I. Roll

( ) Dave Fitzgerald (CBPP) ( ) Ira Ortega (COE) ( ) Christina Stuive (SA) ( ) Adjunct vacancy
( ) Paola Banchero (CAS) ( ) Jeffrey Callahan (CTC) ( ) Francisco Miranda (FS CAS) ( ) USUAA vacancy
( ) Mari Ippolitio (CAS) ( ) Utpal Dutta (SOE) ( ) Alberta Harder (FSAL) Ex-Officio Members:
( ) Barbara Harville(CAS) ( ) Michael Hawfield (KPC) ( ) Soren Orley (FSAL) ( ) Susan Kalina
( ) Len Smiley (CAS) ( ) Kevin Keating (LIB) ( ) FS at large vacancy ( ) Lora Volden
( ) Vacant (COH) ( ) Joan O’Leary (Mat-su) ( ) Kathryn Hollis Buchanan(Kodiak) ( ) S&P
( ) Eileen Weatherby (COH) ( ) Thia Falcone (Adjunct)

II. Approval of the Agenda (pg. 1-3)

III. Approval of Meeting Summary (pg. 4-7)

IV. Administrative Report

A. Vice Provost for Undergraduate Academic Affairs Susan Kalina

B. University Registrar Lora Volden

V. Chair’s Report

A. UAB Chair- Dave Fitzgerald

B. GERC

VI. Program/Course Action Request- Second Readings

Chg ART A212 Beginning Watercolor (3 cr)(0+6)(pg. 8-12)

Chg ART A312 Intermediate Watercolor (stacked with ART A412)(3 cr)(0+6)(pg. 13-18)

Chg ART A412 Advanced Watercolor (stacked with ART A312)(3 cr)(0+6)(pg. 19-24)

Chg ART A499 Thesis (3 cr)(0+6)(pg. 25-27)

Chg Bachelor of Science, Nursing Science (pg. 28-49)

VII. Program/Course Action Request- First Readings

Chg GEOL A490 Advanced Topics in Geology (Stacked with GEOL A690)

Chg CA A111L Bakery Skill Development (4 cr)(2+8)(pg. 60-67)

Chg CA A114 Beverage Management (3 cr)(3+0)(pg. 68-72)

Chg CA A295 Foodservice Internship (3 cr)(1+15)(pg. 73-76)

Chg AAS, Culinary Arts (pg. 77-78)

Chg BA, Hospitality Restaurant Management (pg. 79-91)

Add PTA A101 Fundamental of Physical Therapy (2 cr)(2+0)(pg. 92-96)

Add PTA A105 Tests and Measures (3 cr)(1.5+3)(pg. 97-101)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours (Lecture+Lab)</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA A110</td>
<td>Kinesiology and Biomechanics (3 cr)</td>
<td></td>
<td>(2+2)</td>
<td>102-105</td>
</tr>
<tr>
<td>PTA A120</td>
<td>Rehabilitation I (3 cr) (1.5+3)</td>
<td></td>
<td>(pg. 106-110)</td>
<td></td>
</tr>
<tr>
<td>PTA A130</td>
<td>Physical Therapy Interventions I (4 cr) (2+4)</td>
<td></td>
<td>(pg. 111-116)</td>
<td></td>
</tr>
<tr>
<td>PTA A150</td>
<td>Psychosocial Aspects of Health Care (2 cr) (2+0)</td>
<td></td>
<td>(pg. 117-120)</td>
<td></td>
</tr>
<tr>
<td>PTA A195</td>
<td>Clinical Practicum I (1 cr) (0+3)</td>
<td></td>
<td>(pg. 121-125)</td>
<td></td>
</tr>
<tr>
<td>PTA A210</td>
<td>Therapeutic Exercise (4 cr) (2+4)</td>
<td></td>
<td>(pg. 126-129)</td>
<td></td>
</tr>
<tr>
<td>PTA A220</td>
<td>Rehabilitation II (3 cr) (1.5+3)</td>
<td></td>
<td>(pg. 130-134)</td>
<td></td>
</tr>
<tr>
<td>PTA A230</td>
<td>Physical Therapy Interventions II (4 cr) (2+4)</td>
<td></td>
<td>(pg. 135-139)</td>
<td></td>
</tr>
<tr>
<td>PTA A250</td>
<td>Neurological Interventions Across the Lifespan (3 cr) (2+2)</td>
<td></td>
<td>(pg. 140-144)</td>
<td></td>
</tr>
<tr>
<td>PTA A292</td>
<td>Physical Therapist Assistant Seminar (2 cr) (2+0)</td>
<td></td>
<td>(pg. 145-149)</td>
<td></td>
</tr>
<tr>
<td>PTA A295A</td>
<td>Clinical Practicum II (5 cr) (0+15)</td>
<td></td>
<td>(pg. 150-155)</td>
<td></td>
</tr>
<tr>
<td>PTA A295B</td>
<td>Clinical Practicum III (5 cr) (0+15)</td>
<td></td>
<td>(pg. 156-161)</td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>AAS, Physical Therapist Assistant</td>
<td></td>
<td>(pg. 162-166)</td>
<td></td>
</tr>
<tr>
<td>Chg</td>
<td>ACCT A101 Principles of Financial Accounting I (3 cr) (3+0)</td>
<td></td>
<td>(pg. 167-173)</td>
<td></td>
</tr>
<tr>
<td>Chg</td>
<td>ACCT A102 Principles of Financial Accounting II (3 cr) (3+0)</td>
<td></td>
<td>(pg. 174-181)</td>
<td></td>
</tr>
<tr>
<td>Chg</td>
<td>ACCT A120 Bookkeeping for Business I (3 cr) (3+0)</td>
<td></td>
<td>(pg. 182-188)</td>
<td></td>
</tr>
<tr>
<td>Chg</td>
<td>ACCT A210 Income Tax Preparation (3 cr) (3+0)</td>
<td></td>
<td>(pg. 189-193)</td>
<td></td>
</tr>
<tr>
<td>Chg</td>
<td>ACCT A222 Introduction to Computerized Accounting (3 cr) (3+0)</td>
<td></td>
<td>(pg. 194-199)</td>
<td></td>
</tr>
<tr>
<td>Chg</td>
<td>ACCT A225 Payroll Accounting (3 cr) (3+0)</td>
<td></td>
<td>(pg. 200-204)</td>
<td></td>
</tr>
<tr>
<td>Chg</td>
<td>ACCT A230 Workpaper Preparation and Presentation (3 cr) (3+0)</td>
<td></td>
<td>(pg. 205-209)</td>
<td></td>
</tr>
<tr>
<td>Chg</td>
<td>ACCT A295 Entry-Level Accounting Internship (3 cr) (0+9)</td>
<td></td>
<td>(pg. 210-214)</td>
<td></td>
</tr>
<tr>
<td>Chg</td>
<td>BA A381 Consumer Behavior (3 cr) (3+0)</td>
<td></td>
<td>(pg. 215-218)</td>
<td></td>
</tr>
<tr>
<td>Chg</td>
<td>BA A420 Marketing Research (3 cr) (3+0)</td>
<td></td>
<td>(pg. 219-222)</td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>NS A333 Ethics and the Practice of Nursing (3 cr) (3+0)</td>
<td></td>
<td>(pg. 223-227)</td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>NS A334a Ethics and the Practice of Nursing: Personal and Professional Values (1 cr) (1+0) (pg. 228-231)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>NS A334b Ethics and the Practice of Nursing: Communications (1 cr) (1+0) (pg. 232-236)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>NS A334c Ethics and the Practice of Nursing: Case Studies (1 cr) (1+0) (pg. 237-241)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Del</td>
<td>NS A408 Complex Health Disruptions: Nursing Therapeutics (2 cr) (2+0) (pg. 242-243)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
VIII. Old Business

IX. New Business
   A. CAR Form (pg. 245)
   B. Curriculum Handbook Edits (pg. 246-252)

X. Informational Items and Adjournment
I. Roll
(x) Dave Fitzgerald (CBPP) ( ) Ira Ortega (COE) (x) Christina Stuive (SA) ( ) Adjunct vacancy
(x) Paola Banchero (CAS) (x) Jeffrey Callahan (CTC) (x) Francisco Miranda (FS CAS) ( ) USUAA vacancy
(x) Mari Ippolito (CAS) ( ) Utpal Dutta (SOE) (x) Alberta Harder (FSAL) ( ) Ex-Officio Members:
(x) Paola Banchero (CAS) (x) Jeffrey Callahan (CTC) (x) Francisco Miranda (FS CAS) ( ) USUAA vacancy
(x) Mari Ippolito (CAS) ( ) Utpal Dutta (SOE) (x) Alberta Harder (FSAL) ( ) Susan Kalina
(x) Len Smiley (CAS) (x) Kevin Keating (LIB) ( ) FS at large vacancy ( ) Lora Volden
( ) Vacant (COH) (x) Joan O’Leary (Mat-su) (x) Kathryn Hollis Buchanan (Kodiak) (x) S&P
(x) Eileen Weatherby (COH) ( ) Thia Falcone (Adjunct)

II. Approval of the Agenda (pg. 1-3)
Approved

III. Approval of Meeting Summary (pg. 4-6)
Approved

IV. Administrative Report
A. Vice Provost for Undergraduate Academic Affairs Susan Kalina
Written report is attached to agenda website
Active course list is updated and posted; encouraged departments to review their courses

B. University Registrar Lora Volden

V. Chair’s Report
A. UAB Chair- Dave Fitzgerald
CIO candidates were on campus for interviews

B. GERC

VI. Program/Course Action Request- Second Readings
Chg ART A261 History of Western Art I (3 cr)(3+0)(pg. 7-16)
Chg ART A262 History of Western Art II (3 cr)(3+0)(pg. 17-26)
Chg ART A360A History of Non-Western Art I (3 cr)(3+0)(pg. 27-37)
Chg ART A360B History of Non-Western Art I (3 cr)(3+0)(pg. 38-48)
Chg ART A366 Asian Art (3 cr)(3+0)(pg. 49-53)
Chg ART A367 History of Photography (3 cr)(3+0)(pg. 54-57)
Chg ART A392 Selected Topics in Art Education (1-3 cr)(1-3+0)(pg. 58-62)
Chg ART A403 Arts and Technology (3 cr)(3+0)(pg. 63-68)
Chg ART A404 Diversity and Visual Culture (3 cr)(3+0)(pg. 69-74)
Chg ART A491 Senior Seminar (3 cr)(3+0)(pg. 75-79)
Chg ART A492 Art History Seminar (3 cr)(3+0)(pg. 80-87)
All ART courses are unanimously approved

Chg ENGL A312 Advanced Technical Writing (3 cr)(3+0)(pg. 88-94)
Unanimously Approved

VII. Program/Course Action Request- First Readings
Chg ART A212 Beginning Watercolor (3 cr)(0+6)(pg. 95-99)
Accepted for first reading

Chg ART A312 Intermediate Watercolor (stacked with ART A412)(3 cr)(0+6)(pg. 100-105)
Accepted for first reading
Chg ART A412 Advanced Watercolor (stacked with ART A312)(3 cr)(0+6)(pg. 106-111)
Accepted for first reading

Chg ART A499 Thesis (3 cr)(0+6)(pg. 112-122)
Accepted for first reading

Chg GEOL A490 Advanced Topics in Geology (Stacked with GEOL A690)
(1-4 cr)(1-4+0)(pg. 123-132)
No initiator present

Chg MILS A101 Leadership and Personal Development (1 cr)(1+0)(pg. 133-137)
Chg MILS A102 Introduction to Tactical Leadership (1 cr)(1+0)(pg. 138-140)
Chg MILS A450 History of the United States Army (3 cr)(3+0)(pg. 141-145)
Chg Minor, National Defense, Strategic Studies, and Leadership: Army Emphasis
(pg. 146-152)
All MILS courses and programs are waived for first reading and approved for second

Chg MATH A107 College Algebra (4 cr)(4+0)(pg. 153-160)
Accepted for first reading, Going to GERC

Add MATH A430 Concepts of Topology (3 cr)(3+0)(pg. 161-164)
Waive first reading, approve for second

Chg Minor, Mathematics (pg. 165-166)
Chg Bachelor of Science, Mathematics (pg. 167)
Chg Bachelor of Arts, Mathematics (pg. 168-178)
Accepted for first reading

Chg GEO A365 Geomatics Adjustment and Analysis (4 cr)(4+0)(pg. 179-183)
Waive first reading, approve for second

Chg GEO A490 Selected Advanced Topics in Geomatics (1-6 cr)(0-6+0-12)(pg. 184-187)
Waive first reading, approve for second

Chg GIS A490 Selected Advanced Topics in GIS (1-6 cr)(0-6+0-12)(pg. 188-191)
Waive first reading, approve for second

Chg Undergraduate Certificate, Geographic Information Systems (GIS)
(pg. 192-201)
Waive first reading, approve for second

Accepted for first reading

Chg CA A103 Quantity Food Purchasing (2 cr)(2+0)(pg. 207-212)
Accepted for first reading

Chg CA A104 Sanitation (2 cr)(2+0)(pg. 213-217)
Waive first reading, approve for second

Chg CA A107 Cost Control (3 cr)(3+0)(pg. 218-223)
Waive first reading, approve for second

Chg CA A110L Culinary Skill Development (4 cr)(2+8)(pg. 224-230)
Accepted for reading

Chg CA A111L Bakery Skill Development (4 cr)(2+8)(pg. 231-238)
Chg CA A114 Beverage Management (3 cr)(3+0)(pg. 239-243)
Chg CA A295 Foodservice Internship (3 cr)(1+15)(pg. 244-247)
Chg AAS, Culinary Arts (pg. 248-249)
Chg BA, Hospitality Restaurant Management (pg. 250-262)
Add PTA A101 Fundamental of Physical Therapy (2 cr)(2+0)(pg. 263-267)
Add PTA A105 Tests and Measures (3 cr)(1.5+3)(pg. 268-272)
Add PTA A110 Kinesiology and Biomechanics (3 cr)(2+2)(pg. 273-276)
Add PTA A120 Rehabilitation I (3 cr)(1.5+3)(pg. 277-281)
Add PTA A130 Physical Therapy Interventions I (4 cr)(2+4)(pg. 282-287)
Add PTA A150 Psychosocial Aspects of Health Care (2 cr)(2+0)(pg. 288-291)
Add PTA A195 Clinical Practicum I (1 cr)(0+3)(pg. 292-296)
Add PTA A210 Therapeutic Exercise (4 cr)(2+4)(pg. 297-300)
Add PTA A220 Rehabilitation II (3 cr)(1.5+3)(pg. 301-305)
Add PTA A230 Physical Therapy Interventions II (4 cr)(2+4)(pg. 306-310)
Add PTA A250 Neurological Interventions Across the Lifespan (3 cr)(2+2)(pg. 311-315)
Add PTA A292 Physical Therapist Assistant Seminar (2 cr)(2+0)(pg. 316-320)
Add PTA A295A Clinical Practicum II (5 cr)(0+15)(pg. 321-326)
Add PTA A295B Clinical Practicum III (5 cr)(0+15)(pg. 327-331)
Add AAS, Physical Therapist Assistant (pg. 332-335)
Chg ACCT A102 Principles of Financial Accounting II (3 cr)(3+0)(pg. 343-350)
Chg ACCT A120 Bookkeeping for Business I (3 cr)(3+0)(pg. 351-357)
Chg ACCT A210 Income Tax Preparation (3 cr)(3+0)(pg. 358-362)
Chg ACCT A222 Introduction to Computerized Accounting (3 cr)(3+0)(pg. 363-368)
Chg ACCT A225 Payroll Accounting (3 cr)(3+0)(pg. 369-373)
Chg ACCT A230 Workpaper Preparation and Presentation (3 cr)(3+0)(pg. 374-378)
Chg ACCT A295 Entry-Level Accounting Internship (3 cr)(0+9)(pg. 379-383)

