

OCT - 800 - Capstone Preparation

2 Graduate Course Change 2022-23

I. General Information

The faculty member originating this proposal is to complete sections I and II.

Before starting this form, please review graduate curriculum website on policies and processes: <https://www.unlv.edu/graduatecollege/curriculum>

Click "**validate and launch proposal**" **button below.** Once the pop-up window comes up and displays an error message, click on the "show me" button (on the pop-up). This will highlight in red the required fields of this form. Fill in **ONLY** the red (required) fields.

With all red fields completed, click on the "**validate and launch proposal**" **button** again to launch the proposal. The pop-up this time should not display an error, and will display instead a "**launch proposal**" **button.** Click on the "**launch proposal**" **button** to launch.

After launch, please fill in all remaining fields in the form to reflect your intended changes.

Department:*

Brain Health

Current Prefix:*

OCT

Current Number:* 800

Long Course Name:* Capstone Preparation

Short Course Name 25 chars. limit (leave blank if not changing course name):
Capstone Preparation

Summary of Proposed Changes (please check boxes for each change):*

- Prefix
- Course Number
- Name
- Description
- Credits/Grading
- PreReqs/CoReqs
- Instructional Mode
- Cross-listing / Combination
- Other changes (e.g. Service Learning, Fees, ...)

Describe the changes and the rationale for each change:*

This Capstone Preparation Course is currently a 3-cr course two and a half years into students' 3-year program tenure and is too late in the curriculum. The goal is to create three 1-credit courses over the three-year program in order to better prepare students for a quality scholarship of the Capstone Project, Capstone Experience, and Capstone dissemination.

Effective Term and Year:*

Summer 2022

Changing the Catalog Description:

avoid the use of the words *student*, *course*, and *covers*.

incomplete sentences are ok.

avoid repeating the course title.

use of an active voice, e.g. explores, investigates,...

50 words limit.

Catalog Description 50 words limit (read guidelines above):*

Selecting an area of emphasis in occupational therapy including clinical practice skills, research skills, administration, leadership, program and policy development, advocacy, education, and/or theory development.

Is this course a culminating experience?*

Yes

No

If Yes, to which programs?

IMPACT REPORT

Run an Impact Report by clicking on "run impact report" at the top of this form.

Copy & Paste the entire impact report into the box below.

Please comment on the results of the impact report in the comments box below.

Impact Report (copy and paste here):*

Impact Report for OCT 800

In order to run an impact report, you will first need to select one or more external systems to search. Please note that maps with a grey background are unavailable as sources for the report. When you have finished, click "Generate Report" to return to the Impact Report.

Current Maps:

- Acalog
- 2021-2022 Undergraduate Catalog
- 2022-2023 - Working Graduate Catalog

Comments on Impact Report (or add "no impact" if applicable):*

Adjustments will be necessary for the 2022-2023 Graduate Catalog

Program Changes Needed?

If program changes are needed as a result of this course change, **a separate program change proposal must be submitted.**

Please describe below your plan for program changes related to this proposal.

QUESTIONS? contact gradcurriculum@unlv.edu

Please describe your plan for program changes, if any, as a result of this proposed course change:*

The goal is to create three 1-credit courses over the three-year program in order to better prepare students for a quality scholarship of the Capstone Project, Capstone Experience, and Capstone dissemination.

In Year 1 Spring term student credit load 19 (from 18)

In Year 2 Fall term student credit load 16 (from 15)

In Year 3 Fall term student credit load 13 (from 15, 1 credit to the previous 2-terms)

Program credit remains 120

The change will also assist OIT with CANVAS course development

CROSS-LISTING OR COMBINING COURSES

300- or 400-level courses may be cross-listed with 500-level courses; 400-level courses may also be cross-listed to 600-level courses. Courses that are at the 700 level and above may not be cross-listed with undergraduate courses.

- Select one of the options:***
- Same As= e.g. Undergraduate: same content and same career (UG/UG). Graduate: Same/similar course content and same career (Grad/Grad)
 - Cross-listing= Cross-listed courses contain the same or similar content and may be in different programs (e.g. WMST 621 & SOC 621) or different careers (e.g. BIOL 467 & BIOL 667 or PSC 722 & PHIL 728)
 - Not Cross-Listed or Same As

List cross-listing courses (or type "none"): none*

CROSS-LISTING RATIONALE

Please answer the following questions in the "rationale" field below:

What aspect of graduate preparation is met via this course that goes beyond the undergraduate program?

What common aspects are offered in the cross-listings and what grad level pieces are not?

What would be beneficial in offering the cross-listed courses from a graduate education perspective?

Cross-listing or Combining Rationale:

Service Learning Designation

Are you adding a Service-Learning designation to this course?* Yes No

If the Service-Learning designation is being added to this course:

An accessible syllabus in Word or PDF format must accompany this form.

