PURDUE UNIVERSITY
REQUEST FOR ADDITION, EXPIRATION, OR REVISION OF AN UNDERGRADUATE COURSE
(10000-40000 LEVEL)

DEPARTMENT: Consumer and Family Sciences
EFFECTIVE: SUMMER 2016

INSTRUCTIONS: Please check the items below which describe the purpose of this request.

1. New course with supporting documents
2. Add existing course offered at another campus
3. Expiration of a course
4. Change in course number
5. Change in course title
6. Change in course credit type
7. Change in course attributes (department head signature only)
8. Change in instructional hours
9. Change in course description
10. Change in course requirements
11. Change in semesters offered (department head signature only)
12. Transfer from one department to another

PROPOSED:

<table>
<thead>
<tr>
<th>Subject Abbreviation</th>
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<tbody>
<tr>
<td></td>
<td>HTM 39700</td>
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EXISTING:

<table>
<thead>
<tr>
<th>Course Number</th>
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Long Title: Honors Independent Undergraduate Research
Short Title: Honors Ind. Undergrad. Res.

Abbreviated title will be enclosed by the Office of the Registrar, if utilized. (30 CHARACTERS ONLY)

CREDIT TYPE

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<th>2. Variable Credit Range:</th>
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<td>Minimum Cr. Hrs (Check One) To Or</td>
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<td></td>
<td>Maximum Cr. Hrs</td>
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Equivalent Credit: Yes  No

SCHEDULE TYPE

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<th>Lab Prep</th>
<th>Studio</th>
<th>Distance</th>
<th>Clinic</th>
<th>Experimental</th>
<th>Research</th>
<th>ind. Study</th>
<th>Pract/Observ</th>
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MEETINGS PER WEEK: 2

WEEKS OFFERED: 16

% OF CREDIT ALLOCATED:

<table>
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<tr>
<th>Registration Approval Type</th>
<th>Instructor</th>
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<table>
<thead>
<tr>
<th>7 Variable Title</th>
<th>8 Honors</th>
<th>9 Full Time Privilege</th>
<th>10 Off Campus Experience</th>
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COURSE ATTRIBUTES:

<table>
<thead>
<tr>
<th>Check All That Apply</th>
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CAMPUS(ES) INVOLVED

- N. Central
- Tech State/Indio
- Del Ray
- W. Lafayette
- Indianapolis

TERM OFFERED: Summer

INCLUDE COMMENT TO EXPLAIN THE

OFFICE OF THE REGISTRAR

COURSES DESCRIPTION (INCLUDE REQUISITES/RESTRICTIONS):

Directed independent research for HTM Program students. Students will undertake an independent research project under the direction/supervision of a CFS faculty member.

COURSE LEARNING OUTCOMES:

1. Demonstrate use and understanding of the principles of academic research including critical thinking skills;
2. Conduct a logical analysis and synthesis of information;
3. Communicate effectively results both orally and in writing;
4. Demonstrate the ability to conduct basic bibliographical, historical and geographical research;
5. Critically analyze the findings of research to the findings of others and larger issues in the hospitality/tourism discipline.

Signature:  Date:  
Calumet Department Head

Signature:  Date:  
Ft. Wayne Department Head

Signature:  Date:  
Indianapolis Department Head

Signature:  Date:  
North Central Faculty Senate Chair

Signature:  Date:  
West Lafayette Department Head

OFFICE OF THE REGISTRAR
To: HHS Curriculum Committee

From: CFS Department

Concerns: Consumer and Family Sciences new course with supporting documents

Date: January 21, 2015

Please find attached Form 40 and required course syllabus, for proposed new course, HTM 39700 Honors Independent Undergraduate Research, as approved by CFS faculty.

HTM 39700 would fulfill three (3) HTM elective credit hours, thereby increasing the number of HTM elective options available to students wishing to complete degree requirements in campus/and-or classroom environment.

Dr. John Niser
CFS Department Chair
Indiana University-Purdue University Fort Wayne

Form 40 SAMPLE SYLLABUS

College of Health and Human Services
Department of Consumer and Family Sciences

HTM 397—Honors Independent Undergraduate Research

Course Description:
Directed independent research for HTM Program students. Students will undertake an independent research project under the direction/supervision of a CFS faculty member.

Pre- or Co-requisite:
First semester junior standing or higher
Stat 125, HTM 374, and HTM 310

Course Credits: 3 hours

Dates, Times, and Locations:
TBD (To be determined)

Classroom Instructor Information

Instructor:
Martha A. Cousement, Ph.D.

Campus Office:
Neff Hall, Room 330C

Email (Messages): coussemm@ipfw.edu

Phone Contacts: CFS departmental office—481-8562 or faculty office at 481-8561
Required Materials

Required:


Learning Outcomes:

These are the expected learning outcomes for the successful student.

Course Outcome 1. Demonstrate use and understanding of the principles of academic research including critical thinking skills;
Course Outcome 2. Conduct a logical analysis and synthesis of information;
Course Outcome 3. Communicate effectively results both orally and in writing;
Course Outcome 4. Demonstrate ability to conduct basic bibliographical, historical and geographical research;
Course Outcome 5. Critically analyze the findings of research to the findings of others and larger issues in the hospitality/tourism discipline.