VIII. Old Business
IX. New Business
   A. CAR Form (pg. 384)
   B. Curriculum Handbook Edits (pg. 385-391)

X. Informational Items and Adjournment
# Course Action Request

## University of Alaska Anchorage

### Proposal to Initiate, Add, Change, or Delete a Course

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>1b. Division</th>
<th>1c. Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS CAS</td>
<td>AFAR Division of Fine Arts</td>
<td>Art</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Course Prefix</th>
<th>3. Course Number</th>
<th>4. Previous Course Prefix &amp; Number</th>
<th>5a. Credits/CEUs</th>
<th>5b. Contact Hours (Lecture + Lab)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>A212</td>
<td>NA</td>
<td>3</td>
<td>(0+6)</td>
</tr>
</tbody>
</table>

### 6. Complete Course Title

**Beginning Watercolor**

### Abbreviated Title for Transcript (30 character)

### 7. Type of Course

<table>
<thead>
<tr>
<th>Academic</th>
<th>Preparatory/Development</th>
<th>Non-credit</th>
<th>CEU</th>
<th>Professional Development</th>
</tr>
</thead>
</table>

### 8. Type of Action:

- [ ] Add
- [X] Change
- [ ] Delete

If a change, mark appropriate boxes:

- Prefix
- Credits
- Title
- Grading Basis
- Course Description
- Test Score Prerequisites
- Other Restrictions
- Class
- Level
- College
- Major
- Other Update CCG (please specify)

### 9. Repeat Status

<table>
<thead>
<tr>
<th>No</th>
<th># of Repeats</th>
<th>Max Credits</th>
</tr>
</thead>
</table>

### 10. Grading Basis

- [X] A-F
- [ ] P/NP
- [ ] NG

### 11. Implementation Date

<table>
<thead>
<tr>
<th>semester/year</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: Fall/2013</td>
</tr>
<tr>
<td>To: 9999</td>
</tr>
</tbody>
</table>

### 12. Cross Listed with

- [ ] Stacked

### 13a. Impacted Courses or Programs:

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Catalog Page(s)</th>
<th>Impacted</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BA ART</td>
<td>94, 341</td>
<td>94</td>
<td>11/8/12</td>
<td>Mariano Gonzales</td>
</tr>
<tr>
<td>2. BFA ART</td>
<td>96, 343</td>
<td>96</td>
<td>11/8/12</td>
<td>Mariano Gonzales</td>
</tr>
<tr>
<td>3. ART A312</td>
<td>343</td>
<td>343</td>
<td>11/8/12</td>
<td>Mariano Gonzales</td>
</tr>
</tbody>
</table>

Initiator Name (typed): Deborah Tharp

Initiator Signed Initials: _________ Date: __________

### 13b. Coordination Email

Date: 11/8/12

Submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

### 13c. Coordination with Library Liaison

Date: 11/8/12

### 14. General Education Requirement

Mark appropriate box:

- Oral Communication
- Written Communication
- Quantitative Skills
- Humanities
- Fine Arts
- Social Sciences
- Natural Sciences
- Integrative Capstone

### 15. Course Description (suggested length 20 to 50 words)

Exploration of aquarelle techniques. Emphasizes composition as affected by color, value, stylistic considerations, and individual expression; exhibition procedures are included.

### 16a. Course Prerequisite(s) (list prefix and number)

ART A105 with minimum grade of C

### 16b. Test Score(s)

NA

### 16c. Co-requisite(s) (concurrent enrollment required)

NA

### 16d. Other Restriction(s)

- [X] Mark if course has fees

### 16e. Registration Restriction(s) (non-codable)

NA

### 17. Justification for Action

Change in course prerequisite to better reflect course level expectations and course description. ART A212 has been unstacked from ART A312 and ART A412. Prerequisite of ART A105 added with minimum grade of C.

Initiator (faculty only) Date

Deborah Tharp

Initiator (TYPE NAME)

Approved

Disapproved

Dean/Director of School/College Date

Undergraduate/Graduate Academic Date

Board Chairperson

Approved

Disapproved

Provost or Designee Date

Approved

Disapproved

Department Chairperson Date

Disapproved

Curriculum Committee Chairperson Date

Disapproved
I. Initiation Date
   November 2012

II. Course Information
A. College: College of Arts and Sciences
B. Course Title: Beginning Watercolor
C. Course Subject/Number: ART A212
D. Credit Hours: 3.0 Credits
E. Contact Hours: 0+6 Contact Time
F. Grading Information: A-F
G. Course Description: Exploration of aquarelle techniques. Emphasizes composition as affected by color, value, stylistic considerations, and individual expression; exhibition procedures are included.
H. Status of course relative to a degree or certificate program: Applies to BA and BFA in Art degrees
I. Lab Fee: Yes
J. Coordination: Yes
K. Course Prerequisites: ART A105 Beginning Drawing with minimum grade of C

III. Course Activities
Lectures, demonstrations, class projects, assignments, sketchbooks, journals, and critiques.

IV. Evaluation
Evaluation procedures are at the discretion of the instructor and will be discussed at the first class meeting of the semester. Students will be evaluated on class projects, homework assignments, sketchbook/journal/written work, technical and critical thinking skills, progress throughout semester, attendance and participation. Project evaluation will generally include content, problem solving, craftsmanship, creativity/ingenuity, and amount of effort. It is understood that progress will vary with individual students and is dependent upon entry-level skills, expertise, creativity, and/or amount of time devoted to each project.

Criteria for Grading

To receive a grade of A (superior):
   1. Scholarship/Research: Strong, exceeding all instructor requirements
   2. Initiative: Contributions exceed assignments and demonstrate resourcefulness
   3. Cooperation: Leader in group activities; constant and spontaneous
   4. Individual Improvement: Marked and growing

To receive a grade of B (Above Average):
   1. Scholarship/Research: Accurate and complete, meets all instructor requirements
   2. Initiative: Good when stimulated by some desirable achievement
3. Cooperation: Good in group activities
4. Individual Improvement: Shows marks of improvement; responds to stimulation

To receive a grade of C (Average):
1. Scholarship/Research: Barely meets assignments; needs encouragement
2. Initiative: Uncertain and apparent only at times
3. Cooperation: Fair at times - lacking at other times
4. Individual Improvement: Ordinary, lacking in noticeable benchmarks

To receive a grade of D (Below Average, but Passing):
1. Scholarship/Research: Not meeting all instructor requirements and assignments
2. Initiative: Lacking
3. Cooperation: Not effective and very irregular
4. Individual Improvement: Not noticeable

To receive a grade of F (Failure):
1. Majority of work unacceptable or missing

V. Course Level Justification
A 200-level course that builds on department’s foundation core curriculum.

VI. Outline
A. Introduction of Materials
   1. Traditional Watercolor Painting Supports and Formats
   2. Brushes, Airbrush and other Watercolor Tools/ Supplies
   3. Sketchbook
   4. Studio Use, Health and Safety Issues
B. Watercolor Painting Palette
   1. Color Theory
   2. Value Organization
   3. Selection of Color Systems
   4. Organization and Storage of Palette
C. Selection of Subject Matter may include
   1. Still Life, Self Portrait, Interior, Figurative
   2. Exterior: Landscape, Urban, Micro/Macro Views, etc.
   3. Working from Sketches
   4. Interpreting Historical and Contemporary Models
D. Watercolor and Painting Techniques/ Methodologies
   1. Composition/ Design
   2. Stretching, and Sketching on, Watercolor Paper
   3. The Watercolor Palette: opaque and transparent colors.
   4. Brushstroke and Structuring Space
   5. Brushstroke as Texture/ Mark-making
   6. Picture Plane
   7. Implied (Western) Space in Painting
8. Value: Keys, Chiaroscuro, Light and Value, Value Organization, Value as Expression
9. Color Systems and Organization
10. Symbolic and Emotive Color
11. Blocking In
12. Under Painting
13. The Painterly Edge: Building through process, the pulled edge, edge interrelationships, edge variety/contrast, etc.
14. Traditional Watercolor Techniques may include
   a. Washes and Building Luminosity
   b. Line vs. Shape
   c. Limited Strokes and Structure
   d. Masking, Resists (wax, stencils/templates, tape, etc.)
   e. Corrections
   f. Building Luminosity through Reserving the Whites
   g. Transparency vs. Opacity
   h. Wet into Wet
   i. Graduations of Color
   j. Charged Color (color added to existing color)
   k. Bleeding: Wet Paper
   l. Wet into Dry
   m. Drybrush: Scumbling, Stippling, etc.
   n. Glazing: and Staining/ and Lifting
   o. Scrubbing
   p. Subtractive Painting: Scraping (S'Graffito)/ Sanding
   q. Effects: Bleach, Salt, Water-Soluble Pencils, Splatter and Pour effects, Blotting, etc.
   r. Using non-traditional tools: toothbrush, sponges, rubbings, twigs, hairdryers, fingers, string, stamping, etc.
   s. Impasto/ Palette Knife Technique
   t. Airbrush Techniques

E. Initiate Development of Artistic Personal Language, Problem-Solving and Self-Critical Abilities in Watercolor/Painting
   1. Employ conceptual concerns including critical-thinking processes based on exercises in image-construction
   2. Developing a Focus
   3. Understanding the interconnections between idea, approach, composition, surface, media, etc.
   4. Introduce History of Watercolor, Historic & Contemporary Painting Modes & Research

VII. Instructional Goals and Student Learning Outcomes
A. Instructional Goals. The instructor will:
   1. Apply competency levels in essential watercolor painting skills and principles
   2. Explore solutions to watercolor painting problems
3. Distinguish style and personal iconography in watercolor painting
4. Identify the historical/contemporary significance of watercolor painting

B. Student Learning Outcomes. Student will be able to:

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice the skills to work from concept to finished project</td>
<td>Studio projects</td>
</tr>
<tr>
<td>Construct solutions to watercolor painting problems</td>
<td>Studio projects</td>
</tr>
<tr>
<td>Incorporate the possibilities and limitations of watercolor media</td>
<td>Studio projects</td>
</tr>
<tr>
<td>Demonstrate basic watercolor and painting skills/principles</td>
<td>Final portfolio</td>
</tr>
</tbody>
</table>

 VIII. Suggested Texts


IX. Bibliography and Resources

**Course Action Request**  
**University of Alaska Anchorage**  
**Proposal to Initiate, Add, Change, or Delete a Course**

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>1b. Division</th>
<th>1c. Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS CAS</td>
<td>AFAR Division of Fine Arts</td>
<td>Art</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Course Prefix</th>
<th>3. Course Number</th>
<th>4. Previous Course Prefix &amp; Number</th>
<th>5a. Credits/CEUs</th>
<th>5b. Contact Hours (Lecture + Lab)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>A312</td>
<td>NA</td>
<td>3</td>
<td>(0+6)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Complete Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate Watercolor</td>
</tr>
</tbody>
</table>

**Abbreviated Title for Transcript (30 character)**

<table>
<thead>
<tr>
<th>7. Type of Course</th>
<th>☑ Academic</th>
<th>☐ Preparatory/Development</th>
<th>☐ Non-credit</th>
<th>☐ CEU</th>
<th>☐ Professional Development</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>8. Type of Action:</th>
<th>☐ Add</th>
<th>☑ Change</th>
<th>☐ Delete</th>
</tr>
</thead>
</table>

If a change, mark appropriate boxes:

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Credits</th>
<th>Grade</th>
<th>Repeat Status</th>
<th>Cross-Listed/Stacked</th>
<th>Course Prerequisites</th>
<th>Co-requisites</th>
<th>Registration Restrictions</th>
<th>Other Restrictions</th>
<th>College</th>
<th>Major</th>
<th>Other Update CCG (please specify)</th>
</tr>
</thead>
</table>

9. Repeat Status Yes  
☐ # of Repeats 1  
☐ Max Credits 6

10. Grading Basis  
☒ A-F  
☐ P/NP  
☐ NG

11. Implementation Date  
sem/yr  
From: Fall/2013  
To: /9999

12. ☐ Cross Listed with  
☐ Stacked with ART A412  
Cross-Listed Coordination

13a. Impacted Courses or Programs: List any programs or college requirements that require this course. Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at [www.uaa.alaska.edu/governance](http://www.uaa.alaska.edu/governance).

**Impacted Program/Course**  

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Catalog Page(s)</th>
<th>Impact</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BA ART</td>
<td>Courtesy Coordination</td>
<td>11/8/12</td>
<td>Mariano Gonzales</td>
<td></td>
</tr>
<tr>
<td>2. BFA ART</td>
<td>Courtesy Coordination</td>
<td>11/8/12</td>
<td>Mariano Gonzales</td>
<td></td>
</tr>
<tr>
<td>3. ART A412</td>
<td>345</td>
<td>11/8/12</td>
<td>Mariano Gonzales</td>
<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed): Deborah Tharp  
Initiator Signed Initials: ___________  
Date: ______________

13b. Coordination Email  
Date: 11/8/12  
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison  
Date: 11/8/12

14. General Education Requirement  
Mark appropriate box:  
☐ Oral Communication  
☐ Written Communication  
☐ Quantitative Skills  
☐ Humanities  
☐ Fine Arts  
☐ Social Sciences  
☐ Natural Sciences  
☐ Integrative Capstone

15. Course Description (suggested length 20 to 50 words)

Intensified development of expressive skills including watercolor techniques and refines material uses with the emphasis on individual approaches to traditional and non-traditional pictorial and conceptual problems.

Special Note: May be repeated once for credit with substantive change in media or emphasis.

16a. Course Prerequisite(s) (list prefix and number)  
ART A212

16b. Test Score(s)  
N/A

16c. Co-requisite(s) (concurrent enrollment required)  
N/A

16d. Other Restriction(s)  
☐ College  
☐ Major  
☐ Class  
☐ Level

16e. Registration Restriction(s) (non-codable)  
N/A

17. ☑ Mark if course has fees

18. ☐ Mark if course is a selected topic course

19. Justification for Action  
Update course description, course title and CCG to reflect current course content. Remove Registration Restrictions because they are no longer necessary. Unstack Beginning Watercolor ART A212 from Intermediate Watercolor ART A312 and Advanced Watercolor ART A412.
<table>
<thead>
<tr>
<th>Initiator (faculty only)</th>
<th>Date</th>
<th>Dean/Director of School/College</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deborah Tharp</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiator (TYPE NAME)</th>
<th></th>
<th>Approved</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Disapproved</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Chairperson</th>
<th>Date</th>
<th>Approved</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Disapproved</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Curriculum Committee Chairperson</th>
<th>Date</th>
<th>Approved</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Disapproved</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Undergraduate/Graduate Academic Board Chairperson</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Provost or Designee</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
I. Initiation Date: November 2012

II. Course Information
   A. College: College of Arts and Sciences
   B. Course Title: Intermediate Watercolor
   C. Course Subject/Number: ART A312
   D. Credit Hours: 3.0 Credits
   E. Contact Hours: 0+6 Contact Time
   F. Grading Information: A-F
   G. Course Description: Intensified development of expressive skills including watercolor painting techniques and refines material uses with the emphasis on individual approaches to traditional and non-traditional pictorial and conceptual problems. Special Note: May be repeated once for credit with substantive change in media or emphasis
   H. Status of course relative to a degree or certificate program: Applies to B.A. and B.F.A. in Art degrees.
   I. Lab Fee: Yes
   J. Coordination: None required.
   K. Course Prerequisites: ART A212 Beginning Watercolor
   L. Registration Restriction: None

III. Course Activities:
Lectures, demonstrations, class projects, assignments, sketchbooks, journals, and critiques.

IV. Evaluation:
Evaluation procedures are at the discretion of the instructor and will be discussed at the first class meeting of the semester. Project evaluation will generally include content, problem solving, craftsmanship, creativity/ingenuity, and amount of effort. It is understood that progress will vary with individual students and is dependent upon entry-level skills, expertise, creativity, and/or amount of time devoted to each project.

