

APPROVED

# The University Of Toledo

## New Graduate Course Proposal

\* denotes required fields

1. College\*: Coll Lang, Lit, and Soc Sci

Department\*: Women's and Gender Studies

2. Contact Person\*: Charlene Gilbert Phone: 530-2233 (xxx - xxxx) Email:

charlene.gilbert@utoledo.edu

3. Alpha/Numeric Code (Subject area - number)\*: WGST - 6980

4. Proposed title\*: Directed Reading in W

Proposed effective term\*: 201240 (e.g. 201140 for 2011 Fall)

5. Is the course cross-listed with another academic unit?

 Yes No

Approval of other academic unit (signature and title)

Is the course offered at more than one level?

 Yes No

If yes, an undergraduate course proposal form must also be submitted. If the undergraduate course is new, complete the [New Undergraduate Course Proposal](#); if the undergraduate course is existing, submit an [Undergraduate Course Modification Proposal](#).

6. Credit hours\*: Fixed: to 4 or Variable: 1

7. Delivery Mode:

Primary\*

Secondary

Tertiary

a. Activity Type \*

Independent Study

--SelectType--

--SelectType--

b. Minimum Credit Hours \*

1

Maximum Credit Hours \*

4

c. Weekly Contact

Hours \*

varies

8.

Terms offered: Fall Spring Summer

Years offered: Every Year Alternate Years

9. Are students permitted to register for more than one section during a term?

No Yes

May the courses be repeated for credit? No Yes

Maximum Hours

10.

Grading System\*:

- Normal Grading (A-F, PS/NC, PR, I)
- Passing Grade/No Credit (A-C, NC)
- Credit/No Credit
- Grade Only (A-F, PR, I)
- Audit Only
- No Grade

11. Prerequisites (must be taken **before**): i.e. C or higher in (BIOE 4500 or BIOE 5500) and C or higher in MATH 4200

PIN (Permission From Instructor)

PDP (Permission From Department)

Co-requisites (must be taken **together**):

12.

Catalog Description\* (**75 words Maximum**)

Supervised independent reading and research on selected topics. Student meets individually with instructor to develop a detailed written proposal. The course provides students with the opportunity to read independently on a topic related to gender studies under the direction of a WGST faculty member.

13. Attach a syllabus and an electronic copy of a complete outline of the major topics covered. Click [here](#) for template.

Syllabus: \* |  | no file selected

Additional Attachment 1:  | no file selected

Additional Attachment 2:  | no file selected

**Course Approval:**

|  |                              |      |                   |
|--|------------------------------|------|-------------------|
| Department Curriculum Authority:       | <i>Sharon Barnes</i>         | Date | <i>4/26/12</i>    |
| Department Chairperson:                | <i>Charles D. Hiller</i>     | Date | <i>4/25/12</i>    |
| College Curriculum Authority or Chair: | <i>David Block</i>           | Date | <i>5/7/12</i>     |
| College Dean:                          | <i>Christine A. Hebrecht</i> | Date | <i>8/19/12</i>    |
| Graduate Council:                      | <i>[Signature]</i>           | Date | <i>11/13/2012</i> |
| Dean of Graduate Studies:              | <i>[Signature]</i>           | Date | <i>11/13/2012</i> |
| Office of the Provost :                |                              | Date |                   |

Submit New Course Proposal

**Administrative Use Only**

**Effective Date:** \_\_\_\_\_ (YYYY/MM/DD)

**CIP Code:** \_\_\_\_\_

**Subsidy Taxonomy:** \_\_\_\_\_

**Program Code:** \_\_\_\_\_

**Instructional Level:** \_\_\_\_\_

**University of Toledo**  
**College of Languages, Literature and Social Sciences**

**DIRECTED READING in**  
**Women's and Gender Studies**

**WGST 6980**

**Syllabus**

Instructor: Will Vary

Office: University Hall Room 4260B

Department Website: [www.utoledo.edu/llss/wgst](http://www.utoledo.edu/llss/wgst)

Office Hours: Monday and Wednesday 12:30PM – 3:00PM, University Hall Room 4260B

Phone: 419-530-2233

Email: [xxxxx@utoledo.edu](mailto:xxxxx@utoledo.edu)

Class Meeting Location: TBD

**COURSE DESCRIPTION:**

Supervised independent reading and research on selected topics. Student meets individually with instructor to develop a detailed written proposal. The course provides students with the opportunity to read independently on a topic related to gender studies under the direction of a WGST faculty member.

**\*Texts (Required and Recommended, Reserve Materials, etc.)**

**REQUIRED TEXTBOOKS:**

**To be determined in consultation with the student.**

**Books Available at:**

University of Toledo Bookstore  
1 Towerview Boulevard East  
Toledo, OH 43606  
Telephone: (419)530-2516

Hours: Monday - Wednesday, 9:00AM – 7:00PM  
Thursday – Saturday, 9:00AM – 8:00PM  
Sunday – 11:00AM – 7:00PM

### **Course Requirements: Expectations of students in course**

#### **Expectations of Students:**

Students will be expected to complete a detailed proposal with the faculty member within the first 2 weeks of the semester. The proposal will describe the research area, themes and content the student seeks to explore under the supervision of the professor. Students will be expected to produce a literature review as part of their directed reading.