Graduate syllabi must meet the minimum criteria as required by the Provost's office (See Semester Memo under Executive Vice President and Provost Policies and Forms <https://www.unlv.edu/policies/current-policies>). Graduate courses that are linked to undergraduate courses (300/500 and 400/600 level joint courses) must clearly state in the syllabus how the class experience and expectations are different for graduate students, what additional requirements students enrolled in the graduate level course must fulfill, and how the grading scale will be applied to graduate students.

Please attach a current accessible syllabus by navigating to the "attach a file" icon at the right of this form.

Information about Service-Learning is available [here](#). Faculty can visit the [faculty Service-Learning page](#) as well as the [UNLV Guide for Service Learning](#) for additional information.

If adding Service-Learning designation, an accessible syllabus is attached: Attached

II. Course Change Information

Prefix and Number Change

Current Prefix and/or
Number:

New Prefix and/or
Number:

Credit change

Fixed/Variable Credits: Fixed Variable

If fixed, enter number of credits. If variable, enter minimum and maximum credits (E.g., 1-3).

Number of Credits: 1

Course Repeatability

Can students repeat
this course? Yes No

If yes, insert
maximum credits
students can earn
(blank=unlimited): 3

Grading Change

Grading System: Letter Grade
 S/U
 S/F (will count towards GPA)
 S/X/F for Thesis/Dissertation

Does this course have
any non-credit
components? Yes No

- If yes, indicate component(s):**
- Clinical
 - Discussion
 - Field Studies
 - Independent Study
 - Internship
 - Laboratory
 - Lecture
 - Practicum
 - Research
 - Seminar
 - Supervision
 - Thesis Research
 - Dissertation Research

Requisite Change (if any)

Graduate standing is the default prerequisite for all graduate-level courses.

Prerequisites: Admission to the OTD program and successful completion of all previously taken courses in the OTD curriculum (OCT 721-729).

Corequisites - course(s) that must be taken concurrently:

Is this course change connected to differential fees?* Yes No

If yes, explain: A \$300 per credit differential is applied to all courses in the Occupational Therapy Doctoral Program.

Indicate the instructional modes that should be available for scheduling:

- In Person Supplemental Web
- Field Study
- Hybrid
- Independent Study
- Web-based
- Web-based w/ on/off campus meeting
- Other

If other instructional mode, please describe and explain:

"Notes" information

Previous catalogs offered a field called "notes" with some course information. This "notes" section is being eliminated. Any information in that section will not be displayed in future catalogs.

eliminated. Any information in that section will not be displayed in future catalogs.

Notes:

Acknowledgement:* I acknowledge that notes will not appear in the new catalog

III. Evaluation of Library Resources

Indicate library resources that will be needed as a result of changes to this course (if applicable).

Will this course change require changes to library resources?* Yes No

Core Journals:

Core Books:

Electronic Resources:



This section is completed by the librarian


Level of support the Library can provide:

Library Comments:

READY TO SUBMIT?

After making all your intended changes, please follow these steps:

1. Finish the launch of your proposal by clicking the decisions icon  located to the right of the form. This will display a new decision/approval field on the top right.
2. Click on "approve", add an optional comment if necessary, and then click on the "Make My Decision" button at the bottom to move the proposal forward to the next step. You will see a notification indicating that the proposal has moved forward. You will not be able to edit after moving the proposal forward.
3. Please note that it is your responsibility as the proposer to see that the proposal is reviewed and receives all necessary approvals. Please be encouraged to reach out to reviewers on each step, if necessary.
4. You can check the status of the proposal by clicking on the workflow status icon  to verify that the proposal has gone to the next step.


The workflow status icon  will also show you the current step of the proposal at any given time, and who are the reviewers at that step.


QUESTIONS? contact gradcurriculum@unlv.edu

IV. Department Vote Information

Note: This section is to be filled out by the Department Chair on behalf of the department committee.

(The role has been assigned to the corresponding person on this step. If incorrect, please notify gradcurriculum@unlv.edu)

1. Review the proposal. Discuss and make appropriate revisions.
2. Fill in vote information in the fields below, along with the approval.
3. Then approve/reject by clicking the decisions icon  located to the right of the form. This will display a new decision/approval field on the top right. Click on "approve", add an optional comment if necessary, and then click on the "Make My Decision" button at the bottom to move the proposal forward to the next step. You will see a notification indicating that the proposal has moved forward. You will not be able to edit after moving the proposal forward.

The workflow status icon  will also show you the current step of the proposal at any given time, and who are the reviewers at that step.

If there were any modifications to the proposal, please enter them in the comments box below:

Comments: Donnamarie Krause sent email noting departmental vote had taken place on Nov. 3rd, 2021

5/5 voted to approve change.

Date faculty voted on proposal: 11/3/21

Result of vote (Number of yes/no/abstention votes): 5 Yes, 0 no, 0 abstain

Manner of vote (online, in-person, etc.): online virtual meeting

V. College Vote Information


Note: This section is to be filled out by the Academic Associate Dean on behalf of the college/school committee.

