

## Course Change Request

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### New Course Proposal

Date Submitted: 11/22/16 3:13 pm

## Viewing: GC 500 : URAP Graduate Mentor Practicum

Last edit: 11/22/16 3:13 pm

Changes proposed by: Allison McKinney

#### In Workflow

1. **Grad Dean**
2. **Provost**
3. Registrar
4. Banner

#### Approval Path

1. 11/22/16 3:21 pm  
John C. Hart (jch):  
Approved for Grad  
Dean

### General Information

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Proposed Effective Term: Spring 2017

College: Graduate College

Department/Unit Name (ORG Code): Graduate College Programs (1913)

Course Subject: Graduate College (GC)

Course Number: 500

Course Title: URAP Graduate Mentor Practicum

Abbreviated Title: URAP Grad Mentor Practicum

#### Course

#### Description:

The Office of Undergraduate Research (OUR) and the Graduate College offer the opportunity for first and second-year undergraduate students to assist advanced graduate students with their research projects. Through a one-on-one research experience with their graduate student mentor, undergraduate students will have the opportunity to learn what it means to do research, create knowledge, and produce scholarship. This course will serve as a formal record of the graduate mentoring side of the apprenticeship (i.e., "practicum").

### Justification

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Justify new course and explain the nature and degree of overlap with existing courses, if applicable:

The URAP Graduate Mentor Practicum course will be the first on campus that offers a directed research experience between underclass undergraduates and advanced graduate mentors. Undergraduates will be expected to assist their graduate mentor on dissertation-level research, while crafting a final presentation that explains the

research process and their findings (preliminary or otherwise). This course will serve as a formal record of the graduate mentoring side of the URAP Research Apprenticeship.

Please attach the course syllabus:

[URAP at UI - Grad Mentor Practicum - Syllabus RH 11-17-16.docx](#)

[URAP Course Outline - Grad Mentor Practicum - 2016-17 RH 11-17-16.docx](#)

[URAP GC Exec Com FAQs.docx](#)

## Course Information

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### Course Credit

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Course credit:

Undergraduate:

Graduate: 0

Professional:

Justification for  
Change in  
Graduate Credit:

This course will be limited to graduate students only. While the course is a "zero credit" course, the formal record of mentoring experience that it represents will be the first such course on record here on the Urbana-Champaign campus.

### Registrar Use Only:

Banner Credit:

Billable Hours:

### Grading Type

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Grading type: S/U

Alternate Grading  
Type (optional):

Available for DFR: No

### Repeatability

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May this course  
be repeated? Yes

Indicate **one** type  
for the course:  
Applied experiences

May students register more than once in the same term? No

May this course be repeated in separate terms? Yes

For how many total hours? Graduate: 0  
Is "if topics vary" a qualifier:

Repeatable statement:

### Credit Restrictions

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Credit Restrictions:

### Advisory Statements

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Prerequisites:

Concurrent Enrollment Statement:

Restricted Audience Statement:

**Registrar Use Only:** Banner Advisory Statement:

### Cross-listing

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Cross Listed Courses:

### Fees

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Is a fee requested for this course? No

## Course Description in the Catalog Entry

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This is how the above information will be represented in the Catalog:

The Office of Undergraduate Research (OUR) and the Graduate College offer the opportunity for first and second-year undergraduate students to assist advanced graduate students with their research projects. Through a one-on-one research experience with their graduate student mentor, undergraduate students will have the opportunity to learn what it means to do research, create knowledge, and produce scholarship. This course will serve as a formal record of the graduate mentoring side of the apprenticeship (i.e., "practicum"). Course Information: 0 graduate hours. No professional credit. Approved for S/U grading only.

### Additional Course Notes

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Enter any other course information details to be included in the catalog:

### Course Detail

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Frequency of course:

Every Spring

Duration of the course      Full

Anticipated Enrollment:      20-30

Expected distribution of student registration:	Graduate: 100 %	Professional: N/A
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### Additional Course Information

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Does this course replace an existing course?      No

Does this course impact other courses?      No

Does the addition of this course impact the departmental curriculum?      No

Has this course been offered as a special topics or other type of      No

experimental  
course?

