

**Florida Atlantic University
Undergraduate Research Curriculum Committee**

**Undergraduate Research and Inquiry Intensive
Course Designation Manual**

October 29, 2015

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Section 1 Defining Research and Inquiry Intensive Courses

Research and Inquiry Intensive (RI) designated courses are courses in which undergraduate students **actively engage in the process** of research and inquiry with facilitation provided by an instructor or faculty mentor. A significant portion of RI courses include 1) original research, scholarship and creative discovery where the student makes an original, intellectual, technical or creative contribution to the discipline or practice; and/or 2) applied research, where the student uses discipline-appropriate data to address a clearly defined or unstructured research question for which no clear answer exists. RI designated courses generate tangible outcomes recognizable as the product of research and inquiry in the discipline including the opportunity for students to communicate the design, method and results of the inquiry.

While many courses at FAU conform to some extent with the broad definition of research noted above, RI courses are distinct in the following ways:

1. They must address all six of the following *Distinction through Discovery* (DTD) student learning outcomes and engage students in intensive level research and inquiry activities.
 1. **Knowledge:** Students will demonstrate content knowledge, core principles, and skills.
 2. **Formulate Question/Problem:** Students will formulate research questions and/or scholarly or creative problems with integration of fundamental principles and knowledge in a manner appropriate to the discipline.
 3. **Plan of Action:** Students will develop and implement a plan of action or discipline appropriate methodology to address research and inquiry questions or scholarly problems.
 4. **Critical Thinking:** Students will apply critical thinking skills to evaluate information, their own work, and the work of others.
 5. **Ethics:** Students will identify significant ethical issues in research and inquiry and/or address them in practice.
 6. **Communication:** Students will convey all aspects of their research and inquiry (processes and/or products) in appropriate formats, venues, and delivery modes.
2. They must be taken for a letter grade
3. A significant portion of the course grade must be tied to the RI assignment(s) or project(s).
4. RI projects may be individual or group projects; however, each student must receive an individual assessment.

Additionally, courses receiving RI designation are strongly encouraged to:

- promote and support co-curricular participation in URI activities, e.g. symposium presentations, journal submissions, OURI workshop attendance etc.
- promote and support students' completion of Responsible Conduct of Research (RCR), Collaborative Institutional Training Initiative (CITI) training, or other training as appropriate for the student's discipline

Section 2

Application Guidelines for Faculty Submitting Research and Inquiry Intensive Courses for Approval

Faculty who wish to have their course considered for RI designation shall:

1. Have a complete application package approved by the department and the college-level curriculum approval process. A complete application package consists of:
 - a) **An RI course proposal form** that addresses why the course should be considered for research intensive designation. In particular, this proposal should connect the Research Intensive Assignment(s) to the six student learning outcomes detailed above.
 - b) **A course syllabus** which includes 1) a written description of the RI assignment(s), and, 2) the standardized language for all RI courses (see below).
 - c) **The appropriate form:**
 - i. **New Course** Form for new courses or existing courses where RI will only be offered in specific sections.
<http://www.fau.edu/academic/registrar/UUPCinfo/FAUnewcrseUG.doc>
 - ii. **Course Change** Form for existing courses where RI will be included permanently and in all sections. <http://www.fau.edu/academic/registrar/UUPCinfo/FAUchange.doc>

NOTE: For multi-section courses, a common syllabus template will need to be provided, and the department chair will be asked to sign off on the new course/course change form.

Standardized syllabus language to be included:

This course contains an assignment or multiple assignments designed to help students conduct research and inquiry at an intensive level. If this class is selected to participate in the university-wide assessment program, students will be asked to complete a consent form and submit electronically some of their research assignments for review. Visit the Office of Undergraduate Research and Inquiry (OURI) for additional opportunities and information at <http://www.fau.edu/ouri>.

