Proposal Form For Addition And Revision Of Courses

1. Proposing College / School: College of Veterinary Medicine
   Department: Veterinary Biomedical Sciences (VBMS)

2. Course Prefix and Number: VBMS 4997  
   3. Effective Term: Spring 2010

4. Course Title: Honors Thesis
   Abbreviated Title (30 characters or less): N/A

5. Requested Action:
   - Re-number a Course
   - Add a Course
   - Revise a Course
   - Current Course Number: VBMS 4997
   - Proposed Course Number: VBMS 4997
   - Type of Revision:

6. Course Credit:
<table>
<thead>
<tr>
<th>Contact/Group Hours</th>
<th>Scheduled Type (e.g.: Lab, Lecture, Practicum, Directed Study)</th>
<th>Weekly or Per Term?</th>
<th>Credit Hours</th>
<th>Anticipated Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Honors Research</td>
<td>Weekly</td>
<td>1-3</td>
<td>Var</td>
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</tbody>
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   Total Credit Hours: 1-3

7. Grading Type:
   - Regular (ABCDF)
   - Satisfactory/Unsatisfactory (S/U)
   - Audit

8. Prerequisites, Co-Requisites:
   (Indicate with * if item is recommended but not required; indicate minimum grade, if applicable.)
   - Prerequisite(s):
   - Pre-Co-Prerequisite(s):
   - Co-Requisite(s):
   - Pre/Co-Prerequisite(s):
   Honors College
   Departmental Approval
   VBMS 4967 (Honors Research); Junior/Senior

9. Restrictions:
   - College
   - Major
   - Standing
   - Degree

10. Course Description:
   Undergraduate honors thesis development in veterinary biomedical science. Course may be repeated for a maximum of 9 credit hours.

11. May Count Either
   N/A or N/A
   (Indicate if this particular course cannot be counted for credit in addition to another)

12. Affected Program(s):
   (Respond “N/A” if not included in any program)
   N/A

13. Overlapping or Duplication of Other Units' Offerings:
   (If course is included in any other degree program, is used as an elective frequently by other unit(s), or is in an area similar to that covered by another college/school, attach correspondence with relevant unit)
   - Applicable
   - Not Applicable
14. Justification:

Undergraduate students who are members of the AU Honors College and have interests in biomedical science-related careers may seek opportunities to work with faculty members at the College of Veterinary Medicine through the Veterinary Biomedical Sciences (AU-CVM/VBMS) program. To date, there has been no mechanism through which such programs can be set up such that: (1) honors credit accrues to the appropriate academic unit (in this case the AU-CVM/VBMS program); and, (2) honors student records reflect their interactions and involvement with the AU-CVM/VBMS program accurately. Moreover, there is currently no coursework available through which undergraduate students who are members of the AU Honors College can pursue honors thesis research projects with AU-CVM/VBMS faculty members and have such experiences documented and credited accordingly. Given that: (1) undergraduate honors research experiences are central to the professional development and success of highly motivated student members of the AU Honors College with designs on life science-based careers; and (2) the AU-CVM/VBMS program is consistently targeted by such students, this request will remove a critical barrier to student success and open the door to new and important educational opportunities for AU undergraduate students in the Honors College. The recently established ‘AU-CVMBRaTs’ program (See: http://www.vetmed.auburn.edu/research/brats-program), which has been endorsed by the AU Honors College, provides documentable evidence of a continuing commitment on the part of the AU-CVM/VBMS to support undergraduate research. This proposal was developed in consultation with and has the endorsement of the AU Honors College.

(Include a concise, yet adequate rationale for the addition/revision of the course, citing accreditation, assessments (faculty, graduate, and/or external) where applicable)

15. Resources:

Students will work with AU-CVM faculty mentors in established research environments as approved by the Associate Dean for Research and Graduate Studies at the AU-CVM.

(Indicate whether existing resources such as library materials, classroom/laboratory space, and faculty appointments are adequate to support the proposed addition/revision; if additional resources are required, indicate how such needs will be met, referencing the appropriate level of authorization -- i.e., Dean -- where necessary; if no additional resources or shifting of resources will be necessary, respond "Not Applicable")

16. Student Learning Outcomes:

Undergraduate honors research and thesis experiences will be structured on a student-by-student basis by AU-CVM/VBMS faculty mentors. Expected outcomes for each research experience will be defined, in writing, by the mentor and a document, signed by both student and mentor, will be filed in the Office of the Associate Dean for Research and Graduate Studies (ORGS) in the AU-CVM and with the AU Honors College (as required) in advance of the initiation of all undergraduate research programs. Broadly, learning outcomes of the Honors Thesis experience will include, but will not necessarily be limited to: (1) reading-intensive introduction to and review of the scientific literature in an AU-CVM/VBMS-related field; (2) development and refinement of technical writing skills, and (3) development/refinement of oral communication skills associated with oral presentation, discussion and defense of honors thesis research conducted in the AU-CVM/VBMS program.