Will this course be  
offered on-line?

Face-to-Face

Faculty members  
who will teach  
this course:

Course ID:

Comments to  
Reviewers:

Course proposed  
by:

Daniel Wong (The Graduate College) and Karen Rodriguez'G (Office of Undergraduate  
Research)

Key: 10281

[Preview Bridge](#)



## NEW COURSE OUTLINE

Departments/units should complete this form, obtain all necessary approvals and submit to their College Office to establish a new course. The outline will be reviewed by the College and forwarded to appropriate campus offices for additional approval.

All gray boxes on this form, except gray check boxes, are expandable text fields. Place your cursor in the box and start typing.

Instructions and guidance to complete certain numbered items in this form are contained in *Proposing New Courses* (<http://provost.illinois.edu/programs/cps/proposingcourses.html>) and *Procedures for Presenting New or Revised Graduate Courses* (<http://www.grad.illinois.edu/courses-procedures>).

Proposed Effective Term:  Fall  Spring  Summer – 2017

Department/Unit Name: The Graduate College

Department/Unit ORG Code: 1297

1. Course Subject and Number: GC 5XX
2. Course Title (limit to 30 characters): URAP Graduate Mentor Practicum
3. Course description (Include subject matter, and any special course requirements such as field trips, special equipment, etc. Exclude other course information of any numbered items below; the Office of the Registrar will include it in the *Course Catalog* entry. It should read like a publication abstract and ideally be limited to about 75 words.):  
The Office of Undergraduate Research (OUR) and the Graduate College offer the opportunity for first and second-year undergraduate students to assist advanced graduate students with their research projects. Through a one-on-one research experience with their graduate student mentor, undergraduate students will have the opportunity to learn what it means to do research, create knowledge, and produce scholarship. This course will serve as a formal record of the graduate mentoring side of the apprenticeship (i.e., "practicum").
4. Course prerequisites (prerequisite statements are not enforced through the Banner system):  
None
5. Is there a restricted audience for this course? (Audience restrictions may only be placed in the Class Schedule. Do not include in prerequisite statement.)  
 Yes  No If yes, please specify the restrictions (e.g., "for majors only" or "junior standing required"): The course is restricted to graduate students who have applied to the URAP and been accepted and paired with an Undergraduate Mentee.

## COURSE JUSTIFICATION

6. **Please attach the course syllabus.** The syllabus should include basic and recommended texts (author, title, year of publication) as well as a list of the principal topics covered in this course, number of examinations, contact hours, work required of students, and basis for determining grade.

7. Justify the course in terms of new subject matter and how the addition of this course relates to the overall pattern of courses in your unit: The URAP Graduate Mentor Practicum course will be the first on campus that offers a directed research experience between underclass undergraduates and advanced graduate mentors. Undergraduates will be expected to assist their graduate mentor on dissertation-level research, while crafting a final presentation that explains the research process and their findings (preliminary or otherwise). This course will serve as a formal record of the graduate mentoring side of the URAP Research Apprenticeship.
8. Explain the nature and degree of duplication or overlap with existing courses on campus: No existing course on campus pairs undergraduate mentees from across all disciplines with graduate mentors in the same fields for a semester-long apprenticeship.

**Note:** If the proposed course has significant overlap with an existing course outside your unit, please obtain a letter of comment from that unit's executive officer.

### COURSE DETAIL

9. Frequency with which this course will be offered (mark all that apply):

Every fall  Every spring  Every summer  Other (describe, e.g. "Spring terms, odd years"):

\_\_\_\_\_

10. Duration of course:  Full term  Less than full term (describe) : \_\_\_\_\_

11. Anticipated enrollment: 20-30

12. Expected distribution of student registration:

Freshman: 0%

Sophomore: 0%

Junior: 0%

Senior: 0%

Graduate: 100%

Professional: 0%

13. Course credit (The number of class contact hours in organized instruction is one factor affecting the amount of credit earned. It is customary for courses to meet 14 to 20 hours per semester for each hour of credit earned. See *Student Code* Article 3, Part 7, § 3-704 (b) {[http://admin.illinois.edu/policy/code/article3\\_part7\\_3-704.html](http://admin.illinois.edu/policy/code/article3_part7_3-704.html)} for an explanation of the relationship between course credit and contact hours.):