Section 3 - APPENDICIES

A. Undergraduate Research Curriculum Committee

Purpose:

The Florida Atlantic University Undergraduate Research and Inquiry Curriculum Committee (URCC) is a committee within the Division of Academic Affairs. Its primary function is to support and promote the development of research and inquiry enriched courses and programs at the undergraduate level. As a subcommittee of the University Undergraduate Program Committee (UUPC), the URCC will advise the UUPC on *curricular matters related to undergraduate research and inquiry education* at Florida Atlantic University, including whether courses proposed for research and inquiry designation meet appropriate institutional standards.

Membership:

1. The Florida Atlantic University Undergraduate Research and Inquiry Curriculum Committee will consist of one faculty member from each college that confers undergraduate degrees. Members are selected according to the appropriate policies in their colleges and serve at the discretion of the Dean. Each will be a voting member of the committee.
2. The Dean of Undergraduate Studies and the OURI Director will be *ex officio*, non-voting members of the URCC.
3. The presence of fifty percent of the Committee's voting members will be considered a quorum for the purposes of conducting business.

Operation:

1. The chair of the Undergraduate Research and Inquiry Curriculum Committee will be elected by the voting members at the first meeting of the fall semester each year.
2. The University Undergraduate Research and Inquiry Curriculum Committee will have at least one regular meeting per semester during the Academic year from September through April.
3. Additional meetings may be called by the chair of the URCC or by request of one of the *ex officio* members.

B. Procedure for RI Course Designation

URI College Liaisons are available to assist any faculty interested in submitting a course for RI designation. Information about each college's URI Liaison can be found http://www.fau.edu/our/OURIFaculty_Liaisons.php

1. After approval in the Department and College undergraduate committees, please submit the approved application package to the URCC for review. (See Section 2).
2. Proposals approved by URCC will continue through the university channels for approval. This includes: UUPC → Steering and Policy → Senate → Provost → State
3. Once the Statewide Course Numbering System, SCNS approves the course, the Registrar's Office adds the course for scheduling and adds it to the University Catalog. Department chairs will receive a copy of the SCNS report to inform them the course has received all approvals and is ready for scheduling.

Proposals not approved by the URCC may be revised and resubmitted.

C. Expectations of Faculty Who Teach Courses with RI Designation

1. RI designated course syllabi shall be reviewed at most once every three years by the URCC using a common rubric.
2. Each course that receives the RI designation will be evaluated periodically, to determine how students are performing in building skills related to undergraduate research. Information about these specific skills can be found here: http://www.fau.edu/ouri/researchdefined_SLOs.php.
 - a) Faculty shall be notified prior to the start of the semester if their course has been selected for evaluation.
 - b) Faculty will not be asked to have their classes participate in the assessment process more than once every three years.
 - c) Faculty will be asked to provide the instructions for the assessment to their students.
 - d) Students will be asked to complete a consent form and submit electronically student work-sample(s) for review.
 - e) Feedback from the review process will be shared with the faculty member for continuous improvement purposes.
3. Faculty will also be encouraged to participate in professional development opportunities related to integrating URI into the curriculum offered by OURI and other programs on campus.

D. Undergraduate Research Intensive Course Proposal Form (online)

Faculty Information:

Course Instructor
 Instructor Email
 College and Department

Course Information:

Existing or New Course
 Course #
 Course Title:
 # Credits

Are multiple sections of this course offered?

If yes, please review section 2 to determine the appropriate forms needed for this application

Research and Inquiry Assignment Information:

In one page or less, please describe why the course should be considered for RI designation and how the course meets the 6 SLOs listed in Section 1.

E. Guidelines for Research Intensive Course Compacts

Purpose: To provide a mechanism for students to receive Research Intensive credit in a course which is not currently designated as Research Intensive?

