

TO: The Faculty of the College of Engineering

FROM: Department of Agricultural and Biological Engineering

RE: New Graduate Course, ABE 69600

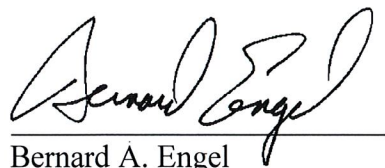
The faculty of the Department of Agricultural and Biological Engineering has approved the following new course. This action is now submitted to the Engineering Faculty with a recommendation for approval.

ABE 69600 Graduate Seminar

Sem 2 Class 1, Cr. 1
Requisites: None
Restrictions: Graduate Standing
Attributes: Repeatable (max 3 cr)

Description: Best practices for effectively presenting scientific research are taught and practiced. Students will also present a twenty-minute seminar of original research results, as well as provide and receive constructive criticism on presentation form and content for improved future presentations.

Reason: This course will enhance the presentation and critiquing skills of ABE graduate students. It will allow students to develop their ability to present and evaluate research results—their own as well as others'. This course will also be a platform for students to share their work with the department and the larger Purdue community.



Bernard A. Engel
Agricultural and Biological Engineering Department

APPROVED FOR THE FACULTY
OF THE SCHOOLS OF ENGINEERING
BY THE ENGINEERING
CURRICULUM COMMITTEE

ECC Minutes 1/11/13
Date 1-18-13
Chairman ECC [Signature]

Office of the Registrar
FORM 40G REV. 10/10PURDUE UNIVERSITY
REQUEST FOR ADDITION, EXPIRATION,
OR REVISION OF A GRADUATE COURSE
(50000-60000 LEVEL)

Print Form

Graduate Council Doc. No. 12-29c

DEPARTMENT Agricultural and Biological Engineering

EFFECTIVE SESSION Spring ~~2013~~ 2014

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

- | | |
|--|--|
| <input checked="" type="checkbox"/> 1. New course with supporting documents (complete proposal form) | <input type="checkbox"/> 7. Change in course attributes |
| <input type="checkbox"/> 2. Add existing course offered at another campus | <input type="checkbox"/> 8. Change in instructional hours |
| <input type="checkbox"/> 3. Expiration of a course | <input type="checkbox"/> 9. Change in course description |
| <input type="checkbox"/> 4. Change in course number | <input type="checkbox"/> 10. Change in course requisites |
| <input type="checkbox"/> 5. Change in course title | <input type="checkbox"/> 11. Change in semesters offered |
| <input type="checkbox"/> 6. Change in course credit/type | <input type="checkbox"/> 12. Transfer from one department to another |

PROPOSED:

Subject Abbreviation ABE

Course Number 69600

Long Title Graduate Seminar

Short Title Graduate Seminar

EXISTING:

Subject Abbreviation

Course Number

TERMS OFFERED

Check All That Apply:

☐ Fall ☒ Spring ☐ Summer

CAMPUS(ES) INVOLVED

☐ Calumet ☐ N. Central
☐ Cont Ed ☐ Tech Statewide
☐ Ft. Wayne ☒ W. Lafayette
☐ Indianapolis

Abbreviated title will be entered by the Office of the Registrar if omitted. (30 CHARACTERS ONLY)

CREDIT TYPE

1. Fixed Credit: Cr. Hrs. 1.0
2. Variable Credit Range:
Minimum Cr. Hrs.
(Check One) To ☐ Or ☐
Maximum Cr. Hrs.
3. Equivalent Credit: Yes ☐ No ☒
4. Thesis Credit: Yes ☐ No ☒

COURSE ATTRIBUTES: Check All That Apply

1. Pass/Not Pass Only ☒
2. Satisfactory/Unsatisfactory Only ☒
3. Repeatable ☒
Maximum Repeatable Credit: 3
4. Credit by Examination ☐
5. Special Fees ☐
6. Registration Approval Type
Department ☐ Instructor ☐
7. Variable Title ☐
8. Honors ☐
9. Full Time Privilege ☐
10. Off Campus Experience ☐

Schedule Type	Minutes Per Mto	Meetings Per Week	Weeks Offered	% of Credit Allocated
Lecture	50	1	16	100
Recitation				
Presentation	50	1	16	100
Laboratory				
Lab Prep				
Studio				
Distance				
Clinic				
Experiential				
Research				
Ind. Study				
Pract/Observ				

Class-Listed Courses

2013 FEB 25 AM 9:36

RECEIVED

COURSE DESCRIPTION (INCLUDE REQUISITES/RESTRICTIONS):

Best practices for effectively presenting scientific research are taught and practiced. Students will also present a twenty-minute seminar of original research results, as well as provide and receive constructive criticism on presentation form and content for improved future presentations. Professor Engelberth.