#### **A. Undergraduate credit only**

100- to 300-level: \_\_\_\_\_\* undergraduate hours

400-level: \_\_\_\_\_\* undergraduate hours (no graduate credit available)

#### **B. Both Undergraduate and Graduate credit**

400-level: \_\_\_\_\_\* undergraduate hours **and** 400-level: \_\_\_\_\_\* graduate hours

Note: Courses offered for both undergraduate and graduate credit require completion of Item 14.

#### **C. Graduate credit only**

500-level: 0\* graduate hours

Note: Courses offered for graduate credit require completion of Item 14.

#### **D. Professional credit only**

600- and 700-level: \_\_\_\_\_ \* professional hours

**E. Both Graduate and Professional credit**

\_\_\_\_\_ \* graduate hours **and** \_\_\_\_\_ \* professional hours

Note: Courses offered for both graduate and professional credit require completion of Item 14.

\* For A-E, if a course is offered for varying amounts of credit please select one of the two options:

- Variable credit: this course is available for a range of credit hours (e.g., 1 to 3 hours)
- Differential credit: this course is only available for two distinct credit-hour options (e.g., 1 or 3 hours)

In addition, complete Item 15.

- 14. For any course awarding graduate credit, please justify why it should, in terms of level of content, previous knowledge required, relevance to current research, methodology, etc. (See *Graduate College Policy for Proposed New and Revised Courses that Carry Graduate Credit* for criteria to judge graduate courses.): While the course is a "zero credit" course, the formal record of mentoring experience that it represents will be the first such course on record here on the Urbana-Champaign campus.
- 15. For any course requesting variable or differential credit, please justify why the amount of credit varies and specify the work required for the additional credit: \_\_\_\_\_
- 16. May this course be repeated? (See *Procedures for Presenting New or Revised Graduate Courses* or Provost's *Proposing New Courses* for guidance in completing Parts A - C.)  
 Yes  No If yes, please fill out A - C below:

**A. Course Type**

Indicate the **one** type of course the proposed course matches:

- Honors  Subject mastery/skill proficiency  Individualized instruction
- Research or ongoing study  Special topics, seminars  Applied experiences

**B. Repeatable – same term**

May students register in this course more than once (duplicate registration) in the same term?

- Yes  No If yes, for how many total hours (fill all fields: NA = not applicable; U = unlimited)?  
\_\_\_\_\_ undergraduate; \_\_\_\_\_ graduate; \_\_\_\_\_ professional
- check if “if topics vary” is an added qualifier

**C. Repeatable – separate terms**

May this course be repeated in separate terms?

- Yes  No If yes, for how many total hours (fill all fields: NA = not applicable; U = unlimited)?  
\_\_\_\_\_ undergraduate; 0 graduate; \_\_\_\_\_ professional
- check if “if topics vary” is an added qualifier

- 17. Are there credit restrictions?  
 Yes  No If yes, please specify the restrictions (e.g., for MATH 221: “Credit is not given for both MATH 221 and MATH 220.”): \_\_\_\_\_
- 18. Grading Type:  
 Letter grade



- S/U (Any course offered for zero hours of graded credit must include S/U grade mode.)  
 Both     If Both is selected, which should be the default mode?    Letter grade    S/U  
 DFR     If DFR is selected, please justify the use of the grade: \_\_\_\_\_

### CROSS-LISTING

19. Is this course to be cross-listed?

- Yes    No     If yes, please complete A and B and take notice of C:

A. Indicate the subject and course number of the cross-listing(s) (please note, all cross-listed courses must be offered at the same numerical level): \_\_\_\_\_

B. Please give the justification for establishing the cross-listing: \_\_\_\_\_

**C. Note: Additional approvals are required to establish a cross-listing.** An authorized official of each non-controlling department must endorse the cross-listing. In addition, if the cross-listing involves a different college, a dean of that college must also approve. (Letter, e-mail, or use of the Additional Approvals signature block at the end of this form are all acceptable methods of endorsement or approval.)