A = 90 to 100% (450 to 500 points).
B = 80 to 89% (400 to 449 points).
C = 70 to 79% (350 – 399 points).
D = 65 to 69% (325 – 349 points).
F = Below 65% (less than 325 points).

UNIVERSITY GRADING SYSTEM

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<th>% range Grade</th>
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<tr>
<td>89.49 – 93.48</td>
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<tr>
<td>86.49 – 89.48</td>
<td>B+</td>
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<tr>
<td>83.49 – 86.48</td>
<td>B</td>
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<tr>
<td>79.49 – 83.48</td>
<td>B-</td>
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<tr>
<td>76.49 – 79.48</td>
<td>C+</td>
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<tr>
<td>73.49 – 76.48</td>
<td>C</td>
</tr>
<tr>
<td>69.49 – 73.48</td>
<td>C-</td>
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<tr>
<td>66.49 – 69.48</td>
<td>D+</td>
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<tr>
<td>63.49 – 66.48</td>
<td>D</td>
</tr>
<tr>
<td>59.49 – 63.48</td>
<td>D-</td>
</tr>
<tr>
<td>Below 59.49</td>
<td>F</td>
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Course Policies

Illnesses and Anticipated Absences:

Instructor expects to be advised before the fact on any absences due to illnesses or other circumstances outside the control of ATTENDANCE. This course meets once a week and attendance is critical. Only one absence will be allowed from lectures. Absences are strongly discouraged as they can affect your grade.

Attendance and Timely Submissions:

Class Attendance Policy

Students are expected to attend and participate in all classes. One cut is allowed without penalty. Perfect attendance will garner three extra credit points added to your final earned total. In addition to the hedonistic characteristics of the attendance policy, it is important to recognize that a number of projects will be done in class.

Expectations for Submitting Required Work:

Assignments submitted after a designated deadline will not be accepted unless there have been previous arrangements made with the instructor.

Basic Requirements for Course Assignments:

Unless otherwise stated, written works for Discussion Questions and Internet Exercises are to be submitted online through Blackboard Learn using font style “Times New Roman” and font size 12 point, double-spaced. Assignment file type must be submitted at the Blackboard Learn site in MS Word .doc, .docx, or in .rtf format. (These files can be opened in Blackboard Learn and receive comments; other formats such as .wpd cannot).

Academic Honesty:

CFS ETHICAL AND MORAL STANDARDS REGARDING ACADEMIC HONESTY AND PROFESSIONAL BEHAVIOR

CFS is committed to offering education that will prepare students to follow the highest ethical and moral standards in their professional and personal lives. For this reason, professional and mature conduct is expected of all students at all times.

Any form of academic dishonesty is in direct conflict with the above mentioned standard and will result in an F grade for the course and may also go as far as dismissal from the program when applicable.
Please also refer to the IPFW Student Handbook and Planner for the university policy regarding academic dishonesty.

Special Needs:

IPFW is committed to providing reasonable accommodation and access to programs and services to persons with disabilities.

If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Contact the Director of Services for Students with Disabilities (Walb Union, Room 113, telephone number 481-6658) as soon as possible to work out the details. Once the Director has provided you with a letter attesting to your needs for modification, bring the letter to me. For more information, please visit the web site for Services for Students with Disabilities.

Civility and Ground Rules for Discussion:

The IPFW Student handbook provides particular guidelines for classroom discussions, use of computer resources, and classroom management when problems arise.

In the section of THE IPFW CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT, PART I STUDENT RIGHTS AND RESPONSIBILITIES, Section B, Individual Rights and Responsibilities as Students, several rights and responsibilities are explained, among them the role of discussions, whether in a physical classroom or in the electronic classroom of an online course:

In the classroom, students have the freedom to raise relevant issues pertaining to classroom discussion, to offer reasonable doubts about data presented, and to express alternate opinions to those being discussed. However, in exercising this freedom, students shall not interfere with the academic process of the class.

University computer resources are designed to be used in connection with legitimate, university-related purposes. The use of university computing resources to disseminate obscene, pornographic, or libelous materials; to threaten or harass others; or otherwise to engage in activities forbidden by the Code is subject to disciplinary action as specified in the Code.

Diversity and Nondiscrimination:

IPFW is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the university seeks to develop and nurture diversity. The university believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life. IPFW prohibits discrimination against any member of the university community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or
Blackboard Learn Support

Blackboard and Computer Training:
Welcome to Blackboard Help for Students!
Lynda.com (Web Training Link);

Help and Troubleshooting:
Information Technology Services;
ITServices Help Desk (Web Site);
Email IT Services Help Desk.