Criteria for Grading

1.0 To receive a grade of A:
1.1 Scholarship/Research: Strong, exceeding all instructor requirements.
1.2 Initiative: Contributions exceed expectations for the class.
1.3 Attitude: Excellent interactive skills in the classroom.
1.4 Cooperation: Excels in contributions to group activities.
1.5 Individual Improvement: Demonstrates mastery of intermediate watercolor techniques.
2.0 To receive a grade of B:
2.1 Scholarship/Research: Meets all instructor requirements
2.2 Initiative: Contributions are above average for the class.
2.3 Attitude: Above average interactive skills in the classroom.
2.4 Cooperation: Above average contributions in group activities
2.5 Individual Improvement: Above average demonstration of intermediate watercolor techniques.

3.0 To receive a grade of C:
3.1 Scholarship/Research: Does required assignments.
3.2 Initiative: Contributions are average for the class.
3.3 Attitude: Average interactive skills in the classroom.
3.4 Cooperation: Average contributions to group activities.
3.5 Individual Improvement: Average demonstration of intermediate watercolor techniques.

4.0 To receive a grade of D:
4.1 Scholarship/Research: Below average assignments
4.2 Initiative: Contributions are below average for the class.
4.3 Attitude: Below interactive skills in the classroom.
4.4 Cooperation: Below average contributions to group activities.
4.5 Individual Improvement: Below average demonstration of intermediate watercolor techniques.

5.0 To receive a grade of F:
5.1 Majority of work unacceptable or missing

V. Course Level Justification:
A 300-level course that builds on previous course work.

VI. Outline
1.0 Review of Beginning Watercolor, Design and Drawing issues:
   1.1 Materials
   1.2 Sketchbook Supplies.
   1.3 Studio Use, Health and Safety Issues
   1.4 Color and Value
   1.5 Design and Composition
   1.6 Drawing/ Spatial Issues
   1.7 Transparent Watercolor Techniques

2.0 Other Traditional and Non-Traditional Watercolor Techniques
   2.1 Gouache (Opaque)
   2.2 Resists (wax, stencils/templates, tape, etc.)
   2.3 Subtractive Watercolor techniques
   2.4 Effects: Bleach, Salt, Water-Soluble Pencils, Splatter and Pour effects, Blotting, etc.
   2.5 Using non-traditional tools: toothbrush, sponges, rubbings, twigs, hairdryers, fingers, string, stamping, etc.
   2.6 Airbrush Techniques

3.0 Selection of Subject Matter
   3.1 Working from Life: Figurative, Landscape, Interior, Exterior, Still life, etc.
3.2 Working from Sketches  
3.3 Invention  
3.4 Interpreting Historic and Contemporary Models  
3.5 Toward Abstraction and/or Non-Objective Watercolor Painting  
   a. Figure/Ground Issues  
   b. Abstraction Exercises  

4.0 Content-Building  
4.1 Narrative Painting (Possibly with Model)  
4.2 Emotive  
4.3 Conceptual  
4.4 Addressing Contemporary Cultural/Societal Issues, etc.  

5.0 Research  
5.1 Homage or Appropriation  
5.2 Preparation for Assigned Problems in Watercolor Painting: Image, approach, materials, style, etc.  
5.3 Acquired knowledge of the history and contemporary practice  
5.4 Research Outside Traditional (Western) Art History:  

6.0 Initiate Development of Artistic Personal Language, Problem-Solving and Self-Critical Abilities in Watercolor/Painting.  
6.1 Employ conceptual concerns through assignments that include critical-thinking processes based on exercises in image-construction.  
6.2 Developing a Focus  
6.3 Understanding the interconnections between idea, approach, composition, surface, media, etc.  
6.4 History of Watercolor, Historic & Contemporary Painting Modes & Research.  

VII. Instructional Goals and Student Learning Outcomes  
A. Instructional Goals. The instructor will:  
   1) Foster in students the essential competencies in practiced painting skills and critical problem solving.  
   2) Provide a structured environment for the development of concepts, approach and personal iconography.  
   3) Present historical and contemporary significance of watercolor painting as it applies to concepts taught.  

B. Student Learning Outcomes. The student will be able to:  

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use watercolor painting skills and principles in reference to contemporary thought and practice</td>
<td>Studio projects</td>
</tr>
<tr>
<td>Develop self-critical solutions to course problems</td>
<td>Studio projects/class critiques</td>
</tr>
<tr>
<td>Explore the possibilities and limitations of approaches/media</td>
<td>Studio projects</td>
</tr>
<tr>
<td>Refine skills from initial concept to the finished project</td>
<td>Studio projects</td>
</tr>
<tr>
<td>Demonstrate conceptual, technical, traditional and non-traditional</td>
<td>Final projects</td>
</tr>
</tbody>
</table>
VIII. Suggested Text


IX. Bibliography and Resources

**Course Action Request**  
**University of Alaska Anchorage**  
**Proposal to Initiate, Add, Change, or Delete a Course**

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>1b. Division</th>
<th>1c. Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS CAS</td>
<td>AFAR Division of Fine Arts</td>
<td>Art</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Course Prefix</th>
<th>3. Course Number</th>
<th>4. Previous Course Prefix &amp; Number</th>
<th>5a. Credits/CEUs</th>
<th>5b. Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>A412</td>
<td>NA</td>
<td>3</td>
<td>(Lecture + Lab)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Complete Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Watercolor</td>
</tr>
</tbody>
</table>

**Abbreviated Title for Transcript (30 character)**

<table>
<thead>
<tr>
<th>7. Type of Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Academic</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Type of Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Add</td>
</tr>
</tbody>
</table>

If a change, mark appropriate boxes:

- Prefix
- Credits
- Grading Basis
- Course Description
- Test Score Prerequisites
- Other Restrictions
- Other Update CCG (please specify)

<table>
<thead>
<tr>
<th>9. Repeat Status Yes</th>
<th># of Repeats</th>
<th>Max Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>1</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. Grading Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ A-F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. Implementation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: Fall/2013 To:</td>
</tr>
<tr>
<td>9999</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. Cross Listed with</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ ART A312</td>
</tr>
</tbody>
</table>

Cross-Listed Coordination

<table>
<thead>
<tr>
<th>13a. Impacted Courses or Programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>List any programs or college requirements that require this course.</td>
</tr>
</tbody>
</table>

Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at [www.uaa.alaska.edu/governance](http://www.uaa.alaska.edu/governance).

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Catalog Page(s) Impacted</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BA ART</td>
<td>Courtesy Coordination</td>
<td>11/8/12</td>
<td>Mariano Gonzales</td>
</tr>
<tr>
<td>2. BFA ART</td>
<td>Courtesy Coordination</td>
<td>11/8/12</td>
<td>Mariano Gonzales</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed): Deborah Tharp  
Initiator Signed Initials: _________  
Date: _______________

<table>
<thead>
<tr>
<th>13b. Coordination Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: 11/8/12</td>
</tr>
</tbody>
</table>

submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

<table>
<thead>
<tr>
<th>13c. Coordination with Library Liaison</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: 11/8/12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>14. General Education Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark appropriate box:</td>
</tr>
<tr>
<td>☐ Oral Communication</td>
</tr>
<tr>
<td>☐ Written Communication</td>
</tr>
<tr>
<td>☐ Quantitative Skills</td>
</tr>
<tr>
<td>☐ Humanities</td>
</tr>
<tr>
<td>☐ Fine Arts</td>
</tr>
<tr>
<td>☐ Social Sciences</td>
</tr>
<tr>
<td>☐ Natural Sciences</td>
</tr>
<tr>
<td>☐ Integrative Capstone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15. Course Description (suggested length 20 to 50 words)</th>
</tr>
</thead>
</table>

Continued investigation of more advanced watercolor techniques and approaches regarding conceptual/pictorial constructions. Encourages experimentation, research and technical approaches. Special Note: May be repeated once for credit with substantive change in media or emphasis.

<table>
<thead>
<tr>
<th>16a. Course Prerequisite(s) (list prefix and number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART A312</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16b. Test Score(s) (concurs enrollment required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16c. Co-requisite(s) (non-codable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16d. Other Restriction(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ College</td>
</tr>
<tr>
<td>☐ Major</td>
</tr>
<tr>
<td>☐ Class</td>
</tr>
<tr>
<td>☐ Level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16e. Registration Restriction(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(non-codable)</td>
</tr>
<tr>
<td>NA</td>
</tr>
</tbody>
</table>

| 17. ☒ Mark if course has fees |

| 18. ☐ Mark if course is a selected topic course |

<table>
<thead>
<tr>
<th>19. Justification for Action</th>
</tr>
</thead>
</table>

Update course description, course title and CCG to reflect current course content. Remove Registration Restrictions because they are no longer necessary. Unstack Beginning Watercolor ART A212 from Intermediate Watercolor ART A312 and Advanced Watercolor ART A412.
<table>
<thead>
<tr>
<th>Role</th>
<th>Approved</th>
<th>Disapproved</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiator (faculty only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deborah Tharp</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiator (TYPE NAME)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean/Director of School/College</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Chairperson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate/Graduate Academic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Chairperson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provost or Designee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curriculum Committee Chairperson</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
UNIVERSITY OF ALASKA ANCHORAGE
COURSE CONTENT GUIDE

I. Initiation Date: November 2012

II. Course Information
A. College: College of Arts and Sciences
B. Course Title: Advanced Watercolor
C. Course Subject/Number: ART A412
D. Credit Hours: 3.0 Credits
E. Contact Hours: 0+6 Contact Time
F. Grading Information: A-F
G. Course Description: Continued investigation of more advanced watercolor techniques and approaches regarding conceptual/pictorial construction. Encourages experimentation, research and technical approaches. Special Note: May be repeated once for credit with substantive change in media or emphasis.
H. Status of course relative to a degree or certificate program: Applies to B.A. and B.F.A. in Art degrees
I. Lab Fee: Yes
J. Coordination: None required
K. Course Prerequisites: ART A312
L. Registration Restriction: N/A

III. Course Activities:
Lectures, demonstrations, class projects, assignments, sketchbooks, journals, and critiques.

IV. Evaluation:
Evaluation procedures are at the discretion of the instructor and will be discussed at the first class meeting of the semester. Project evaluation will generally include content, problem solving, craftsmanship, creativity/ingenuity, and amount of effort. It is understood that progress will vary with individual students and is dependent upon entry-level skills, expertise, creativity, and/or amount of time devoted to each project.

A. Criteria for Grading

1.0 To receive a grade of A:
1.1 Scholarship/Research: Strong, exceeding all instructor requirements.
1.2 Initiative: Contributions exceed expectations for the class.
1.3 Attitude: Excellent interactive skills in the classroom.
1.4 Cooperation: Excels in contributions to group activities.
1.5 Individual Improvement: Demonstrates mastery of advanced watercolor techniques.
2.0 To receive a grade of B:
2.1 Scholarship/Research: Meets all instructor requirements
2.2 Initiative: Contributions are above average for the class.
2.3 Attitude: Above average interactive skills in the classroom.
2.4 Cooperation: Above average contributions in group activities
2.5 Individual Improvement: Above average demonstration of advanced watercolor techniques.

3.0 To receive a grade of C:
3.1 Scholarship/Research: Does required assignments.
3.2 Initiative: Contributions are average for the class.
3.3 Attitude: Average interactive skills in the classroom.
3.4 Cooperation: Average contributions to group activities.
3.5 Individual Improvement: Average demonstration of advanced watercolor techniques.

4.0 To receive a grade of D:
4.1 Scholarship/Research: Below average assignments
4.2 Initiative: Contributions are below average for the class.
4.3 Attitude: Below average interactive skills in the classroom.
4.4 Cooperation: Below average contributions to group activities.
4.5 Individual Improvement: Below average demonstration of advanced watercolor techniques.

5.0 To receive a grade of F:
5.1 Majority of work unacceptable or missing

V. Course Level Justification:
A 400-level course that requires and builds on a working knowledge of studio skills and techniques.

VI. Outline
A. Overview of Techniques and Processes
   1. Review of Studio Practice.
   2. Continued Refinement of Skills and Conceptual Problem-Solving.
B. Development of Personal Artistic Voice in Individually-Proposed Body of Work.
   1. Development of Thematic/Conceptual Ideas
   2. Development of planned works.
   3. Historic/Contemporary Research supporting Studio Involvement.
   4. Painting and other Methodologies.
C. Research
   1. Preparation for Semester's Problems in Painting:
      Image, approach, materials, style.
   2. Acquire knowledge of the history and contemporary practice of painting.
   3. Research Outside Traditional (Western) Art History and the Discipline
D. Initiate Development of Artistic Personal Language, Problem-Solving and Self-
Critical Abilities in Watercolor/ Painting.
1. Employ conceptual concerns through assignments including critical thinking processes based on image-construction exercises.
2. Developing a focus
3. Interconnections between ideas, approaches, compositions, surfaces, and media.
4. History of watercolor, historic and contemporary painting modes and research.

VII. Instructional Goals and Student Learning Outcomes
A. Instructional Goals. The instructor will:
1. Foster in students essential competencies and refinement of critical thinking and other skills learned in Intermediate Watercolor.
2. Present historical and contemporary significance of watercolor painting as it applies to issues pursued.
3. Foster the development of concepts, techniques and personal iconography.
4. Present historical relationships as related to advanced watercolor.