Calumet Department Head	Date	Calumet School Dean	Date	Calumet Undergrad Curriculum Committee	Date
Fort Wayne Department Head	Date	Fort Wayne School Dean	Date	Fort Wayne Chancellor	Date
Indianapolis Department Head	Date	Indianapolis School Dean	Date	Undergrad Curriculum Committee	Date
North Central Department Head	Date	North Central School Dean	Date	APPROVED	2/21/13
West Lafayette Department Head	Date	West Lafayette College/School Dean	Date	Date Approved by Graduate Council	2/22/13
Graduate Area Committee Convener	Date	Graduate Dean	Date	Graduate Council Secretary	5/2/13
				West Lafayette Registrar	

OFFICE OF THE REGISTRAR

4/30/13

Supporting Document for a New Graduate Course

EFD 03-13

To: Purdue University Graduate Council

From: Faculty Member: Abigail Engelberth
Department: Agricultural and Biological Engineering
Campus: West Lafayette

Date: _____

Subject: Proposal for New Graduate Course-Documentation
Required by the Graduate Council to Accompany
Registrar's Form 40G

For Reviewer's comments only
(Select One)

Reviewer:

Comments:

**Contact for information if
questions arise:**

Name: Abigail Engelberth

Phone Number: x6-6698

E-mail: aengelbe@purdue.edu

Campus Address: POTR 218/ABE 321

Course Subject Abbreviation and Number: ABE 69600

Course Title: Graduate Seminar

A. Justification for the Course:

- Provide a complete and detailed explanation of the need for the course (e. g., in the preparation of students, in providing new knowledge/training in one or more topics, in meeting degree requirements, etc.), how the course contributes to existing majors and/or concentrations, and how the course relates to other graduate courses offered by the department, other departments, or interdisciplinary programs.
- Justify the level of the proposed graduate course (50000- or 60000-level) including statements on, but not limited to: (1) the target audience, including the anticipated number of undergraduate and graduate students who will enroll in the course; and (2) the rigor of the course.

B. Learning Outcomes and Method of Evaluation or Assessment:

- Describe the course objectives and student learning outcomes that address the objectives (i.e., knowledge, communication, critical thinking, ethical research, etc.).
- Describe the methods of evaluation or assessment of student learning outcomes. (Include evidence for both direct and indirect methods.)
- Grading criteria (select from dropdown box); include a statement describing the criteria that will be used to assess students and how the final grade will be determined.

Criteria Attendance and Class Participation

- Identify the method(s) of instruction (select from dropdown box) and describe how the methods promote the likely success of the desired student learning outcomes.

Method of Instruction Seminar

C. Prerequisite(s):

- List prerequisite courses by subject abbreviation, number, and title.
- List other prerequisites and/or experiences/background required. If no prerequisites are indicated, provide an explanation for their absence.

D. Course Instructor(s):

- Provide the name, rank, and department/program affiliation of the instructor(s).
- Is the instructor currently a member of the Graduate Faculty? — Yes — No
(If the answer is no, indicate when it is expected that a request will be submitted.)

E. Course Outline:

- Provide an outline of topics to be covered and indicate the relative amount of time or emphasis devoted to each topic. If laboratory or field experiences are used to supplement a lecture course, explain the value of the experience(s) to enhance the quality of the course and student learning. For special topics courses, include a sample outline of a course that would be offered under the proposed course.

F. Reading List (including course text):

- A primary reading list or bibliography should be limited to material the students will be required to read in order to successfully complete the course. It should not be a compilation of general reference material.
- A secondary reading list or bibliography should include material students may use as background information.

G. Library Resources

- Describe the library resources that are currently available or the resources needed to support this proposed course.

H. Example of a Course Syllabus (While not a necessary component of this supporting document, an example of a course syllabus is available, for information, by clicking on the link below, which goes to the *Graduate School's Policies and Procedures Manual for Administering Graduate Student Programs*. See Appendix K.)

http://www.gradschool.purdue.edu/downloads/Graduate_School_Policies_and_Procedures_Manual.pdf

ABE 696 GRADUATE SEMINAR – SPRING 2013 SCHEDULE

[Class meeting day/time]

[Class meeting location]

Coordinator/Instructor	Office	Email	Phone
Dr. Abigail Engelberth 1009	ABE 321	aengelbe@purdue.edu	4-
Charlie Armstrong	ABE 201	ctarmstr@purdue.edu	4-1166

LEARNING OBJECTIVES

This course is designed to:

- Enhance ability of ABE graduate students to present their research to an audience from varied backgrounds
- Improve ability of ABE graduate students to think critically about research and presentation skills of others and themselves
- Increase student's ability to critique his or her own work.

SCHEDULE

Week	Seminar Topic	Handouts
1	Introduction and make the schedule	A guide to presenting to a varied audience
2	How to be critical of yourself Asking critical questions	Journal Articles
3	Student presentations	
4	Student presentations	
5	Student presentations	
6	Student presentations	
7	Student presentations	
8	Review of Presentations	
9	Student presentations	
10	Student presentations	
11	Student presentations	

12	Student presentations	
13	Student presentations	
14	Student presentations	
15	Student presentations	
16	Wrap-up and Discussion	

COURSE REQUIREMENTS:

- Attend all seminar meetings. If you are unable to attend, email Dr. Engelberth in advance, and attend an additional research presentation and write a one-page reflection.
- Complete the assignments listed below, and submit them by the due date.

