidelines given at the beginning of the semester.

Unannounced quizzes: There will be no unannounced quizzes.

Accommodations: Students who need special accommodations in class, as provided for by the American Disabilities Act, should arrange a confidential meeting with the instructor during office hours the first week of classes - or as soon as possible if accommodations are needed immediately. You must bring a copy of your Accommodation Memo and an Instructor Verification Form to the meeting. If you do not have these forms but need accommodations, make an appointment with the
Program for Students with Disabilities, 1244 Haley Center, 844-2096.

**Honesty Code:** The University Academic Honesty Code and the Tiger Cub Rules and Regulations pertaining to Cheating will apply to this class.

**Professionalism:** As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in the College’s conceptual framework. These professional commitments or dispositions are listed below:

* Engage in responsible and ethical professional practices
* Contribute to collaborative learning communities
* Demonstrate a commitment to diversity
* Model and nurture intellectual vitality

**Distance Learning:** The proposal will include an outline of how distance learning students plan to meet course requirements. Options available, but not limited to are: Presenting on campus or presenting utilizing technology from a distant location. Various technologies may be used for interaction.

9. **Justification for Graduate Credit:**

This course involves collaborative study of a topic or area not typically covered by formal coursework. As such, students are expected to perform in a more collegial role whereby their independent study and related experiences form a foundation for formulating, developing, evaluating, and analyzing the topic being studied.
GUIDELINES FOR SUBMITTING A PROPOSAL TO MEET THE REQUIREMENT FOR SEMINAR IN AREA OF SPECIALIZATION
CTCT 7950/7956

The professor proposing the seminar will supply the following information including how distance learning students will participate and submit course requirements:

1. Topic of the seminar.
2. Brief description of material to be covered.
3. Goals or objectives of the seminar.
4. Statement of the significance or relevance of the seminar.
5. Tentative outline of the first two seminar sessions.
6. Resources to be supplied:
   The department
   The participant
7. Outcomes and/or products to be expected, such as:
   • Individual project or projects
   • Group project or projects
   • Departmental monograph produced by the seminar team
   • Workshops or meetings the group could sponsor
   • Research conducted
   • Articles written for publication
   • Presentations prepared for professional organizations
   • Video-tape or other mediated product
   • Grants or contracts which might provide resources for further research and study
8. Statement of course requirements for students.
9. Proposed schedule and section designation for the seminar.
10. Dated signature(s) of sponsoring faculty member(s).