### ADDITIONAL COURSE INFORMATION

20. Does this course replace an existing course?

- Yes    No     If yes, please list the course to be discontinued and note that submission of a Course Revision Form is necessary to remove it from the Course Catalog: \_\_\_\_\_

21. Does the addition of this course impact other courses (i.e., prerequisite or credit restriction statements)?

- Yes    No     If yes, please list the course(s) affected, and note that submission of Course Revision Form(s) are necessary to update the impacted course(s): \_\_\_\_\_

22. Does the addition of this course have any impact on your department's current curriculum (i.e., Programs of Study catalog, concentrations, minors, etc.)?

- Yes    No     If yes, please specify the curriculum and explain: \_\_\_\_\_

23. Has this course been offered as a special topics or other type of experimental course?

- Yes    No     If yes, please indicate the Banner subject, course number, section ID, term, and enrollment for each offering: \_\_\_\_\_

24. Will this course be submitted for General Education credit?

- Yes    No

25. Does this course require students to register in multiple schedule components (e.g., lecture and a lab)?

- Yes    No

26. Is a special facility needed to effectively teach this class (e.g., lab, studio, or ITS room)?

- Yes    No     If yes, please describe: \_\_\_\_\_

27. Will this course be offered on-line?

- Yes, online only    Yes, online and traditionally    No

28. Faculty member(s) who will teach this course: \_\_\_\_\_

29. Course proposed by: Daniel Wong (The Graduate College) and Karen Rodriguez'G (Office of Undergraduate Research) Date: 11/1/16

**NEW COURSE OUTLINE APPROVALS**    **Course Subject and Number:** \_\_\_\_ \_\_\_\_

(Signatures required)

_____	_____
Department/Unit	Date
_____	_____
School (if applicable)	Date
_____	_____
College	Date
_____	_____
Graduate College (Requests for Graduate Credit)	Date
_____	_____
Provost	Date

**ADDITIONAL APPROVAL(S)**

The space below may be used for additional approvals involving cross-listed courses. – see Section 19.C; – in lieu of letters or e-mails. Indicate department or college after signature and provide date.

Revised 8/2012

**URAP @ the University of Illinois  
Graduate Mentor Practicum**

Instructors: Daniel Wong and Karen Rodriguez'G

Office Hours: By appointment.

email: [ugresearch@illinois.edu](mailto:ugresearch@illinois.edu); [srp-gradcollege@illinois.edu](mailto:srp-gradcollege@illinois.edu)



**ILLINOIS**  
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

*Course Objectives*

In order to assist you in your efforts to communicate the culture and process of research to your undergraduate mentee, this practicum is designed to further develop your mentoring abilities within a community of scholars. This course seeks to build on the knowledge of the skills you already possess, and to provide resources to assist in the mentoring experience. It is the hope of your instructors that by the end of the semester you will have added to your already significant abilities new and effective tools of research, delegation, and mentoring that will assist you throughout your academic career.

*Description*

As part of the course, you will be expected to oversee six hours of research assistance with your undergraduate mentee per week for an entire semester. You will help them to complete a final project, consisting of a research poster, to be presented at "Undergraduate Research Week" sponsored by the Office of Undergraduate Research (OUR). As the URAP mentor, you must have weekly contact with the student adequate to provide meaningful feedback and guidance on the work they are doing. Through monthly seminar meetings, we will share mentoring best practices while collectively troubleshooting issues as they arise.

*Requirements*

- URAP Graduate Mentor Seminar Attendance
- Regular Meetings with Grad Mentee
- Successful Management of 60 Hours of Undergraduate Mentee Research Time
- Successful Completion of Mentee's Final Research Project – Research Poster
- Presentation of Mentee's Research Experience during Undergraduate Research Week (April 23-29, 2017)
- Two-Page Reflection Paper Summarizing the Mentoring Practicum and Lessons Learned

*Grading Scale*

Satisfactory / Unsatisfactory

*Policies*

**ATTENDANCE** – Attendance is critical and mandatory. Unless you have discussed it with us prior to the meeting, you must attend all seminars set by URAP. These seminars will be important in helping you to develop the materials necessary for successfully completing the apprenticeship. Unexcused absences may result in dismissal from the apprenticeship.