ASSIGNMENTS

	Assignment	Due
1	Write a one-page reflection of your video-taped presentation	1 week after your presentation
2	Complete presentation rubric for each student presentation	After each student presentation

Emergencies: In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances. Information will be sent through the course email list.

Supplemental Information for Form 40G
Request for addition, expiration, or revision of a graduate course
ABE 69600: Graduate Seminar

A. Justification for the Course

- Need for the course:
 - This course is needed to enhance the presentation and critiquing skills of the ABE graduate students. The graduate course will allow the students to develop their ability to present and evaluate research results of their own as well as others. ABE 696 will be a platform for the students to share their work with the department.
- Level of the proposed graduate course
 - This course will be a 60000 level course because it will be solely taken by graduate student and will focus on graduate research presentations.

B. Learning Outcomes and Method of Evaluation or Assessment

- Course objectives
 - Enhance ability of ABE graduate students in presenting graduate research
 - Improve ability of ABE graduate students to think critically about research and presentation skills of others
 - Increase student's ability to critique his or her own work.
- Methods of evaluation
 - The students will be evaluated on the quality of their presentation and their self-reflection. The students will also be evaluated on how well they critique their peers.
- Grading criteria
 - Attendance & Class Participation; Homework
 - Course will be graded pass/not pass and will require (a) satisfactory completion of all assignments, (b) attendance at all class meetings or approved make-up work for meetings missed.
- Methods of Instruction
 - Presentation (including class discussion) - This method promotes likely success in student learning outcomes by allowing necessary information (which is straight-forward) to be conveyed to the students and applied, via discussion, to their individual experiences and academic/career goals.

C. Prerequisite(s): Graduate standing

D. Course Instructor:

- Abigail Engelberth, Assistant Professor, Agricultural and Biological Engineering/Division of Environmental and Ecological Engineering
- Is the instructor currently a member of the graduate faculty? YES

E. Course Outline

- Student Presentations: 80%
 - Each course meeting will consist of two student presentations with time for feedback for each presentation. The students registered for the course will be required to attend the course each week and engage in verbal feedback with the presenters. The registered students will be encouraged to ask questions in order to develop their critical thinking skills and to learn to be a better participant at professional seminars and meetings. Students not registered for the course will be encouraged to attend to learn and support their peers.
- Feedback: 10%
 - After each presentation the students will receive feedback from their peers and will be required to reflect on their presentation with a one-page summary. Each presentation will be videotaped and the students will be able to use this tape to better reflect on their performance.
- Course Instruction: 10%
 - Approximately one tenth of the course will be devoted to presentation skills and delivery.

F. Reading List:

- Short articles on relevant topics (e.g., effective use of PowerPoint, handling question and answer sessions).

G. Library Resources

- Library resources include those generally available to Purdue graduate students. No specialized library resources are needed to support this course.

Duncan, Lauren N

To: Donkin, Shawn S.
Subject: RE: ABE 69600

From: Donkin, Shawn S.
Sent: Tuesday, April 30, 2013 3:49 PM
To: Duncan, Lauren N
Subject: RE: ABE 69600

Lauren,

As per our phone conversation it appears that the form 40G for ABE 69600 was completed incorrectly. The schedule type should be 'Lecture' for 50 minutes 1X per week for 16 weeks at 100% credit

Thanks for your attention to this item. If there are additional questions please don't hesitate to contact me.

Best regards,

Shawn

From: Goecker, Allan D.
Sent: Tuesday, April 30, 2013 3:07 PM
To: Duncan, Lauren N
Cc: Donkin, Shawn S.
Subject: RE: ABE 69600

Hi Lauren,

By copy, I am asking Professor Shawn Donkin to advise you. Thanks for the good wishes. I'll try to behave without university supervision.

Allan

Allan D. Goecker
Room 121, Agricultural Administration Building
West Lafayette, IN 47907-2053
Phone 765-494-8481
FAX 765-494-8477
E-mail goecker@purdue.edu

From: Duncan, Lauren N
Sent: Tuesday, April 30, 2013 3:00 PM
To: Goecker, Allan D.
Subject: ABE 69600

Allan,

ABE 69600

Good Afternoon. I hope you're enjoying the nice weather we're having before it rains again... I also wanted to tell you congratulations on retirement, I hope you enjoy every minute of it!

I have a question regarding the credits/minutes per meeting for the course above. According to the University guidelines, the students must meet for 100 minutes per week in order to earn 1.0 credit. According to the Form 40G, they're only meeting 50 minutes per week. Can you please clarify if this course should be 0.5 or 1.0 credits?

Thank you in advance for your assistance.

Best,
Lauren
Lauren Duncan
Catalog Coordinator
Office Of The Registrar
Hovde Hall, Room 55
West Lafayette, IN 47906
765.494.6308 | 765.494.0570
www.purdue.edu/registrar
How are we doing