

TO: The Faculty of the College of Engineering

FROM: Department of Agricultural and Biological Engineering

RE: Changes in graduate course ABE 69700 semester, credits, and title

The Faculty of the Department of Agricultural and Biological Engineering has approved the changes for the course listed below. This action is now submitted to the Engineering Faculty with recommendation for approval.

FROM: ABE 69700: Seminar

Sem. 1, 2. Class 1, cr. 0.
Restrictions: Graduate Standing
Attributes: None

Discussion of research problems, methods, procedure, and reports.

TO: ABE 69700: Doctoral Professional Development

Sem. 2. Class 1, cr. 1.
Restrictions: Graduate Standing
Attributes: None

Discussion of research problems, methods, procedure, and reports. Discussion and practice to improve written and oral communication. Professional development activities.

REASON: Presently this course includes a fall version (taken by all new graduate students) and a spring version (taken by doctoral students only in their second or third year). This change request is part of an effort to separate these two versions into distinct courses, and to strengthen the content and requirements of the seminar that will be taken by doctoral students. We are concurrently requesting approval to add a new course, ABE 69400. That course will be taken by all graduate students.

The focus of ABE 69700 will remain on providing professional development guidance and communication skill development specific to doctoral students. The change in this course's title and description reflects its emphasis on both the development and refinement of scientific knowledge (e.g., peer review) and

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

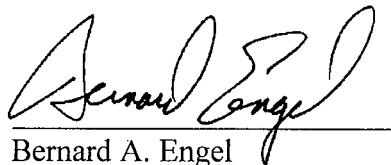
ECC Minutes 1/11/13

Date 1/18/13

Chairman ECC [Signature]

communication of that knowledge to a variety of audiences. These skills are critical for our doctoral graduates.

A change from zero credits to one credit is proposed in keeping with the amount of work in the course (see attached sample syllabus).

A handwritten signature in black ink, appearing to read "Bernard Engel", written over a horizontal line.

Bernard A. Engel
Agricultural and Biological Engineering Department

PURDUE UNIVERSITY

REQUEST FOR ADDITION, EXPIRATION,
OR REVISION OF A GRADUATE COURSE
(60000-60000 LEVEL)

Office of the Registrar
FORM 40G REV. 10/10

DEPARTMENT Agricultural and Biological Engineering

EFFECTIVE SESSION ~~Spring 2010~~ Summer 2013 (201330)

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

- | | | | |
|-------------------------------------|------------------------------------------------------------------|-------------------------------------|---------------------------------------------|
| <input 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 checked="" type="checkbox"/> | 9. Change in course description |
| <input type="checkbox"/> | 4. Change in course number | <input type="checkbox"/> | 10. Change in course requisites |
| <input checked="" type="checkbox"/> | 5. Change in course title | <input type="checkbox"/> | 11. Change in semesters offered |
| <input checked="" type="checkbox"/> | 6. Change in course credit/type | <input type="checkbox"/> | 12. Transfer from one department to another |

PROPOSED:

Subject Abbreviation ABE

Course Number 66700

Long Title Doctoral Professional Development

Short Title ~~Doctoral Professional Development~~ Doctoral Professional Development

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

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

CREDIT TYPE

1. Fixed Credit: Cr. Hrs.
2. Variable Credit Range:
 Minimum Cr. Hrs. To
 (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:
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				
Recitation				
Presentation				
Laboratory				
Lab Prep				
Studio				
Distance				
Clinic				
Experiential				
Research				
Ind. Study				
Prac/Observ				

Cross-Listed Courses

RECEIVED
 2013 JAN 30 AM 9:32
 OFFICE OF THE REGISTRAR

COURSE DESCRIPTION (INCLUDE REQUISITES/RESTRICTIONS):

Discussion of research problems, methods, procedure, and reports. Discussion and practice to improve written and oral communication. Professional development activities.

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 _____	Date Approved by Graduate Council _____
West Lafayette Department Head _____ Date _____	West Lafayette College/School Dean _____ Date _____	Graduate Council Secretary _____ Date _____
Graduate Area Committee Convener _____ Date _____	Graduate Dean _____ Date _____	West Lafayette Registrar _____ Date _____

OFFICE OF THE REGISTRAR

UD
2/7/13

Supporting Document for a New Graduate Course

EFD 04-13

To: Purdue University Graduate Council

From: Faculty Member: _____
 Department: _____
 Campus: _____

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: _____
 Phone Number: _____
 E-mail: _____
 Campus Address: _____

Course Subject Abbreviation and Number: _____

Course Title: _____

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 697 Graduate Seminar - Spring 2013 Schedule

Fridays 10:30-12:20; Location: ABE 301

Instructors	Office	Email	Telephone
Dr. Jane Frankenberger	ABE 208A	frankenb@purdue.edu	41194
Dr. Abby Engelberth	ABE 321	aengelbe@purdue.edu	66698
Charlie Armstrong	ABE 217	charlie-armstrong@purdue.edu	41166

Objectives

- Improve your ability to write, read and review scientific documents
- Improve your skills in preparing and presenting scientific presentations
- Become more familiar with Responsible Conduct of Research
- Broaden your knowledge by attending and/or planning research seminars and presentations by peers
- Become familiar with professional development opportunities

The course is divided into three major parts:

1. **Written communication:** Writing a research summary, providing and receiving peer review, responding to comments and improving the document.
2. **Oral communication:** Preparing and presenting, reviewing and receiving reviews, preparing a video for external audiences.
3. **Professional development:** Responsible conduct of research, professional meetings and societies, attending seminars