**PLAGIARISM** – The University of Illinois has high standards of academic integrity set out in Article 1, Part 4 of the University Student Code, which I fully support. The Code specifies that ignorance of these standards is not an

excuse ([http://admin.illinois.edu/policy/code/article1\\_part4\\_1-401.html](http://admin.illinois.edu/policy/code/article1_part4_1-401.html)). All students should familiarize themselves with the Code and with the section on “Understanding intellectual property and avoiding plagiarism” in the *Writers’ Help* Online Handbook. -All written work is expected to be your own, with all words or ideas from other sources fairly attributed. To use phrases or ideas from any other source as if they were your own constitutes plagiarism. Submitting your own work for more than one course without permission of both instructors can also constitute plagiarism. The University Student Code sets out possible consequences of plagiarism in coursework, ranging from failure on the assignment to suspension or dismissal from the University. If you have questions about fair use or documentation, please do not hesitate to consult us.

**PARTICIPATION** – Participation includes thoughtful and constructive contributions to the seminars and seminar discussions. Your efforts in this regard are both appreciated and encouraged. Meaningful participation will not only complement your experience, but will also assist you in getting all you possibly can from your fellow scholars and from this apprenticeship.

### **EMERGENCY PROCEDURES**

Meeting requirements of the Campus Emergency Operations Plan, this course has a two-fold emergency plan:

#### **Plan A for Incident-Specific Emergencies:**

One cell phone (your instructor’s) in our classroom will remain on during lecture so that we are able to receive emergency calls or texts from the Illini-Alert system. -All other cell phones should remain turned off. -In the event of an incident-specific emergency, instructions will be relayed to us by cell phone and you are asked to remain calm, stay with your instructor, and be prepared to follow emergency instructions as they are relayed to you.

#### **Plan B for More General Emergencies:**

You will be asked to move to a safe place either indoors (for instance, remaining in the basement in the case of a tornado) or outdoors (for instance, to the quad in the case of a fire, or gas or chemical leak). Remain with your instructor until a class register has been called, all students are accounted for, and class can either be resumed or dismissed. Students with physical disabilities who require assistance in leaving the room should consult with me at the start of the semester so that we can make the necessary advance arrangements to ensure their safety.

Finally, if you have special needs not addressed by this course description, please do not hesitate to bring them to our attention, and we will do everything within our abilities to accommodate you.

### *Schedule*

#### *Meeting 1*

#### **Jan. 23 | Mon**

◦ Introductions: course and classmates, first steps

#### Goals:

- Introduce course content and university expectations for academic learning
- Sharing best practices for how to have successful first interactions with mentee
  - Identifying shared expectations
  - Setting guidelines for regular meetings and research time

#### Homework: (due next meeting)

- Report on first meeting with mentee

#### *Meeting 2*

**Feb. 13 | Mon**

◦ Negotiating Interpersonal Interactions with your Mentee

Goals:

- Identify importance areas of communication with mentee
- Troubleshooting early signs of mentee overload or mismatched expectations
- Rehearse expectations for final mentee poster presentation

Homework: (due next meeting)

- Discuss final project with mentee

*Meeting 3*

**Mar. 13 | Mon**

◦ Finalizing Plans for Undergraduate Research Week Presentation

Goals:

- Identify best practices and important aspects of poster presentations

Homework: (due next meeting)

- Prepare mentee for poster presentation / practice

*Meeting 4*

**Apr. 23 | Mon**

◦ Undergraduate Research Week Poster Presentation

Goals:

- Offer moral support for undergraduate mentee's poster presentation and help answer questions

Homework: (due next meeting)

- Draft final report / reflection paper

*Meeting 5*

**May 8 | Mon**

◦ Debriefing session and final survey

Goals:

- Reflect on the mentoring experience and identify most successful aspects

Commented [HR1]: I think the is supposed to be Apr. 23 | Sun or Apr. 24 Mon