

Faculty Senate Course Form

Effective Date:

Submission Date:

Department:

College of:

Contact Person:

Create New, Revise, Inactivate, or Reactivate:

Course #:

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

Yes

No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

Yes

No

4. Will this course be required of any education majors?

*If "yes," this requirement will need approval of the Council for Teacher Education **before** upload to " College Curriculum Legislation" in SharePoint.*

Yes

No

5. Will additional resources or costs be required?

Yes

No

If so, what will be needed?

PSU Faculty Senate 25-26

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

Yes

No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

8. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus:

Attach with upload.

Course Numbers cannot be changed, only created.

	Exsisting	New/Proposed
Title:		
Course Number:		
Credits:		
Grading System:		
Pre/Co-Requisite(s):		
Course Description:		

Authorization Sign-Off

Checklist: Check once verified.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Required fields completed.

Syllabus attached for new courses

Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 15 Oct 25

Signature, Chair/Director: _____

Kyle Thym

-Approved: College Curriculum Committee

Date: _____

Signature, Committee Chair: _____

Christopher Childers

-Approved: Dean of College

Date: _____

Signature, Dean: _____

Christopher Childers

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____

Signature, Committee Chair: _____

-Approved: Faculty Senate

Date: _____

Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

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PSU Faculty Senate 25-26

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<input type="checkbox"/>	Required fields completed.
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<input type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 15 Oct 25

Signature, Chair/Director: _____



-Approved: College Curriculum Committee

Date: _____

Signature, Committee Chair: _____



-Approved: Dean of College

Date: _____

Signature, Dean: _____



-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____

Signature, Committee Chair: _____

-Approved: Faculty Senate

Date: _____

Signature, Recorder Faculty Senate: _____

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SOSCI 695: Capstone Course in Social Science

COURSE DESCRIPTION

This is the senior capstone course for majors in the Social Science degree program. This is your course, in which you pull together the concepts and ideas you've gained as a social science major and bring them into focus in the context of the social science discipline of your choosing: geography, political science or sociology. A major portion of your grade will be based on a substantial research paper on the topic of your choice (as approved by the instructor) and an oral presentation to your classmates of your results. You are required to analyze, summarize, and build upon course work in the social science emphasis of your choice resulting in a substantial research paper; the course is designed as a step-by-step process in the research and writing of your paper.

This course will be taught in a hybrid format; you will complete some of the coursework online and we will meet in person as a class on set dates throughout the semester. The work expectations are the same whether you are completing online or in-class work. The Kansas Board of Regents' expectations for how many hours a university student should be working outside the classroom is 2-3 hours outside of class for every 1 hour in class. This **means you should spend 6-9 hours on this class every week.**

Course Learning Objectives

At the end of the semester, students will be able to:

- apply appropriate research strategies to the investigation of their topic
- use relevant concepts from the chosen research area
- evaluate and synthesize evidence from credible sources to reach a reasonable conclusion applying ethical research practices
- demonstrate effective written and oral communication skills

ASSESSMENT METHODS

The objectives will be assessed through a series of homework assignments, formal assignments, a formal research paper and an oral presentation.

Homework Assignments: 8 @ 2.5% = 20%

These are associated with course modules that are designed to help you develop the sections of your research paper.

Assignments: 2 @ 12.5% = 25%

Assignment 1: Write a critique and analysis of an article of your choice from the literature associated with your research paper topic.

Assignment 2: Career-Related Assignment

Major Research Paper and Presentation: 55%

45% Formal Research Paper

10% Oral Presentation of Research (use of Powerpoint or other presentation software required)

GRADING SCALE

The following is the grading scale that will be used in this course.

A 90-100 B 80-89.9 C 70-79.9 D 60-69.9 F <60

PLEASE NOTE:

You MUST pass the final research paper with a grade of at least 60% to pass this course (even if your other completed course work is >60%).