Date	Seminar Topic	Assignment Due <i>(described p.2)</i>
Jan 13	Course overview & Introductions Writing a research summary or abstract. Learn by attending and evaluating outside presentations Discuss rubric that will be used (Assignment 3B)	None
Jan 20	The Peer-Review Process. How it works, how to respond to a review, and how to review a paper. Becoming a reviewer.	First draft of summary (Assignment 1A) due. Assigned Reading
Jan 27	Professional Meetings. Presenting posters, meeting colleagues, and effective networking.	Reviews of two summaries (Assignment 1B) due. Bring posters you have, for discussion
Feb 3	Making Engaging Research Presentations. Discussion of reading. Watch a presentation and review using the same rubric.	Response and new summary (Assignment 1C) due. Assigned Reading
Feb 10	Short presentations (5 minutes, will be recorded, students will complete rubric for each presentation and will constructively discuss peer presentation)	Attend and review one outside research presentation by this date, hand in completed rubric (3B). Presentation (Assignment 2A)

Feb 17	Responsible Conduct of Research	Summary of what you learned from watching your presentation on video and peer reviews (2B). Complete Responsible Conduct of Research training (3A)
Date	Seminar Topic	Assignment Due (<i>described p.2</i>)
Feb 24	Elevator speeches	None
March 2	Watch final videos (contest)	Second presentation (2C)

Assignments:

1. Written Communication

- A. Write a ~500 abstract encompassing your research (Assignment 1A).
- B. Review and submit comments on descriptive abstracts of two of your peers (Assignment 1B).
- C. Respond to comments made on your descriptive abstract, and write a revised summary that will be posted on the ABE website to describe your research. Your response to comments should be in the form of a letter to the “editor”, similar to what you would write to the Editor of a journal. (1C)

2. Presentations

- A. Prepare and present a 5-minute presentation introducing your research, for a scientific/engineering audience that is not specialized in your exact topic. The target audience should be other PhD students and prospective students. This will be recorded on video so you can reflect what improvements you will make (2A).
- B. Respond with what you learned from the video of your presentation and reviews by other students, and what you will change as a result (2B).
- C. Develop a new presentation using the critique from your classmates and record your presentation to watch with the class and be judged in the final video contest. (2C)

3. Professional Development

- A. Complete the online CITI course on Responsible Conduct of Research, if you have not already done so, or submit a pdf of your completed gradebook. To access the online training: Go to <https://www.citiprogram.org>, Register, then select Responsible Conduct of Research Course, Physical Science. Complete all modules, then save an image of the gradebook that shows you have completed all as pdf. Also write a brief review of your reactions and what you learned. (3A)
- B. Attend at least two presentations elsewhere on campus, and review using the rubric. Include reflections about what you learned.

→Please submit all assignments to abe697@ecn.purdue.edu

Attendance is required at all seminar meetings. If you are unable to attend, email Charlie Armstrong in advance, and attend and reflect on an additional research presentation (similar to 3B).

Emergencies: In the event of a major campus emergency, course requirements, deadlines 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.

Grading Policy: This course is graded on a Pass/Fail basis. In order to receive a passing grade, you must: (1) attend all the class meetings; and (2) submit all assignments by the due date. If you need to miss a class for a compelling reason, you may attend an additional seminar elsewhere on campus and submit a brief report (see *Attendance* above).

Duncan, Lauren N

From: Hardebeck, Yvonne L
Sent: Tuesday, February 12, 2013 11:36 AM
To: Duncan, Lauren N
Subject: RE: ABE 69700

Lauren,
I asked Dr. Stroshine about it and he sent these below:

Objectives

- Improve your ability to write, read and review scientific documents
- Improve your skills in preparing and presenting scientific presentations
- Become more familiar with Responsible Conduct of Research
- Broaden your knowledge by attending and/or planning research seminars and presentations by peers
- Become familiar with professional development opportunities

Let me know if these are not what you are looking for and I will keep asking.
Thank you,

Yvonne

Yvonne Hardebeck
Undergraduate Programs and Placement Coordinator
Agricultural and Biological Engineering
Purdue University
225 S. University St.
ABE, room 201
West Lafayette, IN 47907

hardebey@purdue.edu
phone: 765-494-1172
fax: 765-496-1115

From: Duncan, Lauren N
Sent: Monday, February 11, 2013 8:25 AM
To: Hardebeck, Yvonne L
Subject: RE: ABE 69700

Good Morning,

I'm unable to tell you the date you sent the form, because it came from Grad School. Dr. Pope signed it on 1/25, and I received it on 1/30. I hope that helps.

Best,
Lauren

From: Hardebeck, Yvonne L
Sent: Friday, February 08, 2013 8:14 AM
To: Duncan, Lauren N
Subject: RE: ABE 69700

Lauren,
Could you send me the date that I requested this course? For some reason I cannot remember doing this. It may have been something a professor had me forward to you.
Thank you!

Yvonne

Yvonne Hardebeck
Undergraduate Programs and Placement Coordinator
Agricultural and Biological Engineering
Purdue University
225 S. University St.
ABE, room 201
West Lafayette, IN 47907

hardebey@purdue.edu
phone: 765-494-1172
fax: 765-496-1115

From: Duncan, Lauren N
Sent: Thursday, February 07, 2013 10:12 AM
To: Hardebeck, Yvonne L
Subject: ABE 69700

Good Morning,

In order to process your request to the course above, I will need a list of learning objectives. Can you please send me an email for these at your earliest convenience?

Thank You,
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