IPFW Services for Students
Services for Students with Disabilities, (SSD) Walb Student Union, Room 113, 260-481-6658, support in accommodating needs related to disabilities.
Center for Academic Support & Advancement (CASA), Kettler Hall G23, 481-6817, study skills development, tutoring, supplemental instruction, English as a Second Language (ESL).
The Writing Center (CASA), Learning Commons on the 2nd floor of Helmke Library, 481-5740, peer tutors who can help with all phases of the writing process.
Career Services, Kettler Hall 109, 481-0689, assistance with on and off-campus job placement and internships.
Information Technology Services Help Desk, Kettler Hall 206, 481-6030, information on all aspects of computing at IPFW; hardware and software support; student e-mail accounts.
Studio M, Walb Union 220, 481-0114, Curriculum-based multimedia lab for students that offers assistance customized to student needs and course requirements.
Center for Women and Returning Adults, Walb Union 120, 481-6029, workshops, support groups, counseling, and other programs.
Office of Diversity and Multicultural Affairs, Walb Union 118, 481-6921, skills workshops, support groups, diversity training, counseling, mentoring, cultural heritage programs; ASAP program.
Office of International Education, Kettler Hall 104, 481-6034 or 481-6923, visa and INS issues; help with housing, counseling.
Mastodon Advising Center (MAC), Kettler Hall 109, 481-6595, appointments with professional academic advisors; help with guiding students in deciding on their major and ultimately their career; help for exploring students, deciding students, and readmitted students; and various student resources.
Office of the Dean of Students, Walb Union 111, 260-481-6601, student health insurance, mentoring, grade appeals; free short-term counseling and support.
TRIO Student Support Services, Neff, Room B50, 260-481-0220, assistance in searching scholarships and other financial support through regular meetings with a TRIO Student Support Services advisor.
Office of the Registrar, Kettler Hall, Room 107, 260-481-685, staff contacts, information on services such as transcripts, voter registration, military students and veterans, Family Education Rights and Privacy Act (FERPA), financial issues, graduation rates, and other student information.
Helmke Library Main Page, links to library hours and services, research tools, and databases.
Helmke Library Service Desk, 481-6505, reference librarian help, books, journals, reference, interlibrary loan reserve readings for courses. Other important library services for students:
Helmke Library Guides, to search for guides in different course areas.
Find Your Librarian, to find a librarian specialist for the subject you are studying and get the help you need.
Ask a Librarian, to ask a librarian in person, by email, instant messenger chat, or phone.
Course Schedule:

Week 1: Getting started  Topic: What is research?

Go over Syllabus and important points of class
A. What is research and why do we do it?
B. Formulating the broad research question

Week 2: Developing academic reading skills  Topic: Why academic reading?

A. Reading a paper
B. SQ3R: a technique for effective academic reading

Week 3: Developing literature review skills—Part A  Topic: Sources

A. Locating the sources of your literature
B. Defining the initial parameters of a search and conducting the main search

Week 4: Developing literature review skills—Part B  Topic: Organizing

A. Organizing your results of your search
B. Constructing a literature map

Week 5: Developing literature review skills—Part C  Topic: Referencing

A. Referencing your sources
B. Preparing your bibliography and articulating the research aim

Week 6: More about research  Topic: Philosophy, the approach and strategy

A. Research philosophies: positivism and phenomenology
B. Research approaches: deduction and induction.
C. Quantitative versus qualitative

Week 7: Sampling  Topic: What is it?

A. Probability sampling
B. Non-probability sampling
C. Sample size and sampling in qualitative research
Week 8: Data Collection Techniques—Part A Topic: Interviews and Observation

A. Using interviews
B. Using observation

Week 9: Data Collection Techniques—Part B Topic: Questionnaires and Content Analysis

A. Using questionnaires
B. Using the content analysis method

Week 10: Conducting the fieldwork Topic: Negotiation

A. Negotiating access to organizations
B. Professional conduct in the interview setting
C. The international dimension

Week 11: Analysis Topic: Qualitative data

A. Different approaches to qualitative data analysis
B. Using Computer-Assisted Qualitative Data Analysis Software

Week 12: Analysis Topic: Quantitative data

A. Scales in quantitative analysis
B. Organization, coding, and entering data for analysis
C. Analyzing quantitative data

Week 13: Writing—Part A Topic: Hierarchy of sections of report

A. Abstract and contents
B. Introduction and literature review
Week 14: Writing-Part B  Topic: Hierarchy of sections of report (continued)

A. Research design chapter
B. Presenting and discussion of findings
C. Conclusions/implications
D. Last chapter: introduction revisited

Week 15: Review Week  Topic: Synopsis of semester learning

Week 16: Final Exam Week  Topic: Consult IPFW final exam week schedule

Students Called for Military Duty

If you are a student in the military with the potential of being called to military service and/or training during the course of the semester, you are encouraged to contact your advisor immediately.

Syllabus Updates

This syllabus, with its course schedule, is based on the most recent information about the course content and schedule planned for this course. Its content is subject to revision as needed to adapt to new knowledge or unanticipated events. Updates will remain focused on achieving the course objectives and students will receive notification of such changes. Students will be notified of changes and are responsible for attending to such changes or modifications posted on the Blackboard Learn site for this course.