B. Student Learning Outcomes. The student will be able to:

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrate advanced watercolor skills/principles with contemporary thought and practice</td>
<td>Studio projects</td>
</tr>
<tr>
<td>Demonstrate self-critical approaches to image invention and conceptual development</td>
<td>Class critiqués</td>
</tr>
<tr>
<td>Experiment with the possibilities and limitations of the watercolor media</td>
<td>Studio projects</td>
</tr>
<tr>
<td>Develop a continuing refinement of a personal artistic voice</td>
<td>Studio projects</td>
</tr>
<tr>
<td>Demonstrate conceptual and technical approaches to advanced watercolor painting</td>
<td>Final portfolio</td>
</tr>
</tbody>
</table>

VIII. Suggested Text:

IX. Bibliography and Resources
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a. School or College</td>
<td>AS CAS</td>
</tr>
<tr>
<td>1b. Division</td>
<td>AFAR Division of Fine Arts</td>
</tr>
<tr>
<td>1c. Department</td>
<td>ART</td>
</tr>
<tr>
<td>2. Course Prefix</td>
<td>ART</td>
</tr>
<tr>
<td>3. Course Number</td>
<td>A499</td>
</tr>
<tr>
<td>4. Previous Course Prefix &amp; Number</td>
<td>NA</td>
</tr>
<tr>
<td>5a. Credits/CEUs</td>
<td>3</td>
</tr>
<tr>
<td>5b. Contact Hours (Lecture + Lab)</td>
<td>(0+6)</td>
</tr>
<tr>
<td>6. Complete Course Title</td>
<td>Thesis</td>
</tr>
<tr>
<td>Abbreviated Title for Transcript (30 character)</td>
<td></td>
</tr>
<tr>
<td>7. Type of Course</td>
<td>Academic</td>
</tr>
<tr>
<td>8. Type of Action:</td>
<td>Add</td>
</tr>
<tr>
<td>If a change, mark appropriate boxes:</td>
<td></td>
</tr>
<tr>
<td>Prefix</td>
<td></td>
</tr>
<tr>
<td>Credits</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Grading Basis</td>
<td></td>
</tr>
<tr>
<td>Cross-Listed/Stacked</td>
<td></td>
</tr>
<tr>
<td>Course Description</td>
<td></td>
</tr>
<tr>
<td>Test Score Prerequisites</td>
<td></td>
</tr>
<tr>
<td>Co-requisites</td>
<td></td>
</tr>
<tr>
<td>Other Restrictions</td>
<td></td>
</tr>
<tr>
<td>Registration Restrictions</td>
<td></td>
</tr>
<tr>
<td>9. Repeat Status No</td>
<td></td>
</tr>
<tr>
<td># of Repeats</td>
<td></td>
</tr>
<tr>
<td>Max Credits</td>
<td></td>
</tr>
<tr>
<td>10. Grading Basis</td>
<td>A-F</td>
</tr>
<tr>
<td>P/NP</td>
<td></td>
</tr>
<tr>
<td>NG</td>
<td></td>
</tr>
<tr>
<td>11. Implementation Date</td>
<td>semester/year</td>
</tr>
<tr>
<td>From: Summer/2013</td>
<td>To: /9999</td>
</tr>
<tr>
<td>12. Cross Listed with</td>
<td></td>
</tr>
<tr>
<td>Stacked</td>
<td>Cross-Listed Coordination Signature</td>
</tr>
<tr>
<td>13a. Impacted Courses or Programs:</td>
<td></td>
</tr>
<tr>
<td>Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at <a href="http://www.uaa.alaska.edu/governance">www.uaa.alaska.edu/governance</a>.</td>
<td></td>
</tr>
<tr>
<td>Initiation Name (typical): Deborah Tharp</td>
<td></td>
</tr>
<tr>
<td>Initiator Signed Initials</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>13b. Coordination Email</td>
<td>Date: 11/11/11</td>
</tr>
<tr>
<td>submitted to Faculty Listserv: (<a href="mailto:uaa-faculty@lists.uaa.alaska.edu">uaa-faculty@lists.uaa.alaska.edu</a>)</td>
<td></td>
</tr>
<tr>
<td>13c. Coordination with Library Liaison</td>
<td>Date: 11/11/11</td>
</tr>
<tr>
<td>14. General Education Requirement</td>
<td></td>
</tr>
<tr>
<td>Mark appropriate box:</td>
<td></td>
</tr>
<tr>
<td>Oral Communication</td>
<td></td>
</tr>
<tr>
<td>Written Communication</td>
<td></td>
</tr>
<tr>
<td>Quantitative Skills</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td></td>
</tr>
<tr>
<td>Social Sciences</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td></td>
</tr>
<tr>
<td>Integrative Capstone</td>
<td></td>
</tr>
<tr>
<td>15. Course Description (suggested length 20 to 50 words)</td>
<td></td>
</tr>
<tr>
<td>Student will produce and exhibit a body of work based on an approved thesis proposal. Exhibition of work will be in designated group show. Special Note: Offered Spring semester only.</td>
<td></td>
</tr>
<tr>
<td>16a. Course Prerequisite(s) (list prefix and number)</td>
<td>ART A491</td>
</tr>
<tr>
<td>16b. Test Score(s)</td>
<td>NA</td>
</tr>
<tr>
<td>16c. Co-requisite(s) (concurrent enrollment required)</td>
<td>NA</td>
</tr>
<tr>
<td>16d. Other Restriction(s)</td>
<td></td>
</tr>
<tr>
<td>College</td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td></td>
</tr>
<tr>
<td>Level</td>
<td></td>
</tr>
<tr>
<td>16e. Registration Restriction(s) (non-codable)</td>
<td>Declared major in BFA in ART and approval of BFA Committee</td>
</tr>
<tr>
<td>17. Mark if course has fees</td>
<td></td>
</tr>
<tr>
<td>18. Mark if course is a selected topic course</td>
<td></td>
</tr>
<tr>
<td>19. Justification for Action</td>
<td></td>
</tr>
<tr>
<td>Special Note added to Course Description to inform that ART A499 is only offered in Spring semester.</td>
<td></td>
</tr>
</tbody>
</table>
I. Initiation Date

   September 2012

II. Course Information

   A. College: College of Arts and Sciences
   B. Course Title: Thesis
   C. Course Subject/Number: ART A499
   D. Credit Hours: 3.0 Credits
   E. Contact Time: 0+6 Contact Time
   F. Grading Information: Pass/No Pass
   G. Course Description: Student will produce and exhibit a body of work based on an approved thesis proposal. Exhibition of work will be in designated group show.
       Special Note: Offered Spring semester only.
   H. Status of course relative to degree or certificate program:
       Required: BFA in Art
   I. Lab Fees: Yes
   J. Coordination: None
   K. Course Prerequisites: ART A491
   L. Registration Restrictions: Declared BFA in Art and approval of BFA Committees

III. Course Activities

   See BFA handbook details. Independently directed studio course. Planning and execution of a body of work. Planning for a formal gallery exhibition.

IV. Evaluation

   See BFA Thesis Evaluation Format attached

V. Course Level Justification

   A 400-level senior thesis course requiring substantive prerequisites, completion of primary studio concentration courses and approval by BFA Committee

VI. Outline

   As directed by Thesis Proposal

VII. Instructional Goals and Student Learning Outcomes

   A. Instructional Goals. The instructor will:

   1. Guide the student through the development of expressive properties in-group critiques with faculty.
   2. Demonstrate application of conceptual properties to works of art in-group critiques with faculty.
   3. Engage students in the use of formal properties in-group critiques with faculty.

   B. Student Learning Outcomes. The student will be able to:
<table>
<thead>
<tr>
<th>STUDENT LEARNING OUTCOMES</th>
<th>ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate the successful use of expressive properties in the visual realization of the thesis proposal</td>
<td>Exhibition of art work</td>
</tr>
<tr>
<td>Demonstrate the use of qualitative properties, originality and growth in ideas and thoughts as applied to the thesis proposal</td>
<td>Exhibition of art work</td>
</tr>
<tr>
<td>Demonstrate the technical mastery of material and presentation as expressed by formal means</td>
<td>Exhibition of art work</td>
</tr>
</tbody>
</table>

VIII. Suggested Text  
Not applicable

IX. Bibliography and Resources  
As directed by Thesis Proposal
<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>1b. Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH College of Health</td>
<td>Nursing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Complete Program Title/Prefix</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science, Nursing Science Program</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Type of Program</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose one from the appropriate drop down menu:</td>
<td>Undergraduate: or Graduate:</td>
</tr>
<tr>
<td>Bachelor of Science</td>
<td>CHOOSE ONE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>This program is a Gainful Employment Program:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Yes or ☐ No</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Type of Action: PROGRAM</th>
<th>PREFIX</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Add</td>
<td>☐ Add</td>
</tr>
<tr>
<td>☑ Change</td>
<td>☐ Change</td>
</tr>
<tr>
<td>☐ Delete</td>
<td>☐ Inactivate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Implementation Date (semester/year)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>From: Fall/2013 To: 9999/9999</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6a. Coordination with Affected Units</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department, School, or College:</td>
<td>School of Nursing, Department of Philosophy</td>
</tr>
<tr>
<td>Initiator Name (typed):</td>
<td>Catherine Sullivan</td>
</tr>
<tr>
<td>Initiator Signed Initials:</td>
<td>_________</td>
</tr>
<tr>
<td>Date:</td>
<td>________________</td>
</tr>
</tbody>
</table>

| 6b. Coordination Email submitted to Faculty Listserv (uaa-faculty@lists.uaa.alaska.edu) | Date: | 10/23/12 |

| 6c. Coordination with Library Liaison | Date: | 10/23/12 |

<table>
<thead>
<tr>
<th>7. Title and Program Description - Please attach the following:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Cover Memo</td>
<td>☑ Catalog Copy in Word using the track changes function</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Justification for Action</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>For the Academic Catalog - Addition of student learning outcomes, changes in admission requirements, clarification of accepted courses in the Bachelor of Science, Nursing Science Program and the Registered Nurse Option, addition of Ethics and the Practice of Nursing courses, deletion of PHIL A302 Biomedical Ethics, deletion of NS A408/L, and revision of faculty list - Please see 10/23/12 memo for explanations.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiator (faculty only)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Catherine Sullivan</td>
<td></td>
</tr>
<tr>
<td>Initiator (TYPE NAME)</td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>☑ Disapproved</td>
</tr>
<tr>
<td>☐ Approved</td>
<td>☐ Disapproved</td>
</tr>
<tr>
<td>☐ Approved</td>
<td>☐ Disapproved</td>
</tr>
<tr>
<td>☐ Approved</td>
<td>☐ Disapproved</td>
</tr>
<tr>
<td>☐ Approved</td>
<td>☐ Disapproved</td>
</tr>
</tbody>
</table>
Bachelor of Science, Nursing Science

Students pursuing the baccalaureate degree in Nursing Science are provided both the theory and clinical base to assess, plan, implement, and evaluate health care to meet the needs of individuals, families, groups, and communities. There are two Nursing Science options: the Basic Student Option and the Registered Nurse Option.

Student Learning Outcomes

At the completion of either the Basic Student Option or the Registered Nurse Option, graduates will have met the following Program Outcomes:

1. Demonstrate critical thinking by making evidence-based nursing judgments through the use of intellectual, interpersonal, and technical competencies to promote safe and effective client-centered care.
2. Implement caring behaviors in the practice of professional nursing using established standards, evidence based practice, and innovation to prevent illness and promote and restore health in order to meet the changing needs of diverse individuals, families, groups, and communities.
3. Utilize principles of management and leadership to collaborate as a member of the inter-professional care team by using a spirit of inquiry to direct clinical nursing practice.
4. Compare and contrast roles of the professional nurse in promoting optimal healthcare and policies locally, nationally, and globally.
5. Develop an individual plan for ongoing professional development and professional identity.

Honors in Nursing

Students majoring in Nursing Science are eligible to graduate with departmental honors by satisfying the following requirements:

1. Meet the requirements for Graduation with Honors as listed in Chapter 7, Academic Standards and Regulations.
2. Meet the requirements for a BS in Nursing Science.
3. Earn a grade point average of 3.50 or higher in courses in the School of Nursing (courses with NS prefix).
4. Complete the following:
   a. Obtain written support for the intent to graduate with honors from the faculty advisor.
   b. Notify the chair of the baccalaureate program and the Baccalaureate Curriculum Committee in writing of the intent to graduate with honors prior to enrolling in the first semester of senior year classes.
   c. Obtain approval to enroll in the honors electives from the baccalaureate chair and Baccalaureate Curriculum Committee prior to enrolling for first semester of senior year classes.
5. Satisfactorily complete the two honors electives* courses during the senior year of the baccalaureate Nursing program.
   NS A440 Nursing Honors I - Project Exploration
   NS A441 Nursing Honors II - Project Implementation

* These courses satisfy the required 3 hours of Nursing electives in the baccalaureate Nursing program.

Basic Student Option

Admission Requirements

Students who apply to the baccalaureate Nursing major and who qualify for admissions to UAA at the baccalaureate level are admitted as pre-nursing majors. Admission as a pre-nursing major does not guarantee admission to the Nursing program. There are a limited number of seats available in each nursing course. Students must apply for admission to the Nursing major during the semester in which they are completing the final prerequisites for the first nursing courses. Preference will be given to residents of the State of Alaska as defined by the university’s policy on residency for tuition purposes. Applications must be submitted prior to October 1. The Baccalaureate Program will accept between 60 and 120 students each year. The School of Nursing strongly recommends that students submit their university application up to six
months prior to the School of Nursing deadline to ensure complete processing of the application and transcript evaluation. The process for advancement to the major and the formal admission to the Nursing major are:

1. Accepted by UAA as pre-nursing major with transcript evaluations (if any) from the Office of Admissions.
2. Attend a group advising session and follow-up advising sessions with a School of Nursing advisor. Call 907-786-4560 for pre-recorded information on group advising session.
3. Completion of specified prerequisite courses with a grade of C or better; specified prerequisite courses may not be repeated more than once.
   - BIOL A111  Human Anatomy and Physiology I (4)  8
   - BIOL A112  Human Anatomy and Physiology II (4)
   - CHEM A103/L Survey of Chemistry with Laboratory (4)  8
   - CHEM A104/L Introduction to Organic Chemistry and Biochemistry with Laboratory (4)
   - ENGL A111  Methods of Written Communication (3)  6
   - ENGL A213  Writing in the Social and Natural Sciences (3)
   - For students not required to take ENGL A111, another GER written communication course must be completed to total 6 credits. For transfer students, grades from equivalent courses are substituted. (GER refers to UAA General Education Requirement.)
   - Choose one of the following three courses:
     - ENGL A120  Critical Thinking (3)  3
     - PHIL A101  Introduction to Logic (3)
     - PHIL A201  Introduction to Philosophy (3)
     - Oral communication GER  3
     - Humanities or fine arts or social science GER  3
     - PSY or SOC from GER social science list  3
   - An extracted minimum grade point average of 3.00 for courses required for the Bachelor of Science, Nursing Science. The GPA is calculated using grades from all courses required for the nursing major and completed at the time of application to the Nursing major.
4. Enrollment in or completion of: (A grade of C or higher is required in these courses.)
   - BIOL A240/L Introductory Microbiology for Health Sciences  4
   - PSY A150  Lifespan Development  3
   - ANTH or ECON from social science GER list  3
   - Two humanities or fine arts or social science GERs  6
   - Either the reasoning skills requirement or PSY 150 Lifespan Development must be completed at the time of application to the baccalaureate major. Students must be enrolled in which ever of these requirements has not been completed.
5. Completion of the first 34 credits, as outlined in No. 3, and during enrollment in courses outlined in No. 5, the student meets with a nursing advisor to verify course completion and GPA and complete the application to the Nursing major. The student may call (907) 786-4550 to set up an appointment.
6. Completion of the pre-admission test.
7. Completion of the pre-admission test.
8. School of Nursing Application File: The application file must be complete by October 1 deadline.
   a. School of Nursing Application and Confidential Required Information Form on file in the school.
b. Three letters of recommendation.

c. A current Plan of Study signed by a School of Nursing advisor on file with the School of Nursing.

d. Scores on pre-admission test.