A research intensive compact is:

- an agreement between a student and an instructor that, under the instructor's guidance, stipulates that the student will engage in the process of research and inquiry in a manner consistent with other courses that receive research intensive credit at Florida Atlantic University
- intended to provide a student with RI credit for a course that is not otherwise designated as an RI course
- an achievement that is noted on the student's transcript

An RI compact is **not**:

- a device that merely makes the material of a course more challenging without providing the type of enhancement typically found in other RI courses at Florida Atlantic University

An RI compact **must meet the following RI criteria. Compacts must:**

1. provide opportunities for active engagement in 1) original research, scholarship and creative discovery where the student makes an original, intellectual, technical or creative contribution to the discipline or practice; and/or 2) applied research, where the student uses discipline-appropriate data to address a clearly defined or unstructured research question for which no clear answer exists.
2. generate tangible outcomes recognizable as the product of research and inquiry in the discipline including the opportunity for students to communicate the design, method and results of the inquiry.
3. address all six of the following *Distinction through Discovery* (DTD) student learning outcomes and engage students in intensive level research and inquiry activities.
 - a. **Knowledge:** Students will demonstrate content knowledge, core principles, and skills.
 - b. **Formulate Question/Problem:** Students will formulate research questions and/or scholarly or creative problems with integration of fundamental principles and knowledge in a manner appropriate to the discipline.
 - c. **Plan of Action:** Students will develop and implement a plan of action or discipline appropriate methodology to address research and inquiry questions or scholarly problems.
 - d. **Critical Thinking:** Students will apply critical thinking skills to evaluate information, their own work, and the work of others.
 - e. **Ethics:** Students will identify significant ethical issues in research and inquiry and/or address them in practice.
 - f. **Communication:** Students will convey all aspects of their research and inquiry (processes and/or products) in appropriate formats, venues, and delivery modes.
4. Assign a significant portion of the course grade related to the RI assignment(s)/project(s).

Procedure

Applications for RI compacts must clearly demonstrate how the RI component is:

- complementary to and extends the existing content of the course
- significantly richer than the established requirements of the course both in content and methodology

Faculty supporting a student completing an RI compact in his/her course must:

- commit to meeting individually with the student outside of class, at least three times during the semester to provide guidance on the development and completion of the research intensive assignment associated with the RI compact

- notify the Office of Undergraduate Research and Inquiry, OURI whether the student has successfully completed the requirements for the RI compact by the procedural due dates
- facilitate the student communicating their research and inquiry findings as part of this RI Compact

Procedural Due Dates:

1. No later than the second week of the semester, the student will submit electronically to OURI a copy of the course syllabus (with the tentative meeting dates highlighted) and a completed “Research Intensive Compact Proposal and Approval Form” which both the student and the instructor of the course have signed.
2. OURI will review the application as soon as possible and will notify the student, the instructor, and the department chair whether the RI compact has been approved or must be revised.
3. Each RI compact must be completed with all required signatures, and the instructor must notify OURI whether or not an RI compact has been successfully completed no later than the **last official day of final examinations for that term.**
4. OURI will provide the registrar with a list of all successfully completed RI compacts no later than **the day that grades are due in the registrar’s office for that term.**
5. In the event that, due to circumstances beyond his or her control, the student is granted an official Incomplete in the course, the RI compact must be completed no later than the date when all other course requirements must be completed.
6. Any appeals involving an RI compact should follow the appeals procedure (as detailed in the Code of Academic Integrity). Normal university deadlines for all grade changes still apply.

Research Intensive Compact Proposal and Approval Form

Must be completed and submitted electronically to OURI no later than the Friday of the second week of the term in which the Research Intensive Compact will be completed.

Course Information:

Course Prefix
 Course Name
 Semester and Year
 Number of Credits

Student Information:

Student name
 Z-number
 Email

Instructor Information:

Instructor’s name
 College and Department
 Email:

Question: Describe what the student will do in order to fulfill this RI compact and how the compact meets the RI criteria listed above.

Acknowledgements: The URCC committee guidelines and URI course designation manual was adapted from the FAU University Honors Council Curriculum Manual and with assistance from the Writing across the Curriculum Program.