#### **\*Grading policy or criteria**

**Grading:** The final course grades are based on the university standard. Individual exam and paper scores use the same scale.

A Achievement of outstanding quality 93-100  
A- Achievement of slightly less than outstanding quality 90-92  
B+ Achievement of slightly better than high quality 87-89  
B Achievement of high quality 83-86  
B- Achievement of slightly less than high quality 80-82  
C+ Work of slightly better than average quality 77-79  
C Work of average quality 73-76  
C- Work of slightly less than average quality 70-72  
D+ Work well below the average quality 67-69  
D Poor but passing 63-66  
D- Barely above failing 60-62  
F Failure 59 and below

#### **\*Assessment of Learning: Identification of methods used to assess student learning in the course**

#### **COURSE REQUIREMENTS/EVALUATION:**

Proposal – 15%  
Bibliography – 10%  
Literature Review – 75%

Individual professors may modify these requirements based on the individual plan of study developed in consultation with a student. Student progress on their directed reading project will be evaluated periodically throughout the semester.

### **Classroom Procedures: Expectations of classroom behaviors including UT policies**

#### **CLASSROOM PROCEDURES**

**Assignments:** Students will work with a specific WGST professor to design appropriate assignments that support their independent reading project.

**Readings:** Students will be responsible for accomplishing the agreed upon learning objectives. Changes to the topic and scope of the reading project must be approved, in advance, by the instructor.

**Late Work:** Late work is reduced by ½ grade for each day the assignment is late.

#### **RESOURCES for STUDENTS:**

##### **Office of Accessibility**

If you are a person with a disability, which may require a classroom accommodation, you will need to register with the Office of Accessibility (Rocket Hall Room 1820, Voice 419-530-4981, TTY 419-530-2612) to ensure that the appropriate support services are available. Information shared with the Office of Accessibility will be kept confidential to the extent consistent with State and Federal law. Please contact the instructor to discuss your classroom concerns.

##### **Writing Center**

The Writing Center works with current UT undergraduate and graduate students, faculty and staff on a variety of writing projects in any subject. Experienced, polished writers read, review, and respond to papers in order to assist other writers individually at any stage of academic or personal writing. Writers meet with Writing Center tutors in order to generate ideas, organize notes and thoughts, and receive feedback on drafts or completed papers. Spring Hours: Monday through Thursday 10-8 pm, Friday 10-5 pm. The Writing Center is located in Carlson Library, Room 1005. For more information call, 419-530-4939.

##### **Learning Enhancement Center**

The Learning Enhancement Center provides academic assistance to all University of Toledo students. Their services include drop-in tutoring and supplemental instruction. For more information call 419-530-2176. The LEC is located in the basement of the Carlson Library.

##### **Counseling Center**

The Counseling Center works with current UT students, without cost. Counseling by a therapist is provided based on availability. The Center provides assistance to resolve personal, social, family, or academic concerns that may be interfering with a student's ability to get the most out of a university career. Call 419-530-2426 for more information.

## **ACADEMIC DISHONESTY**

Academic dishonesty will not be tolerated. Among the aims of education are the acquisition of knowledge and development of the skills necessary for success in any profession. Students are responsible for knowing what constitutes academic dishonesty. If students are uncertain about what constitutes plagiarism or cheating, they should seek the instructor's advice. Examples of academic dishonesty include, but are not limited to:

1. Plagiarizing or representing the words, ideas or information of another person as one's own and not offering proper documentation;
2. Giving or receiving, prior to an examination, any unauthorized information concerning the content of that examination;
3. Referring to or displaying any unauthorized materials inside or outside of the examination room during the course of an examination;
4. Communicating during an examination in any manner with any unauthorized person concerning the examination or any part of it;
5. Giving or receiving substantive aid during the course of an examination;
6. Commencing an examination before the stipulated time or continuing to work on an examination after the announced conclusion of the examination period;
7. Taking, converting, concealing, defacing, damaging or destroying any property related to the preparation or completion of assignments, research or examination;
8. Submitting the same written work to fulfill the requirements for more than one course.

Should cases of academic dishonesty be found among students, the instructor may choose to counsel the student, or the following sanctions may be imposed:

1. The student may be assigned an F for the work in question.
2. The student may be assigned an F for the course. In this case, the instructor should inform the dean and the student of this action. The dean will make certain that the student receives the F grade and is not permitted to withdraw from the course.
3. The student may be placed on probation or suspended for some definite period of time, dismissed or expelled by the dean if either the seriousness of the offense or a record of repeated offenses warrants it.

A notation that such a sanction has been imposed will be made part of the student's permanent record. It is expected that the dean will consult with the instructor and the student in making such a judgment, and that the dean will notify the student of the sanction imposed and of the appeals procedure.

The policy stated above is taken directly from the University of Toledo policy on Academic Dishonesty which can be found at [www.utoledo.edu/catalog/policies.html](http://www.utoledo.edu/catalog/policies.html).

### **\*Tentative Class Schedule/Activities/List of Topics Covered**

To be determined by the faculty member in consultation with the student.