9. Consideration of the application by the Admissions Committee:

a. Formal admission to the nursing program is based on the student’s relative standing on the minimum requirements outlined above. October 1 is the deadline for consideration by the Admissions Committee.

b. All applicants meeting the criteria described above will then be ranked according to the following 3 criteria for the admissions process:
   i. Extracted minimum grade point average
   ii. Extracted science GPA, which includes CHEM A103 and CHEM A104 and BIOL A111 and BIOL A112
   iii. Preadmission test scores

10. Achievement of a C or higher in the specified courses for the major that are in progress when admission is sought (i.e., PSY A150, BIOL A240), and maintenance of a minimum 3.0 GPA until the semester of enrollment in beginning nursing courses (NS A204, NS A216, and NS A300).

**Academic Progress**

In order to progress within the clinical Nursing major, students must earn a satisfactory grade (C or higher or P) in all Nursing Sciences courses.

Re-enrollment: Students who are unable to earn an acceptable grade in a nursing course during their initial enrollment may attempt to earn a satisfactory grade one additional time on a space available basis.

Concurrent enrollment: Students enrolled in one course must be concurrently enrolled in all courses with that common number (NS A313, NS A313L; NS A315, NS A315L; NS A401, NS 401L; NS A406, NS A406L; NS A411, NS A411L, NS A416, NS A416L).

Basic student option progress: The four-semester clinical sequence must be completed in eight semesters and no more than a one-semester delay between sequential clinical courses will be permitted without validation of continued competence and currency.

**Clinical Requirements**

All students who are admitted to clinical nursing courses are required to provide copies of documentation of health and CPR prior to beginning those courses. Requirements marked with an asterisk (*) are considered valid only if the expiration date does not occur prior to the end of the semester of current enrollment:

1. Evidence of:
   a. Immunizations for, or immunity to key conditions consistent with current clinical guidelines.
   b. Documentation of HIV testing annually (results not required).*
   c. Freedom from active tuberculosis, documented annual by negative PPD skin test or by health examination.*

2. Current Health Provider Certification in Cardiopulmonary Resuscitation (CPR) for infants, children and adults (information regarding acceptable courses may be obtained from the department).*

3. Results of a national level criminal background check.

4. Students enrolled in clinical courses must provide their own transportation to clinical assignments and are required to purchase uniforms and specialized equipment.

5. It is strongly recommended that students maintain personal medical insurance. The school assumes no responsibility for illnesses and injuries experienced by students in conjunction with their clinical experiences; students who are injured while completing clinical assignments are responsible for all associated medical costs.

**Graduation Requirements**

Students must complete the following graduation requirements:
General University Requirements
Complete the General University Requirements for All Baccalaureate Degrees listed at the beginning of this chapter.

General Education Requirements
Complete the General Education Requirements for Baccalaureate Degrees listed at the beginning of this chapter. In the nursing program, some required prerequisite courses fulfill general education requirements.

Major Requirements
1. Complete all 44-45 credits of support courses for the Nursing Science major with a grade of C or better. Courses marked with an asterisk (*) must be completed prior to admission to clinical nursing courses:
   - **ANTH or ECON General Education Requirement 3
   - *BIOL A111 Human Anatomy and Physiology I 4
   - *BIOL A112 Human Anatomy and Physiology II 4
   - *BIOL A240 Introductory Microbiology for Health Sciences 4
   - *CHEM A103/L Survey of Chemistry with Laboratory 4
   - *CHEM A104/L Introduction to Organic Chemistry and Biochemistry with Laboratory 4
   - *DN A203 Nutrition for the Health Sciences 3
   - *ENGL A213 Writing in the Social and Natural Sciences 3
   - *ENGL A213 Critical Thinking (3) 3
   - or
   - PSY A150* Lifespan Development 3
   - PSY or SOC General Education Course 3
   - Reasoning Skills** 3
   - ENGL A120 Critical Thinking (3) 3
   - or
   - PHIL A101 Introduction to Logic (3)
   - or
   - PHIL A201 Introduction to Philosophy (3)
   - STAT A252 Elementary Statistics (3) 3-4
   - or
   - STAT A307 Probability and Statistics (4)
   - **Must be in addition to the required General Education Requirements.

2. Nursing Courses: Complete required nursing courses for the Nursing Science major (67 credits).
   - NS A204 Technology and Nursing Informatics 3
   - NS A216 Pathophysiology 4
   - NS A300 Foundations of Nursing I: Roles, Processes, and Trends 4
   - NS A303 Foundations of Nursing II: Therapeutics 3
   - NS A303L Foundations of Nursing II Laboratory 5
   - NS A309 Pharmacology in Nursing 3
   - NS A313 Health Disruptions I 3
   - NS A313L Health Disruptions I Laboratory 3
   - NS A315 Health I: Nursing Therapeutics 3
   - NS A315L Health I: Nursing Therapeutics Laboratory 3
   - NS A334a Ethics and the Practice of Nursing: Personal and Professional Values 1
   - NS A334b Ethics and the Practice of Nursing:
3. A total of 126 credits is required for the degree; 42 credits must be upper division.

**Registered Nurse Option**

For students who hold current licensure as a Registered Professional Nurse in the state of Alaska, the school offers "RN-only" courses and sections within the nursing major designed to build upon the RN’s basic preparation and experience and to facilitate progress in meeting program objectives. Previous college credits are evaluated for comparability to established requirements within the program and may be accepted for transfer; in addition, credit by examination is available to satisfy some General Education Requirements. Additional information is available upon request.

**Admission Requirements**

Registered nurses returning to complete the baccalaureate degree in Nursing Science must successfully complete the same academic prerequisites as basic students. Students who apply to the baccalaureate nursing major and who qualify for admission to baccalaureate study are admitted as pre-nursing majors. Admission as a pre-nursing major does not guarantee admission to the nursing program. Registered Nurses must apply for admission to the nursing major during the semester in which they are completing the final prerequisites for NS A205. The deadline for RN admission is once a year on November 1 for the following summer. Formal admission to the nursing program is based on the registered nurse’s relative standing on the following minimum requirements:

1. Accepted by UAA as pre-nursing major with transcript evaluations from the Office of Admissions.
2. Current licensure as a Registered Professional Nurse in the state of Alaska. Verification of licensure on file with the school.
3. A current Plan of Study signed by a nursing advisor and the RN student on file with the School of Nursing. The student may call (907) 786-4550 to set up an advising session.
4. An extracted minimum grade point average of 2.00. The grade point average will be calculated using grades from all courses which are required for the nursing major that have been completed at the time of application to the major.
5. A grade of C or better in all specified courses required for the nursing major.
6. Completion of specified prerequisite courses at the time of application to the major (44 credits):

   - **BIOL A111** Human Anatomy and Physiology I 4
   - **BIOL A112** Human Anatomy and Physiology II 4
   - **BIOL A240** Introductory Microbiology for Health Sciences 4
CHEM A103/L  Survey of Chemistry with Laboratory  4
CHEM A104/L  Introduction to Organic Chemistry and Biochemistry with Laboratory  4
ENGL A111  Methods of Written Communication  3
ENGL A213  Writing in the Social and Natural Sciences  3

For students not required to take ENGL A111, another English composition course will be substituted. For transfer students, grades from equivalent courses will be substituted.

PSY A130  Lifespan Development  3

Choose one of the following three courses:
ENGL A120  Critical Thinking (3)
or
PHIL A101  Introduction to Logic (3)
or
PHIL A201  Introduction to Philosophy (3)
ANTH or ECON from social science GER list  3
Oral communication GER  3
Humanities or fine arts or social science GER  3
PSY or SOC from GER social science list  3

7. Achieve a C in the specified courses for the major that are in progress when admission is sought and maintain a minimum 2.00 grade point average until beginning nursing courses.

8. A School of Nursing application on file in the school.

9. Three letters of recommendation, two of which must be professional recommendations.

Registered Nurse students not formally admitted by UAA as baccalaureate seeking students in the nursing program or admitted as pre-nursing majors are eligible to take Nursing electives for which prerequisites have been met.

**RN Clinical Requirements**

See Clinical Requirements under the Basic Student Option.

**RN Academic Progress**

See Academic Progress under the Basic Student Option.

**Graduation Requirements**

Students must complete the following graduation requirements:

**General University Requirements**

Complete the General University Requirements for All Baccalaureate Degrees listed at the beginning of this chapter.

**General Education Requirements**

Complete the General Education Requirements for Baccalaureate Degrees listed at the beginning of this chapter. In the Nursing program, some required prerequisite courses fulfill general education requirements.

**Major Requirements**

1. Support Courses: Complete support courses for the Nursing Science major (44-45 credits). All support courses must be completed with a grade of C or better prior to admission to 300-level clinical nursing courses:
   - ANTH or ECON* General Education Requirement  3
   - BIOL A111  Human Anatomy and Physiology I  4
   - BIOL A112  Human Anatomy and Physiology II  4
BIOL A240     Introductory Microbiology for Health Sciences 4
CHEM A103/L  Survey of Chemistry with Laboratory 4
CHEM A104/L  Introduction to Organic Chemistry and Biochemistry with Laboratory 4
DN A203      Nutrition for the Health Sciences 3
ENGL A213    Writing in the Social and Natural Sciences 3
PSY A150*    Lifespan Development 3
PSY or SOC   General Education Requirement 3
Reasoning Skills:* 3
ENGL A120    Critical Thinking (3) 3
or
PHIL A101    Introduction to Logic (3)
or
PHIL A201    Introduction to Philosophy (3)
STAT A252    Elementary Statistics (3) 3 - 4
or
STAT A307    Probability and Statistics (4)

*Must be in addition to the required General Education Requirements.

**RN Licensure Credit**

An accepted, degree-seeking UAA nursing student who has successfully passed the National Council Licensing Examination (NCLEX) and has current RN licensure in the state of Alaska may be granted the following UAA course credits (31 credits) upon admission to the nursing major:

NS A216     Pathophysiology 4
NS A309     Pharmacology in Nursing 3
NS A303     Foundations of Nursing II: Therapeutics 3
NS A303L    Foundations of Nursing II Laboratory 5
NS A313     Health Disruptions I 3
NS A313L    Health Disruptions I Laboratory 3
NS A401     Health Disruptions II 3
NS A401L    Health Disruptions II Lab 2.5
NS A406     Nursing Therapeutics in Complex Health Disruptions 2
NS A406L    Nursing Therapeutics in Complex Health Disruptions Laboratory 2.5

An administrative fee will be charged for these credits. To receive credits, the student must complete the appropriate form with a nursing advisor. Contact the School of Nursing (907) 786-4550 for further information.

2. Nursing courses for academic credit: Complete the following required nursing courses within the Nursing Science major (34 credits). Courses marked with an asterisk (*) must be completed with a grade of C or better prior to admission to 400-level clinical nursing courses.

*NS A205    Nursing Informatics 3
*NS A305    Health Assessment of Individuals 2
*NS A305L   Health Assessment of Individuals
Laboratory 1

*NS A308 Dimensions of Professional Nursing Practice 3

*NS A314 Health I for Registered Nurses 2

*NS A314L Health I for Registered Nurses Laboratory 2

NS A333L Ethics and the Practice of Nursing 3

NS A400 Nursing Research 3

NS A411 Health II: Nursing Therapeutics 3

NS A411L Health II: Nursing Therapeutics Laboratory 3

NS A417 Management in Nursing 3

Nursing electives (upper division) 6

Three credits of nursing elective may be met with a current recognized nursing certification.

3. Complete elective credits to total 126 credits.

4. A total of 126 credits is required for the degree, 42 credits of which must be upper division.

FACULTY

Barbara Berner, Director, bjberner@uaa.alaska.edu
Maureen O’Malley, Associate Professor, Associate Director, momalley@uaa.alaska.edu
Rebecca Bouter, Term Assistant Professor, ribouker@alaska.edu
Bethany Buchanan, Term Assistant Professor, bbuchan1@uaa.alaska.edu
Martha Carver, Term Instructor, mlcarmer@uaa.alaska.edu
Bernice Carmon, Associate Professor, bycarmon@uaa.alaska.edu
Leanne Davis, Assistant Professor, lmdavis4@uaa.alaska.edu
Tina Delapp, Professor Emerita, ttdelapp@uaa.alaska.edu
Margaret Draskovich, Associate Professor, msdraskovich@uaa.alaska.edu
Elizabeth Driscoll, Term Assistant Professor, emdriscoll@uaa.alaska.edu
Martha Fenger, Associate Professor, mferger@uaa.alaska.edu
Machelle Gerhardt, Assistant Professor, mggerhardt@uaa.alaska.edu
Janet Gleason, Assistant Professor, jgleason@kpc.alaska.edu
Pamela Grogan, Assistant Professor, pjgrogan@uaa.alaska.edu
Lori Hart, Associate Professor, labart@uaa.alaska.edu
Thomas Hendrix, Associate Professor, thendri3@uaa.alaska.edu
Jill Janke, Professor/Graduate Program Chair, jpranke@uaa.alaska.edu
Cindy Jones, Term Assistant Professor, cjones2@uaa.alaska.edu
Colleen Kelley, Assistant Professor, cmkelley2@uaa.alaska.edu
Lorna Kendrick, Associate Professor, lkendrick@uaa.alaska.edu
Dorothy Kinley, Term Instructor, dkkinley@uaa.alaska.edu
Rita Kittoe, Assistant Professor, rkittoe@uaa.alaska.edu
Carol Klamser, Associate Professor, ckklamser@uaa.alaska.edu
Shirley LaForge, Associate Professor, slaforge@alaska.edu
Patricia Lynes-Hayes, Term Assistant Professor, plyneshayes@uaa.alaska.edu
Christine Michel, Associate Professor, cmichel@uaa.alaska.edu
Justine Muench, Assistant Professor, jmuench@uaa.alaska.edu
Marianne Murray, Assistant Professor, mmurray13@uaa.alaska.edu
Carol Nash, Associate Professor, cnash@uaa.alaska.edu
Terri Olson, Associate Professor, tsolson@uaa.alaska.edu
Sharon Peabody, Term Assistant Professor, speabody@uaa.alaska.edu
Bachelor of Science, Nursing Science

Students pursuing the baccalaureate degree in Nursing Science are provided both the theory and clinical base to enable them to assess, plan, implement, and evaluate health care to meet the needs of individuals, families, groups, and communities whose health status varies qualitatively and quantitatively. Students working on a degree in Nursing Science may choose from two options: There are two Nursing Science options: the Basic Student Option and the Registered Nurse Option.

Student Learning Outcomes

At the completion of either the Basic Student Option or the Registered Nurse Option, graduates will have met the following Program Outcomes:

1. Demonstrate critical thinking by making evidence-based nursing judgments through the use of intellectual, interpersonal, and technical competencies to promote safe and effective client-centered care.

2. Implement caring behaviors in the practice of professional nursing using established standards, evidence-based practice, and innovation to prevent illness and promote and restore health in order to meet the changing needs of diverse individuals, families, groups, and communities.

1.2 Utilize principles of management and leadership to collaborate as a member of the inter-professional care team by using a spirit of inquiry to direct clinical nursing practice.

2.4 Compare and contrast roles of the professional nurse in promoting optimal healthcare and policies locally, nationally, and globally.