REQUIRED COURSE MATERIALS

The one book you will need for the semester is ***Craft of Research 4th Edition***. There are newer editions of this book but they are not nearly as effectively organized as well as the 4th edition. You should be able to buy one used online for around \$10.00

The Craft of Research, Fourth Edition. 2016 Booth, Colomb, Williams. Bizup and Fitzgerald.
Chicago: The University of Chicago Press.

Be sure to buy the **4th edition!** (There are newer editions. This version is the best!) There are lots of used copies available online (through Amazon used books it starts at \$9.50 + shipping). You will want to mark this book up – highlight, make notes etc.! (You can rent it, but it is currently cheaper to buy new than to rent it. There are NO access codes required.)

Articles in Canvas: Other required readings will be posted in Canvas and can be accessed free.

CLASS POLICIES

Late Penalties

Homework Assignments: Will NOT be accepted after due date. Submission for a reduced grade will be considered with formal documentation if there are exceptional circumstances.

Writing Assignments: -10% per day.

Final paper: -10% per day.

Professionalism in Correspondence

In course correspondence, please use a ***proper written format***, including salutation, complete sentences and end your email with your complete name. You can expect a response within 24 hours (except on weekends, when the response time may be longer) and the same is expected of you.

DISHONESTY IN ACADEMIC WORK

Unethical work will not be tolerated; this which includes any form of plagiarism (see full definition below from PSU's official policy), **cheating, and the use of AI websites or software.**

Plagiarism and cheating of any kind will result in an automatic F on the assignment with no opportunity to re-do the assignment. Under certain circumstances, you will be withdrawn from the course with a grade of F and will be reported to the Dean of Arts and Sciences and the Provost (Vice President of Academic Affairs). This will result in a permanent record of academic dishonesty (aka cheating) on your transcript.

It is assumed that by now you know how to properly cite and reference material in formal papers. It is acceptable to use the format of your choice: MLA, APA or the Chicago Manual of Style, Author-Date System as long as you know how to use it correctly. Information on all of these is available on the **PSU Writing Center's** website.

Dishonesty in Academic Work

From the University Catalog:

Academic dishonesty by a student is defined as unethical activity associated with course work or grades. It includes, but is not limited to:

1. *Giving or receiving unauthorized aid on examinations,*
2. *Giving or receiving unauthorized aid in the preparation of notebooks, themes, reports, papers or any other assignments,*
3. *Submitting the same work for more than one course without the instructor's permission, and*
4. *Plagiarism. Plagiarism is defined as using ideas or writings of another and claiming them as one's own. Copying any material directly (be it the work of other students, professors, or colleagues) or copying information from print or electronic sources (including the internet) without explicitly acknowledging the true source of the material is plagiarism. Plagiarism also includes paraphrasing another individual's ideas or concepts without acknowledging their work, or contribution. To avoid charges of plagiarism, students should follow the citation directions provided by the instructor and/or department in which the class is offered.*

Unless otherwise stated by the instructor, exams, quizzes, and out-of-class assignments are meant to be individual, rather than group, work. Hence, copying from other students' quizzes or exams, as well as presenting as one's own work an assignment prepared wholly or in part by another is in violation of academic honesty.

For other information on Academic honesty and Integrity, please go to the following website:

<http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/academic-misconduct.dot>

IMPORTANT UNIVERSITY-RELATED INFORMATION

The webpage below can be thought of as a “one-stop” place for you to access up-to-date information about campus resources, notifications (including the required, aforementioned Academic Integrity Policy and the approved Dead Week Policy), expectations, grades, etc.

<https://www.pittstate.edu/registrar/syllabus-supplement.html> Any questions? Please ask!

- Academic Integrity Policy
- Dead Week Policy
- Services for Students with Learning or Physical Disabilities
- Tutoring
- Computer/Technology Assistance
- Writing Assistance
- Student Health Center
- University Counseling Services
- Severe Weather Information