(The role has been assigned to the corresponding person on this step. If incorrect, please notify gradcurriculum@unlv.edu)

1. Review the proposal. Discuss and make appropriate revisions.

2. Fill in vote information in the fields below, along with the approval.

3. Then approve/reject by clicking the decisions icon  located to the right of the form. This will display a new decision/approval field on the top right. Click on "approve", add an optional comment if necessary, and then click on the "Make My Decision" button at the bottom to move the proposal forward to the next step. You will see a notification indicating that the proposal has moved forward. You will not be able to edit after moving the proposal forward.

The workflow status icon  will also show you the current step of the proposal at any given time, and who are the reviewers at that step.

Date faculty voted on proposal: 12/21/21

Result of vote (Number of yes/no/abstention votes): 4 Yes, 0 no/ 0 abstain

Manner of vote (online, in-person, etc.): online

VI. Graduate College and Registrar Use Only

PS Processing Notes:

PS Processing Date:

Initials:

**Aalog Processing
Notes:**

**Aalog Processing
Date:**

Initials:

Comments for OCT - 800 - Capstone Preparation

Curriculog	2/22/2022 10:59 am Reply
Graduate Curriculum has approved this proposal on Grad Curriculum Implementation / Follow Up.	
Curriculog	2/17/2022 3:35 pm Reply
Emily Lin has approved this proposal on Graduate College Dean.	
Curriculog	2/17/2022 2:10 pm Reply
Graduate Curriculum has approved this proposal on Graduate Course Review Committee.	
Curriculog	2/16/2022 1:56 pm Reply
James Navalta has approved this proposal on behalf of Graduate Course Review Committee. See Graduate Course Review Committee 02-09-2022 for more information.	
Curriculog	12/22/2021 2:57 pm Reply
Sharon Jalene has approved this proposal on School/College Associate Dean/ Dean.	
Janice Pluth	12/21/2021 12:20 pm Reply
4/4 voted to approve the decision, 12/21/21	
Curriculog	12/21/2021 12:20 pm Reply
Janice Pluth has approved this proposal on School/College Committee.	
Graduate Curriculum	12/20/2021 9:24 am Reply
The votes are added. However, only as a brief note, it is the responsibility of the faculty to input the vote information to the form during the approval of the curriculog proposal directly here in this system. While as curriculum manager I am always very glad to assist, it is only important to keep in mind that the curriculum manager is not part of this process, and hence a proposal should not wait for the curriculum manager unless there are technical difficulties. As always please count on me for assistance at any time if needed.	
Janice Pluth	12/20/2021 8:09 am Reply
Waiting on April Fox to add in the departmental votes, which were not input at time of departmental approval.	

Curriculog12/8/2021 9:13 am [1 Reply](#) | [Reply](#)

Brain Health Chair has approved this proposal on Department Chair.

Janice Pluth

12/13/2021 1:18 pm

There is still no department vote input

Janice Pluth10/25/2021 8:24 pm [Reply](#)

No departmental vote is noted.

Curriculog10/25/2021 8:24 pm [Reply](#)

Janice Pluth has rejected this proposal on School/College Committee.

Curriculog10/18/2021 8:54 am [Reply](#)

Brain Health Chair has approved this proposal on Department Chair.

Curriculog10/15/2021 2:50 pm [Reply](#)

OTD Graduate Coordinator has approved this proposal on Graduate Coordinator.

Graduate Curriculum9/16/2021 11:51 am [Reply](#)

Please note:

- credits adjusted from 3 to 1 and repeat up to 3.
- prereqs adjusted to up-to OCT 729 since course will be offered in the spring 1st year semester.
- not crosslisted

For questions or adjustments please contact gradcurriculum@unlv.edu

Curriculog9/16/2021 11:51 am [Reply](#)

Graduate Curriculum has approved this proposal on Technical Review.

Graduate Curriculum9/16/2021 11:48 am [Reply](#)

Prerequisites adjusted together with originator - course will be offered in the Spring 1st year term, hence prereqs must only go that far.

Graduate Curriculum9/15/2021 10:01 am [Reply](#)

Adjustment made in grading: "3 1-credit courses" was adjusted to 1 credit repeatable up to 3.

Curriculog9/14/2021 5:28 pm [Reply](#)

Donnamarie Krause has approved this proposal on Originator.

Curriculog9/1/2021 5:40 pm [Reply](#)

Donnamarie Krause has launched this proposal.

Curriculog9/1/2021 3:05 pm [Reply](#)

Donnamarie Krause imported from the map 2022-2023 - Working Graduate Catalog into the following proposal fields: I.General Information: Department:, I.General Information: Current Prefix:, I.General Information: Current Number:, I.General Information: Long Course Name:, I.General Information: Catalog Description 50 words limit (read guidelines above); II. Course Change Information: Prerequisites:, II. Course Change Information: Corequisites - course(s) that must be taken concurrently;, II. Course Change Information: Notes:.