5. Develop an individual plan for ongoing professional development and professional identity.

Honors in Nursing

Students majoring in Nursing Science are eligible to graduate with departmental honors by satisfying the following requirements:

1. Meet the requirements for Graduation with Honors as listed in Chapter 7, Academic Standards and Regulations.

2. Meet the requirements for a BS in Nursing Science.

3. Earn a grade point average of 3.50 or higher in courses within the School of Nursing (courses with NS prefix).

4. Complete the following processes:
   a. Obtaining written support for the intent to graduate with honors from the individual's faculty advisor.
   b. Notifying the chair of the baccalaureate program and the Baccalaureate Curriculum Committee in writing of the intent to graduate with honors prior to enrolling in the first semester of senior year classes.
   c. Obtaining approval to enroll in the honors electives from the baccalaureate chair and Baccalaureate Curriculum Committee prior to enrolling for first semester of senior year classes.

5. Satisfactorily complete the two honors electives* courses during the senior year of the baccalaureate Nursing program.

   NS A440 Nursing Honors I - Project Exploration
   NS A441 Nursing Honors II - Project Implementation

* These courses satisfy the required 3 hours of Nursing electives in the baccalaureate Nursing program.
Basic Student Option

Admission Requirements

Students who apply to the baccalaureate Nursing major and who qualify for admissions to UAA at the baccalaureate nursing majors level are admitted as pre-nursing majors. Admission as a pre-nursing major does not guarantee admission to the Nursing program. There are a limited number of seats available in each nursing course. Students must apply for admission to the Nursing major during the semester in which they are completing the final prerequisites for the first nursing courses (see Item 6 below). Preference will be given to residents of the State of Alaska as defined by the university’s policy on residency for tuition purposes. Applications must be submitted prior to October 1 in the fall semester or February 1 in the spring semester. The School of Nursing strongly recommends that students submit their university application up to six months prior to the School of Nursing deadlines to ensure complete processing of the application and transcript evaluation. The process for advancement to the major and to formal admission to the Nursing program major are:

1. UAA Certificate of Admission and Accepted by UAA as pre-nursing major with transcript evaluations (if any) from the Office of Admissions.

2. Attend a group advising session and follow-up advising sessions Advising sessions with a School of Nursing advisor. The student attends a group advising session (Call 907-786-4560 for pre-recorded information on group advising session).

3. An extracted minimum grade point average of 2.70 for courses required for the Bachelor of Science, Nursing Science. The GPA is calculated using grades from all courses required for the nursing major and completed at the time of application to the Nursing major.

4. Completion of specified prerequisite courses with a grade of C or better; specified prerequisite courses may not be repeated more than once higher in all specified courses required for the nursing major.

5. Completion of specified prerequisite courses:

   (GER refers to UAA General Education Requirement)
   
   - BIOL A111/L Human Anatomy and Physiology I (4) with Laboratory (4)
   - and
   - BIOL A112/L Human Anatomy and Physiology II (4)
   - CHEM A103/L Survey of Chemistry with Laboratory (4) 8
   - and
   - CHEM A104/L Introduction to Organic Chemistry and Biochemistry with Laboratory (4)
   - ENGL A111 Methods of Written Communication (3) 6
   - and
   - ENGL A213 Writing in the Social and Natural Sciences (3)

   For students not required to take ENGL A111, another GER written communication course must be completed to total 6 credits. For transfer students, grades from equivalent courses are substituted. (GER refers to UAA General Education Requirement.)

Choose one of the following three courses:

   - ENGL A120 Critical Thinking (3) 3
   - or
   - PHIL A101 Introduction to Logic (3)
   - or
   - PHIL A201 Introduction to Philosophy (3)
An extracted minimum grade point average of 3.00 for courses required for the Bachelor of Science, Nursing Science. The GPA is calculated using grades from all courses required for the nursing major and completed at the time of application to the Nursing major.

Enrollment in, or credit completion of: (A grade of C or higher is required in these courses.)

- BIOL A240/L Introductory Microbiology for Health Sciences 4
- PSY A150 Lifespan Development or (ENGL A120, PHIL A101 or PHIL A201) 3
- ANTH or ECON from social science GER list 3
- Two Humanities or fine arts or social science GERs 6

Either the reasoning skills requirement or PSY 150 Lifespan Development must be completed at the time of application to the baccalaureate major. Students must be enrolled in whichever of these requirements has not been completed.

Applications may not repeat any prerequisite course more than once.

Application to the baccalaureate nursing major. After completion of the first 34 credits, as outlined in No. 35, and during enrollment in courses outlined in No. 56, the student meets with the coordinator of student affairs, a nursing advisor, to verify course completion and GPA and completes the application to the Nursing major. The student may call (907) 786-4550 to set up an appointment.

Completion of the pre-admission test.

School of Nursing Application File: The application file must be complete by October 1 deadline.

- School of Nursing Application and Confidential Required Information Form on file in the school.
- A current Plan of Study signed by a School of Nursing advisor on file with the School of Nursing.
- Scores on pre-admission test.

Consideration of the application by the Admissions Committee:

- After completion of all the above steps, the student’s file is forwarded to the school’s Admissions Committee for acceptance into the nursing major. Formal admission to the nursing program is based on the student’s relative standing on the minimum requirements outlined above. There are two deadlines for consideration by the committee: October 1 in the following fall semester is the deadline for consideration by the Admissions Committee, and February 1 in the following spring semester.

- Achievement of a C or higher in the specified courses for the major that are in progress when admission is sought (i.e., PSY A150, BIOL A240), and maintenance of a minimum 2.70 GPA until the semester of enrollment in beginning nursing courses (NS A204 and NS A216).

- Preference will be given to residents of the State of Alaska as defined by the university’s policy on residency for tuition purposes.

- All applicants meeting the criteria described above will then be ranked according to the following 3 criteria for the admissions process:

  - i. Extracted minimum grade point average
  - ii. Extracted science GPA, which includes CHEM A103 and CHEM A104 and BIOL A111 and BIOL A112
iii. Preadmission test scores

10. Achievement of a C or higher in the specified courses for the major that are in progress when admission is sought (i.e., PSY A150, BIOL A240), and maintenance of a minimum 3.0 GPA until the semester of enrollment in beginning nursing courses (NS A204, NS A216, and NS A300).

**Academic Progress**

In order to progress within the clinical Nursing major, students must earn a satisfactory grade (C or higher or P) in all Nursing Sciences courses.

Re-enrollment: Students who are unable to earn an acceptable grade in a nursing course during their initial enrollment may attempt to earn a satisfactory grade one additional time on a space available basis.

Concurrent enrollment: Students enrolled in one course must be concurrently enrolled in all courses with that common number (NS A313, NS A313L; NS A315, NS A315L; NS A401, NS A401L; NS A406, NS A406L; NS A411, NS A411L, NS A416, NS A416L).

Basic student option progress: The four-semester clinical sequence must be completed in eight semesters and no more than a one-semester delay between sequential clinical courses will be permitted without validation of continued competence and currency.

**Clinical Requirements**

All students who are admitted to clinical nursing courses are required to provide copies of documentation of health, and personal liability insurance prior to beginning those courses. Requirements marked with an asterisk (*) are considered valid only if the expiration date does not occur prior to the end of the semester of current enrollment:

1. Evidence of:
   - Immunizations for, or immunity to key conditions consistent with current clinical guidelines.
     - a. Immunity to rubella and rubeola confirmed by titers;
     - b. Immunity to hepatitis A and hepatitis B confirmed by titers (first-semester clinical students may be in the process of completing the immunization series, for those students, documentation of immunity by titers is required prior to entry into second-year courses);
     - c. Diphtheria/tetanus vaccination within the last 10 years (booster required at time of expiration);
     - d. Freedom from active tuberculosis, documented annually by negative PPD skin test or by health examination by a nurse practitioner, physician, or physician’s assistant.*
     - e. Immunity to chicken pox confirmed by health history, titer, or immunization;
     - f. Documentation of HIV testing annually (results not required).*
     - g. Freedom from active tuberculosis, documented annual by negative PPD skin test or by health examination.*

2. Current Health Provider Certification in Cardiopulmonary Resuscitation (CPR) for infants, children and adults (information regarding acceptable courses may be obtained from the department).*

3. Professional liability insurance in the amount of $1 million/$3 million; insurance must be maintained throughout the duration of the student’s enrollment in clinical nursing courses. (Specific information regarding acceptable professional liability insurance policies may be obtained directly from the program).*

4. Results of a national level criminal background check.

5. Students enrolled in clinical courses must provide their own transportation to clinical assignments and are required to purchase uniforms and specialized equipment.

6. It is strongly recommended that students maintain personal medical insurance. The school assumes no responsibility for illnesses and injuries experienced by students in conjunction with their clinical experiences; students who are...
injured while completing clinical assignments are responsible for all associated medical costs. It is strongly recommended that students maintain personal medical insurance.

**Academic Progress**

In order to progress within the baccalaureate nursing program, students must earn a satisfactory grade (C or higher or P) in all Nursing Sciences courses.

*Re-enrollment:* Students who are unable to earn an acceptable grade in a nursing course during their initial enrollment may attempt to earn a satisfactory grade one additional time on a space available basis.

*Concurrent enrollment:* Students enrolled in one course must be concurrently enrolled in all courses with that common number (NS A313, NS A313L; NS A315, NS A315L; NS A401, NS A401L; NS A406, NS A406L; NS A411, NS A411L; NS A416, NS A416L).

*Basic student option progress:* The four-semester clinical sequence must be completed in seven semesters and no more than a one-semester delay between sequential clinical courses will be permitted without validation of continued competence and currency.

**Graduation Requirements**

Students must complete the following graduation requirements:

**General University Requirements**

Complete the General University Requirements for All Baccalaureate Degrees listed at the beginning of this chapter.

**General Education Requirements**

Complete the General Education Requirements for Baccalaureate Degrees listed at the beginning of this chapter. In the nursing program, some required prerequisite courses fulfill general education requirements.

**Major Requirements**

1. Complete all **44-45** credits of support courses for the Nursing Science major with a grade of C or better. Courses marked with an asterisk (*) must be completed prior to admission to clinical nursing courses:

   **ANTH or ECON General Education Requirement**
   - 3

   *BIOL A111 Human Anatomy and Physiology I**
   - 4

   *BIOL A112 Human Anatomy and Physiology II**
   - 4

   *BIOL A240 Introductory Microbiology for Health Sciences**
   - 4

   *CHEM A103/L Survey of Chemistry with Laboratory**
   - 4

   *CHEM A104/L Introduction to Organic Chemistry and Biochemistry with Laboratory**
   - 4

   *DN A203 Nutrition for the Health Sciences**
   - 3

   *ENGL A213 Writing in the Social and Natural Sciences**
   - 3

   PHIL A202 Biomedical Ethics**
   - 3

   PSY A150** Lifespan Development**
   - 3

   PSY or SOC General Education Course**
   - 3

   Reasoning Skills**
   - 3

   ENGL A120 or Critical Thinking (3)
   - 3

   or

   PHIL A101 Introduction to Logic (3)
   - 3

   or

   PHIL A201 Introduction to Philosophy (3)
   - 3

   PHIL A101 or PHIL A201

   STAT A252 Elementary Statistics (3)
   - 3-4

   or
STAT A307 Probability and Statistics (4)

**Must be in addition to the required General Education Requirements.**

2. Nursing Courses: Complete required nursing courses for the Nursing Science major (674 credits).
   - NS A204 Technology and Nursing Informatics 3
   - NS A216 Pathophysiology 4
   - NS A300 Foundations of Nursing I: Roles, Processes, and Trends 4
   - NS A303 Foundations of Nursing II: Therapeutics 3
   - NS A303L Foundations of Nursing II Laboratory 5
   - NS A309 Pharmacology in Nursing 3
   - NS A313 Health Disruptions I 3
   - NS A313L Health Disruptions I Laboratory 3
   - NS A315 Health I: Nursing Therapeutics 3
   - NS A315L Health I: Nursing Therapeutics Laboratory 3
   - NS A334a Ethics and the Practice of Nursing: Personal and Professional Values 12
   - NS A334b Ethics and the Practice of Nursing: Communications 13
   - NS A334c Ethics and the Practice of Nursing: Case Studies 12
   - NS A400 Research in Nursing Research 3
   - NS A401 Health Disruptions II 3
   - NS A401L Health Disruptions II Laboratory 2.5
   - NS A406 Nursing Therapeutics in Complex Health Disruptions 2
   - NS A406L Nursing Therapeutics in Complex Health Disruptions Laboratory 2.5
   - NS A411 Health II: Nursing Therapeutics 3
   - NS A411L Health II: Nursing Therapeutics Laboratory 3
   - NS A415 Nursing Management and Legal Perspectives 4
   - NS A416 Concentration in Clinical Nursing 0.5
   - NS A416L Concentration in Clinical Nursing Lab 3.5
   - Nursing elective (upper division) 3

3. A total of 126 credits is required for the degree; 42 credits must be upper division.

**Registered Nurse Option**

For students who hold current licensure as a Registered Professional Nurse in the state of Alaska, the school offers “RN-only” courses and sections within the nursing major designed to build upon the RN’s basic preparation and experience and to facilitate progress in meeting program objectives. Previous college credits are evaluated for comparability to established requirements within the program and may be accepted for transfer; in addition, credit by examination is available to satisfy some General Education Requirements. Additional information is available upon request.
Admission Requirements

Registered nurses returning to complete the baccalaureate degree in Nursing Science must successfully complete the same academic prerequisites as basic students. Students who apply to the baccalaureate nursing major and who qualify for admission to baccalaureate study are admitted as pre-nursing majors. Admission as a pre-nursing major does not guarantee admission to the nursing program. Registered Nurses must apply for admission to the nursing major during the semester in which they are completing the final prerequisites for NS A2045. The deadline for RN admission is twice a year on November 1 and March 1 for the following summer. Formal admission to the nursing program is based on the registered nurse’s relative standing on the following minimum requirements:

1. Accepted by UAA as pre-nursing major UAA Certificate of Admission and with transcript evaluations from the Office of the Registrar of Admissions.
2. Current licensure as a Registered Professional Nurse in the state of Alaska. Verification Copy of licensure on file with the school.
3. A current Plan of Study signed by a nursing advisor and the RN student on file with the School of Nursing and Health Sciences. The student may call (907) 786-4550 to set up an advising session.
4. An extracted minimum grade point average of 2.00. The grade point average will be calculated using grades from all courses which are required for the nursing major that have been completed at the time of application to the major.
5. A grade of C or better in all specified courses required for the nursing major.
6. Completion of all credit for specified prerequisite courses at the time of application to the major (44 credits): (17 credits):
   - **BIOL A111** Human Anatomy and Physiology I 4
   - **BIOL A112** Human Anatomy and Physiology II 4
   - **BIOL A240** Introductory Microbiology for Health Sciences 4
   - **CHEM A103/L** Survey of Chemistry with Laboratory 4
   - **CHEM A104/L** Introduction to Organic Chemistry and Biochemistry with Laboratory 4
   - **ENGL A111** Methods of Written Communication 3
   - **ENGL A213** Writing in the Social and Natural Sciences 3
   - **PSY A150** Lifespan Development 3
   - Choose one of the following three courses: 3
     - **COMM A111/ENGL A120** Critical Thinking (3)
     - **PHIL A101** Introduction to Logic (3)
     - **PHIL A201** Introduction to Philosophy (3)
   - **General Education Requirement** 3

For students not required to take ENGL A111, another English composition course will be substituted. For transfer students, grades from equivalent courses will be substituted.
ANTH or ECON from social science GER list  3
Oral communication GER  3
Humanities or fine arts or social science GER  3
PSY or SOC from GER social science list  3
For students not required to take ENGL A111, another English composition course will be substituted. For transfer students, grades from equivalent courses will be substituted.

