

*Organizing New Credit Courses or Enrichment Programs at
Shoals Marine Laboratory for SML Summer 2009 and SML September 2009*

UNH and Cornell faculty are encouraged to develop new credit courses for SML Summer 2009. Relatively long lead times are needed for new credit courses in order to allow enough time for on-campus curriculum committees at UNH and Cornell to consider and approve each new course for credit.

This document also provides some guidance for "shoulder season" enrichment programs for existing UNH courses that could happen in September 2009.

New summer courses should follow the same general design as SML's existing summer courses, i.e., they are to be stand-alone credit courses awarding credit at Cornell, UNH or at both parent universities. One goal is to design new courses that will enrich the undergraduate curriculum of both parent universities, and new courses that have better promise to do this may be favored over courses that serve a narrower audience. SML courses may have required prerequisites or they may target a general audience of undergraduate students. Core teaching faculty for each course include the person(s) proposing and planning to teach the course; other faculty and teaching assistants as needed to deliver the course may also be involved. SML compensates each faculty member at a standard daily rate (in 2008, this is \$170/day + room, board and any travel expenses to reach Portsmouth, NH; we anticipate a 10% increase in the daily rate for SML Summer 2009). SML compensates teaching assistants at a weekly rate. SML also provides experienced lab preparators on Appledore to help teaching faculty and teaching assistants organize course equipment, arrange vessel time, collect specimens, etc. Virtually any classroom or teaching enhancement is possible if the core teaching faculty provide sufficient advance notice to SML.

September enrichment programs for existing UNH courses have much more flexibility because they do not need new course approvals at either UNH or Cornell. SML's experienced lab preparators will be available to help UNH faculty members deliver enrichment programs in September 2009.

Here are specific COURSE CONCEPT instructions for prospective course organizers:

- 1. The deadline for proposing new credit courses for SML Summer 2009 is July 15, 2008. Send copies of the proposal electronically to an *ad hoc* curriculum committee consisting of Jessica Bolker, Jon Pennock, Hal Weeks, Christine Bogdanowicz, Willy Bemis, and Robin Hadlock Seeley.*

A proposal for a new credit course should include:*

- a. course title*
- b. brief summary of the course and rationale for offering the course*
- c. explanation of level and audience (i.e., introductory or general education versus advanced)*
- d. length of course/credits (2 semester credits per week is SML's standard and should be adhered to except in extreme cases)*
- e. a statement about which weeks of SML Summer 2009 are preferred*
- f. a list of potential instructors*

**Information outlined in (a) through (f) above can be submitted to the ad hoc committee in standard course proposal formats available from CALS and Arts and Cornell, and COLSA at UNH. Cornell forms can be obtained electronically from SML's Admissions Manager (Jane Paige); UNH forms can be obtained via Jessica Bolker.*

- 2. The ad hoc curriculum committee will discuss each proposed course and react by August 15, 2008. Hal Weeks and Christine Bogdanowicz will negotiate with the person(s) proposing the new course if changes are needed and to finalize details of the plans.*

Here are specific COURSE PROPOSAL instructions for prospective course organizers:

- 3. Deadline for receipt of all materials needed for new course proposals for SML Summer 2009 will be September 15, 2008. Submit additional information outlined below electronically to the ad hoc curriculum committee and include:*
 - a. a detailed day plan for the course*
 - b. CV's for core faculty*
 - c. list of needed laboratory materials*
 - d. description of needed access to vessels or other specialized facilities*
 - e. any other information needed to process course through appropriate UNH and Cornell curriculum committees.*
- 4. The deadline for proposing enrichment programs for existing UNH courses for SML September 2009 will be April 15, 2009. A proposal for an enrichment program should be sent electronically to the ad hoc curriculum committee. We anticipate very rapid turnaround for such proposals, with the main criteria being available space on Appledore.*