(State in measurable terms (reflective of course level) what students should be able to do when they have completed this course)

17. Course Content Outline:

Each research experience for undergraduate honors students (REU) will be unique. Therefore, content cannot be standardized. However, AU-CVM/VBMS faculty mentors will be required to define - in writing - the goals and aims of proposed honors REUs with a breakdown of basic activities, definition of all deliverables and a timetable. This ‘syllabus’ and research plan will be signed by mentor and student and filed in both the Office of the
18. Assignments / Projects:

Students will be required to develop an 'Honors Thesis' based on completed 'Honors Research' activities. Generally, format for the 'Honors Thesis' will follow guidelines for preparation of theses as might be submitted for a graduate degree (ex. M.S.). An AU-CVM/VBMS 'Honors Thesis' would be expected to include the following sections: (1) title / signature page, on which both the student and mentor, as well as their specific academic affiliations, are identified; (2) one page biographical sketch of the student; (3) succinct review of published literature pertinent to the 'Honors Research' project; (4) detailed description of the 'Honors Research' project, to include the following sections - (i) abstract, (ii) introduction, (iii) materials and methods (to include documentation of all required approvals such as animal care and use, human subjects, and biosafety as appropriate), (iv) results, (v) discussion, and (vi) bibliography.

The completed 'Honors Thesis' will be submitted to the mentor for review and evaluation. Once approved by the mentor, the student will prepare an oral presentation (with appropriate visual aids) as an overview of the 'Honors Thesis'. This latter will be presented to the AU-CVM/VBMS mentor, members of the sponsoring laboratory and guests as deemed appropriate by the mentor.

(List all quizzes, projects, reports, activities and other components of the course grade -- including a brief description of each assignment that clarifies its contribution to the course’s learning objectives)

19. Rubric and Grading Scale:

A letter grade will be assigned by the mentor based upon: (1) overall quality organization and content of the written thesis (70%) and ; (2) format, content, accuracy and clarity of the oral presentation and response to questions during discussion/defense of the 'Honors Thesis'.

Grades: 90-100 (A); 80-89 (B); 70-79 (C); 60-69 (D); <60 (F)

(List all components of the course grade -- including attendance and/or participation if relevant -- with point totals for each; indicate point totals and ranges or percentages for grading scale; for S/U grading, detail performance expectations for a passing grade)

20. Justification for Graduate Credit: Not applicable

(Include a brief statement explaining how the course meets graduate educational standards (i.e.: rigorous standards for evaluation, development of critical thinking and analytical skills, etc.))

(Included below are standard statements regarding course policies. If necessary, a statement may be altered to reflect the academic policies of individual faculty members and/or the academic unit or department, provided that there is no conflict with the Tiger Cub, Faculty Handbook, or any existing university policy.)

REQUIRED STATEMENTS

Attendance: Although attendance is not required, students are expected to attend all classes, and will be held responsible for any content covered in the event of an absence.

Excused Absences: Students are granted excused absences from class for the following reasons - illness of the student or serious illness of a member of the student's immediate family, the death of a member of the student's immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request, and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please see the Tiger Cub for more information on excused absences.

Make-Up Policy: Arrangement to make up a missed major examination (e.g. hour exams, mid-term exams) due to properly authorized excused absences must be initiated by the student within one week of the end of the period of the excused absence(s). Except in unusual circumstances, such as the continued absence of the student or the advent of university holidays, a make-up exam will take place within two weeks of the date that the student initiates arrangements for it. Except in extraordinary circumstances, no make-up exams will be arranged during the last three days before the final exam period begins.
**Academic Honesty Policy:** All portions of the Auburn University student academic honesty code (Title XII) found in the *Tiger Cub* will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.

**Disability Accommodations:** Students who need special accommodations in class, as provided for by the Americans With Disabilities Act, should arrange for a confidential meeting with the instructor during office hours in the first week of classes (or as soon as possible if accommodations are needed immediately). The student must bring a copy of their Accommodation Letter and an Instructor Verification Form to the meeting. If the student does not have these forms, they should make an appointment with the Program for Students with Disabilities, 1299 Haley Center, 844-2096 (V/TT).
Yes, the statement is okay with us.
Thanks!!!
~KM

Hi Kathie:

Thanks. That's great to hear. I spoke with Kevin Snyder, who suggested that we include a line in the justification for these two courses that they have been 'developed in consultation with and have the endorsement of the AU Honors College'. Is this OK with you? If so, we're effectively ready to submit. Both Drs Boosinger and Angarano are 'on board' and we're ready to go.

Thanks again.

- F.F. 'Skip' Bartol

I took a day off from campus and am sorry that I did not get back with you Friday. I think the verbiage looks good and don't have any suggestions for changes. (The forms have drastically changed since the last time we added a class.)

Thanks for all that you are doing for our students.

Kathie

I've attached 2 DRAFT proposals for the AU-CVM/VBMS 'Honors' courses (4967 and 4997). They are similar but not identical. If you would please take a look at these forms and give me your input. We hope to move this forward efficiently.

Thanks again for all of your help.

- Skip Bartol

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