7. Enrollment in, or credit for,
   BIOL A112 Human Anatomy and Physiology II  4
   CHEM A104/L Introduction to Organic Chemistry and
   Biochemistry with Laboratory  4
   ENGL A120, PHIL A101, or PHIL A201  3

ENGL A213 Writing in the Social and Natural
   Sciences  3
at the time of application to the major, on achieving 7. Achieve a C in the specified courses for the major that are in
   progress when admission is sought (i.e., CHEM A104/L, BIOL A112), and maintain a minimum 2.00
   grade point average until beginning nursing courses.

8. A School of Nursing and Health Sciences application on file in the school.
9. Three letters of recommendation, one of which must be a professional.
   Registered Nurse students not formally admitted by UAA as a baccalaureate seeking students in the nursing program or
   admitted as pre-nursing majors are eligible to take the following courses:
   Nursing electives for which prerequisites have been met.

RN Clinical Requirements
See Clinical Requirements under the Basic Student Option.

RN Academic Requirements
See Academic Progress under the Basic Student Option.

Graduation Requirements
Students must complete the following graduation requirements:

General University Requirements
Complete the General University Requirements for All Baccalaureate Degrees listed at the beginning of this chapter.

General Education Requirements
Complete the General Education Requirements for Baccalaureate Degrees listed at the beginning of this chapter. In
the Nursing program, some required prerequisite courses fulfill general education requirements.

Major Requirements
1. Support Courses: Complete support courses for the Nursing Science major (44 credits). All support
courses must be completed with a grade of C or better prior to admission to 300-level clinical nursing courses:
   ANTH or ECON General Education Requirement  3
   BIOL A111 Human Anatomy and Physiology I  4
   BIOL A112 Human Anatomy and Physiology II  4
   BIOL A240 Introductory Microbiology for
   Health Sciences  4
   CHEM A103/L Survey of Chemistry
with Laboratory  4
CHEM A104/L  Introduction to Organic Chemistry and Biochemistry

DN A203  Nutrition for the Health Sciences  4
ENGL A213  Writing in the Social and Natural Sciences  3

PHIL A202  Biomedical Ethics  3
PSY A150*  Lifespan Development  3
PSY or SOC  General Education Requirement  3
Reasoning Skills:*  3
ENGL A120  Critical Thinking (3)  3

PHIL A101  Introduction to Logic (3)
PHIL A201  Introduction to Philosophy (3)  3 - 4
STAT A252  Elementary Statistics (3)  3 - 4

RN Licensure Credit
An accepted, degree-seeking UAA nursing student who has successfully passed the National Council Licensing Examination (NCLEX) and has current RN licensure in the state of Alaska may be granted the following UAA course credits (26.5 - 31 credits) upon admission to the nursing major:

NS A216  Pathophysiology  4
NS A309  Pharmacology in Nursing  3
NS A303  Foundations of Nursing II: Therapeutics  3

NS A303L  Foundations of Nursing II Laboratory  5
NS A313  Health Disruptions I  3
NS A313L  Health Disruptions I Laboratory  3
NS A401  Health Disruptions II  3
NS A401L  Health Disruptions II Lab  2.5
NS A406  Nursing Therapeutics in Complex Health Disruptions  2

NS A406L  Nursing Therapeutics in Complex Health Disruptions Laboratory  2.5

An administrative fee will be charged for these credits. To receive credits, the student must complete the appropriate form with a nursing advisor. Contact the School of Nursing (907) 786-4550 for further information.

2. Nursing courses for academic credit: Complete the following required nursing courses within the Nursing Science major (34 - 4 credits). Courses marked with an asterisk (*) must be completed with a grade of C or better prior to admission to 400-level clinical nursing courses.

*NNS A205  Nursing Informatics  3
*NNS A305  Health Assessment of Individuals  2
*NNS A305L  Health Assessment of Individuals Laboratory  1
*NNS A308  Dimensions of Professional Nursing
Practice 3
*NS A314 Health I for Registered Nurses 2
*NS A314L Health I for Registered Nurses Laboratory 2
NS A333L Ethics and the Practice of Nursing 3
NS A400 Nursing Research 3
NS A408 Complex Health Disruptions: Nursing Therapeutics 2
NS A408L Complex Health Disruptions: Nursing Therapeutics Lab 2
NS A411 Health II: Nursing Therapeutics 3
NS A411L Health II: Nursing Therapeutics Laboratory 3
NS A417 Management in Nursing 3
Nursing electives (upper division) 6

Three credits of nursing elective may be met with a current recognized nursing certification.

3. Complete elective credits to total 126 credits.
4. A total of 126 credits is required for the degree, 42 credits of which must be upper division.

FACULTY

Jean Ballantyne, Director, AFJEB@uaa.alaska.edu
Jacqueline Pfanz, Professor/Associate Director, AFJSP@uaa.alaska.edu
Barbara Berner, Director, Assistant Professor, AFJEB@uaa.alaska.edu,bberner@uaa.alaska.edu
Maureen O’Malley, Associate Professor, Associate Director, momalley@uaa.alaska.edu
Rebecca Bouker, Term Assistant Professor, rbouker@uakaska.edu
Bethany Buchanan, Term Assistant Professor, mcbuchan1@uaa.alaska.edu
Barbara Berner, Director, Assistant Professor, AFJEB@uaa.alaska.edu
Bernice Carmon, Associate Professor, AFJEB@uaa.alaska.edu
Carol Cleaver, Assistant Professor, AFJEB@uaa.alaska.edu
Carol Cleaver, Associate Professor/UAS Program Chair, AFJEB@uaa.alaska.edu
Catherine d’Albertis, Assistant Professor, AFJEB@uaa.alaska.edu
Leanne Davies, Assistant Professor, lmdavis4@uaa.alaska.edu
Tina DeLapp, Professor Emeritus, Tina DeLapp, Professor Emeritus, tiddelapp@uaa.alaska.edu
Margaret Draskovich, Associate Professor, DMDmdraskovich@uaa.alaska.edu
Elizabeth Driscoll, Term Assistant Professor, emdriscoll@uaa.alaska.edu
Martha Fenger, Associate Professor, mfrenger@uaa.alaska.edu
Michelle Gerhardt, Assistant Professor, mgerhardt@uaa.alaska.edu
Janet Gleason, Assistant Professor, jgleason@uaa.alaska.edu
Pamela Gregory, Assistant Professor, jgleason@uaa.alaska.edu
Lori Hart, Associate Professor, lahart@uaa.alaska.edu
Georgia Heiberger, Associate Professor, AFTDD@uaa.alaska.edu
Thomas Hendrix, Assistant Associate Professor, AFTDD@uaa.alaska.edu
Carol Hoovers, Associate Professor, AFTDD@uaa.alaska.edu
Preena Hong, Professor Emeritus, AFTDD@uaa.alaska.edu
<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jill Janke</td>
<td>Professor/Graduate Program Chair, <a href="mailto:jjanke@uaa.alaska.edu">jjanke@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Helena Hormes</td>
<td>Assistant Professor, <a href="mailto:jhormes@uaa.alaska.edu">jhormes@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Cindy Jones</td>
<td>Term Assistant Professor, <a href="mailto:cijanes@uaa.alaska.edu">cijanes@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Karla Jones</td>
<td>Associate Professor, <a href="mailto:kjanes@uaa.alaska.edu">kjanes@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Colleen Kelley</td>
<td>Assistant Professor, <a href="mailto:jckelley@uaa.alaska.edu">jckelley@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Lorna Kendrick</td>
<td>Associate Professor, <a href="mailto:jlkendrick@uaa.alaska.edu">jlkendrick@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Dorothy Kinley</td>
<td>Term Instructor, <a href="mailto:jdkinley@uaa.alaska.edu">jdkinley@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Rita Kittoe</td>
<td>Assistant Professor, <a href="mailto:jriktoe@uaa.alaska.edu">jriktoe@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Teri Kien</td>
<td>Associate Professor, <a href="mailto:jtkien@uaa.alaska.edu">jtkien@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Carol Klamsen</td>
<td>Assistant Associate Professor, <a href="mailto:jcklamsen@uaa.alaska.edu">jcklamsen@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Shirley Laforge</td>
<td>Associate Professor, <a href="mailto:lslaforge@alaska.edu">lslaforge@alaska.edu</a></td>
</tr>
<tr>
<td>Patricia Lynes-Hays</td>
<td>Term Assistant Professor, <a href="mailto:jlynes-hays@uaa.alaska.edu">jlynes-hays@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Angela Morris</td>
<td>Assistant Professor, <a href="mailto:jamorris@uaa.alaska.edu">jamorris@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Christina Muma</td>
<td>Professor Emeritus, <a href="mailto:jcmuma@uaa.alaska.edu">jcmuma@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Christine Michel</td>
<td>Associate Professor, <a href="mailto:jcmichel@uaa.alaska.edu">jcmichel@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Justine Murray</td>
<td>Assistant Professor, <a href="mailto:jmurray@uaa.alaska.edu">jmurray@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Carol Nash</td>
<td>Assistant Professor, <a href="mailto:jcnash@uaa.alaska.edu">jcnash@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Marnie Murray</td>
<td>Assistant Professor, <a href="mailto:jmmurray@uaa.alaska.edu">jmmurray@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Terri Olson</td>
<td>Associate Professor, <a href="mailto:jtolson@uaa.alaska.edu">jtolson@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Susan Northrup</td>
<td>Assistant Professor, <a href="mailto:jsnorthrup@uaa.alaska.edu">jsnorthrup@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Sharon Peabody</td>
<td>Term Assistant Professor, <a href="mailto:jspabody@uaa.alaska.edu">jspabody@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Nadine Parker</td>
<td>Assistant Professor, <a href="mailto:jnparker@uaa.alaska.edu">jnparker@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Judy Petersen</td>
<td>Professor Emeritus, <a href="mailto:jfpetersen@uaa.alaska.edu">jfpetersen@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Christy Pierce</td>
<td>Assistant Professor, <a href="mailto:jcpierce@uaa.alaska.edu">jcpierce@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Lois Platt</td>
<td>Term Assistant Professor, <a href="mailto:jiplatt@uaa.alaska.edu">jiplatt@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Anita Powell</td>
<td>Assistant Professor, <a href="mailto:janita@uaa.alaska.edu">janita@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Elizabeth Predeger</td>
<td>Professor, <a href="mailto:jepredeger@uaa.alaska.edu">jepredeger@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Erin Pringle</td>
<td>Assistant Professor, <a href="mailto:jeprink@uaa.alaska.edu">jeprink@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Connie Reamann</td>
<td>Assistant Professor, <a href="mailto:jcreamann@uaa.alaska.edu">jcreamann@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Annette Rearden</td>
<td>Assistant Professor, <a href="mailto:janette@uaa.alaska.edu">janette@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Teri Russell</td>
<td>Assistant Professor, <a href="mailto:jterri@uaa.alaska.edu">jterri@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Carol “Lynn” Sennet</td>
<td>Assistant Professor, <a href="mailto:jlsennet@uaa.alaska.edu">jlsennet@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Maria Srstina</td>
<td>Term Associate Professor, <a href="mailto:jmsrstina@uaa.alaska.edu">jmsrstina@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Rena Spiker</td>
<td>Assistant Associate Professor, <a href="mailto:jrenaspiker@uaa.alaska.edu">jrenaspiker@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Kathleen Stephenson</td>
<td>Associate Professor/AAS Program Chair, <a href="mailto:jkstephenson@uaa.alaska.edu">jkstephenson@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Cynthia Stroebich</td>
<td>Assistant Professor, <a href="mailto:jcstroebich@uaa.alaska.edu">jcstroebich@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Catherine Sullivan</td>
<td>Assistant Associate Professor/BS Program Chair, <a href="mailto:jcsullivan@uaa.alaska.edu">jcsullivan@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Amy Suzanne Wilson</td>
<td>Assistant Professor, <a href="mailto:jaswilson@uaa.alaska.edu">jaswilson@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Dianne Tarrant</td>
<td>Associate Professor, <a href="mailto:jdttarrant@uaa.alaska.edu">jdttarrant@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Filipina (L.) Tamura</td>
<td>Assistant Professor, <a href="mailto:jftamura@uaa.alaska.edu">jftamura@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Naomi Torrance</td>
<td>Assistant Professor, <a href="mailto:jnttorrance@uaa.alaska.edu">jnttorrance@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Sheryl Tocsino</td>
<td>Associate Professor, <a href="mailto:jstocsino@uaa.alaska.edu">jstocsino@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Ammie Tremblay</td>
<td>Assistant Professor, <a href="mailto:jatremblay@uaa.alaska.edu">jatremblay@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Angela Trujillo</td>
<td>Assistant Professor, <a href="mailto:jatruijillo@uaa.alaska.edu">jatruijillo@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Christine Ureta</td>
<td>Assistant Professor, <a href="mailto:jcureta@uaa.alaska.edu">jcureta@uaa.alaska.edu</a></td>
</tr>
</tbody>
</table>
Shirley Valek-Wilson, Associate Professor, AFSV@uaa.alaska.edu
Katherine Waldrop, Assistant Professor, kwaldrop@uaa.alaska.edu
Eileen Weatherby, Assistant Professor, AFEV@uaa.alaska.edu
Mary Weiss, Assistant Professor, ANMT@uaa.alaska.edu
Susan Wilson, Associate Professor, AFSFW@uaa.alaska.edu

Carolyn Wohlers, Term Assistant Professor, AFCSA@uaa.alaska.edu
Jacque Woody, Assistant Professor, AFJL@uaa.alaska.edu
**Course Action Request**  
University of Alaska Anchorage  
Proposal to Initiate, Add, Change, or Delete a Course

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>1b. Division</th>
<th>1c. Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS CAS</td>
<td>AMSC Division of Math Science</td>
<td>Geological Sciences</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Course Prefix</th>
<th>3. Course Number</th>
<th>4. Previous Course Prefix &amp; Number</th>
<th>5a. Credits/CEUs</th>
<th>5b. Contact Hours (Lecture + Lab)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOL</td>
<td>A490</td>
<td>none</td>
<td>1-4</td>
<td>(1-4+0)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Complete Course Title</th>
<th>Abbreviated Title for Transcript (30 character)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Topics in Geology</td>
<td>Advanced Topics in Geology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Type of Course</th>
<th>8. Type of Action: Add</th>
<th>Change</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If a change, mark appropriate boxes:

- Prefix
- Credits
- Title
- Grading Basis
- Course Description
- Test Score Prerequisites
- Other Restrictions
- Class
- Level
- College
- Major
- Other CCG (please specify)

<table>
<thead>
<tr>
<th>9. Repeat Status</th>
<th># of Repeats</th>
<th>2 Max Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>2</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. Grading Basis</th>
<th>11. Implementation Date</th>
<th>semester/year</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-F</td>
<td>From: Spring/2013</td>
<td>To: /</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. Cross Listed with</th>
<th>13a. Impacted Courses or Programs: List any programs or college requirements that require this course.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stacked with GEOL A690</td>
<td>Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at <a href="http://www.uaa.alaska.edu/governance">www.uaa.alaska.edu/governance</a>.</td>
</tr>
</tbody>
</table>

**Impacted Program/Course**

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Catalog Page(s) Impacted</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Impacted Program/Course**: List any programs or college requirements that require this course. Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.

**Initiator Name (typed): Kristine J Crossen**  
**Initiator Signed Initials:** ___________  
**Date:** ___________

**Initiator (faculty only) Date**

**Kristine J Crossen**  
**Initiator (TYPE NAME)**

<table>
<thead>
<tr>
<th>14. General Education Requirement</th>
<th>Mark appropriate box:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Oral Communication</td>
</tr>
<tr>
<td></td>
<td>Written Communication</td>
</tr>
<tr>
<td></td>
<td>Quantitative Skills</td>
</tr>
<tr>
<td></td>
<td>Humanities</td>
</tr>
<tr>
<td></td>
<td>Fine Arts</td>
</tr>
<tr>
<td></td>
<td>Social Sciences</td>
</tr>
<tr>
<td></td>
<td>Natural Sciences</td>
</tr>
<tr>
<td></td>
<td>Integrative Capstone</td>
</tr>
</tbody>
</table>

**15. Course Description** (suggested length 20 to 50 words)

Detailed study of selected topics in geology. Special note: May be repeated twice for a maximum of 12 credits with change of topic.

**16a. Course Prerequisite(s) (list prefix and number)**

GEOL A221

**16d. Other Restriction(s)**

<table>
<thead>
<tr>
<th>College</th>
<th>Major</th>
<th>Class</th>
<th>Level</th>
</tr>
</thead>
</table>

**17. Mark if course has fees**

**18. Mark if course is a selected topic course**

**19. Justification for Action**

Designed as 400-level undergraduate course. Course takes advantage of the expertise of resident faculty, visiting faculty and community professionals. Current issues and topics not normally taught on a scheduled basis will be offered under this heading.

**Initiator (faculty only)**

**Kristine J Crossen**  
**Initiator (TYPE NAME)**

<table>
<thead>
<tr>
<th>Approved</th>
<th>Disapproved</th>
<th>Date</th>
<th>Approved</th>
<th>Disapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean/Director of School/College</td>
<td>Date</td>
<td>Undergraduate/Graduate Academic</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Department Chairperson</td>
<td>Date</td>
<td>Board Chairperson</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Curriculum Committee Chairperson</td>
<td>Date</td>
<td>Provost or Designee</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

**Signature**

50
Course Content Guide  
University of Alaska Anchorage  
Department of Geological Sciences  

GEOL A490  
Advanced Topics in Geology  

I. Date of Initiation: Spring 2013

II. Course Information:
   A. College or School: College of Arts and Sciences
   B. Course Title: Advanced Topics in Geology
   C. Course Subject/Number: GEOL A490
   D. Credit Hours: 1-4
   E. Contact time: (1-4 + 0)
   F. Grading Information: A-F
   G. Course Description: Detailed study of selected topics in geology. Special note:
      May be repeated twice for a maximum of 12 credits with change of topic.
   H. Status of course relative to degree program: May be used as upper-division
      elective to satisfy Geological Sciences major or minor.
   I. Course Attributes: Applies toward upper division requirement for Geological
      Sciences major or minor.
   J. Lab fees: yes
   K. Coordination: UAA faculty list serve
   L. Course Prerequisites: GEOL A221

III. Instructional Goals and Student Learning Outcomes:
   A. Instructional Goals. The instructor will:
      1) Convey the geological concepts to the study of the particular topic.
      2) Demonstrate the applications of the selected topic to solving geologic
         problems and problems related to environmental sciences or other areas of
         interest.
      3) Guide students to utilize their problem solving skills to understand both
         the principles and applications of the selected geologic topic.
   B. Student Learning Outcomes. The students will:
      1) Apply the principles of the selected topic to geologic, environmental, and
         other appropriate fields of study. Assessment: exams.
      2) Analyze recent literature and examples of modern applications of
         geological studies. Assessment: literature reviews.
      3) Develop research skills by participating in original research projects with
         their peers. Assessment: professional presentation.
IV. Course Activities

The course consists of lectures, discussions, and small group collaboration facilitated by the instructor.

V. Methods of Assessment:

Students will be evaluated based on homework assignments, exams, presentations, reports, and analysis, discussion, and synthesis of professional literature and the design and completion of research projects. Grades will be determined according to the syllabus of the individual instructor.

VI. Course Level Justification

Designed for Geological Science majors as an elective undergraduate course comparable to 400-level offerings at other universities. Designed to provide flexibility to offer and teach innovative senior-level lecture courses on a developmental basis. Such courses are essential to the student’s ability to succeed and integrate content with other 400-level courses in geological sciences.

VII. Topical Course Outline

Course outline will vary by topics selected.

Example from existing course - GEOL A465 - Isotope Geochemistry

1. Law of Radioactivity
2. Radioactive Decay Modes
3. Isotope geochronometers
4. Methods of Dating
5. Applications of Radioactive Isotopes to Environmental Problems
6. Principles of stable isotope geochemistry
7. Isotope fractionation
8. Equilibrium effects
9. Kinetic effects
10. Biological fractionation
11. Trace metal isotopes
12. Isotopes of other elements
VIII. Suggested Text(s)

Texts will vary depending on the topic of the course.

**Example from Isotope Geochemistry above:**


IX. Bibliography

References will vary depending on the selected topic.

**Example from Isotope Geochemistry above.**


Course Action Request
University of Alaska Anchorage
Proposal to Initiate, Add, Change, or Delete a Course

1a. School or College
AS CAS

1b. Division
AMSC Division of Math Science

1c. Department
Geological Sciences

2. Course Prefix
GEOL

3. Course Number
A690

4. Previous Course Prefix & Number
none

5a. Credits/CEUs
1-4

5b. Contact Hours
(Lecture + Lab)
(1-4+0)

6. Complete Course Title
Graduate Topics in Geology

7. Type of Course
☐ Academic
☐ Preparatory/Development
☐ Non-credit
☐ CEU
☐ Professional Development

8. Type of Action:
☐ Add
☐ Change
☐ Delete

If a change, mark appropriate boxes:
☐ Prefix
☐ Credits
☐ Title
☐ Grading Basis
☐ Course Description
☐ Test Score Prerequisites
☐ Other Restrictions
☐ Other CCG (please specify)

9. Repeat Status
☐ Yes
☐ # of Repeats
2
☐ Max Credits
12

10. Grading Basis
☐ A-F
☐ P/NP
☐ NG

11. Implementation Date
From: Spring/2013
To: /

12. ☐ Cross Listed with
   ☐ Stacked with GEOL A490
   Cross-Listed Coordination

13a. Impacted Courses or Programs: List any programs or college requirements that require this course.
Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Catalog Page(s) Impacted</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed): Kristine J Crossen  Initiator Signed Initials: ____________ Date: ____________

13b. Coordination Email
Date: 10-8-12
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison
Date: 10-8-12

14. General Education Requirement
Mark appropriate box:
☐ Oral Communication
☐ Written Communication
☐ Quantitative Skills
☐ Humanities
☐ Fine Arts
☐ Social Sciences
☐ Natural Sciences
☐ Integrative Capstone

15. Course Description (suggested length 20 to 50 words)
Intensive study of narrowly defined topic in geology with emphasis on current problems. Independent research project required. Special note: May be repeated twice for a maximum of 12 credits with change of topic.

16a. Course Prerequisite(s) (list prefix and number)
Graduate status

16b. Test Score(s)

16c. Co-requisite(s) (concurrent enrollment required)
Graduate Standing

16d. Other Restriction(s)
☐ College
☐ Major
☐ Class
☐ Level

16e. Registration Restriction(s) (non-codable)

17. ☐ Mark if course has fees

18. ☐ Mark if course is a selected topic course

19. Justification for Action
Designated as 600-level graduate course requiring independent research. Course takes advantage of the expertise of resident faculty, visiting faculty and community professionals. Current issues and topics not normally taught on a scheduled basis will be offered under this heading.

Initiator (faculty only)
Kristine J Crossen
Initiator (TYPE NAME)

Approved
Disapproved

Dean/Director of School/College
Date

Approved
Disapproved

Undergraduate/Graduate Academic
Date

Approved
Disapproved

Board Chairperson
Date

Approved
Disapproved

Provost or Designee
Date
Course Content Guide
University of Alaska Anchorage
Department of Geological Sciences

GEOL A690
Graduate Topics in Geology

I. Date of Initiation: Spring 2013

II. Course Information:
   A. College or School: College of Arts and Sciences
   B. Course Title: Graduate Topics in Geology
   C. Course Subject/Number: GEOL A690
   D. Credit Hours: 1-4
   E. Contact time: (1-4 + 0)
   F. Grading Information: A-F
   G. Course Description: Intensive study of narrowly defined topic in geology with emphasis on current problems. Independent research project required. Special note: May be repeated twice for a maximum of 12 credits with change of topic.
   H. Status of course relative to degree program: Graduate level course to serve students in interdisciplinary studies, the AEST joint CAS/SOE master’s program, and other M.S. degree programs.
   I. Course Attributes: Applies toward graduate level degree programs in interdisciplinary studies, AEST and other M.S. programs.
   J. Lab fees: yes
   K. Coordination: UAA faculty list serve
   L. Registration restrictions: Graduate standing

III. Instructional Goals and Student Learning Outcomes:
   A. Instructional Goals. The instructor will:
      1) Convey the geological concepts to the study of the particular topic.
      2) Demonstrate the applications of the selected topic to solving geologic problems and problems related to environmental sciences or other areas of interest.
      3) Guide students to utilize their problem solving skills to understand both the principles and applications of the selected geologic topic.
      4) Guide students in choosing a research topic and completing it in a professional manner.

   B. Student Learning Outcomes. The students will:
      1) Apply the principles of the selected topic to geologic, environmental, and other appropriate fields of study. Assessment: exams.
      2) Analyze recent literature and examples of modern applications of geological studies. Assessment: literature reviews and discussions.
3) Demonstrate research skills by participating in original research projects. Assessment: presentations and written papers.

4) Produce a professional quality presentation and a professional quality report at the conclusion of an individual research project. Improve their critical thinking skills through the analysis, discussion and synthesis of relevant professional literature. Assessment: professional quality presentations and written reports.

IV. Course Activities

The course consists of lectures, discussions, and small group collaboration facilitated by the instructor. Each student will initiate and complete a research project under the direction of the instructor.

VI Methods of Assessment:

Students will be evaluated based on homework assignments, exams, presentations, reports, and analysis, discussion, and synthesis of professional literature and the design and completion of professional quality research projects. Grades will be determined according to the syllabus of the individual instructor.

VI. Course Level Justification

Designed to be used as graduate level course to serve students in interdisciplinary studies, the AEST joint CAS/SOE master’s program, and other M.S. degree programs. Independent research, professional quality presentations and written reports required.

VII. Topical Course Outline

Course outline will vary by topics selected.

Example from existing course - GEOL A665 - Isotope Geochemistry

1. Law of Radioactivity
2. Radioactive Decay Modes
3. Isotope geochronometers
4. Methods of Dating
5. Applications of Radioactive Isotopes to Environmental Problems
6. Principles of stable isotope geochemistry
7. Isotope fractionation
8. Equilibrium effects
9. Kinetic effects
10. Biological fractionation
11. Trace metal isotopes
12. Isotopes of other elements

VII. Suggested Text(s)

Texts will vary depending on the topic of the course.

**Example from Isotope Geochemistry above:**


IX. Bibliography

References will vary depending on the selected topic.

**Example from Isotope Geochemistry above.**


1a. School or College  
CT CTC

1b. Division  
ACAH Div of Culinary Arts Hosp

1c. Department  
Culinary Arts & Hospitality/Dietetics & Nutrition

2. Course Prefix  
CA

3. Course Number  
A111L

4. Previous Course Prefix & Number  
A111

5a. Credits/CEUs  
4.0

5b. Contact Hours  
(2+8)

6. Complete Course Title  
Bakery Skill Development

Abbreviated Title for Transcript (30 character)

7. Type of Course  
☑ Academic  □ Preparatory/Development  □ Non-credit  □ CEU  □ Professional Development

8. Type of Action:  
□ Add  or  ☑ Change  or  □ Delete

9. Repeat Status No  # of Repeats  Max Credits

10. Grading Basis  
☑ A-F  □ P/NP  □ NG

11. Implementation Date  
semester/year

From: Fall /2013  To: /9999

12. □ Cross Listed with  N/A  □ Stacked with  N/A

Cross-Listed Coordination Signature

13a. Impacted Courses or Programs:  List any programs or college requirements that require this course.

Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Catalog Page(s) Impacted</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. See attachment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed): Vern Wolfram  Initiator Signed Initials: _________  Date: __________

13b. Coordination Email  Date: Jan. 20, 2012  submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison  Date: Jan. 20, 2012

14. General Education Requirement

Mark appropriate box:
☐ Oral Communication  ☑ Written Communication  ☐ Quantitative Skills  ☐ Humanities
☐ Fine Arts  ☐ Social Sciences  ☐ Natural Sciences  ☐ Integrative Capstone

15. Course Description  (suggested length 20 to 50 words)

Introduces and provides student with a solid theoretical and practical foundation in commercial baking practices.

16a. Course Prerequisite(s) (list prefix and number)

Minimum grade of C or better in (CA A101, CA A104, CA A107, CA A110, and DN A101).

16b. Test Score(s)  N/A

16c. Co-requisite(s) (concurrent enrollment required)  
CA A103L

16d. Other Restriction(s)

☐ College  ☑ Major  ☐ Class  ☐ Level

16e. Registration Restriction(s)  (non-codable)

Must be a declared Culinary Arts Major or Hospitality Restaurant Mgmt. Major

17. ☑ Mark if course has fees

18. □ Mark if course is a selected topic course

19. Justification for Action

Periodic curriculum revision resulted in changes to course number, course description, pre-requisites, registration restrictions, suggested texts/bibliography, instructional goals/objectives and outcomes/assessment.

Initiator (faculty only)  Date  Dean/Director of School/College  Date

Initiator (TYPE NAME)  Date  Undergraduate/Graduate Academic  Date

☑ Approved  □ Disapproved  Date

☑ Approved  □ Disapproved  Date

☑ Approved  □ Disapproved  Date

☑ Approved  □ Disapproved  Date

☑ Approved  □ Disapproved  Date
<table>
<thead>
<tr>
<th>Impacted Program or Course</th>
<th>Type of Impact (course or program)</th>
<th>Catalog Page</th>
<th>Type/Date of Notification</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS Culinary Arts</td>
<td>Course Impacts examples: prerequisite, corequisite, recommended</td>
<td></td>
<td></td>
<td>Tim Doebler</td>
</tr>
<tr>
<td>BA Hospitality Restaurant Management</td>
<td>Program Impacts examples: requirement, selective, program credit total</td>
<td></td>
<td></td>
<td>Tim Doebler</td>
</tr>
<tr>
<td>CA A103</td>
<td>Prerequisite Requirement</td>
<td>362</td>
<td>1/20/12</td>
<td>Tim Doebler</td>
</tr>
<tr>
<td>CA A201</td>
<td>Prerequisite Requirement</td>
<td>362</td>
<td>1/20/12</td>
<td>Tim Doebler</td>
</tr>
<tr>
<td>CA A202</td>
<td>Prerequisite Requirement</td>
<td>362</td>
<td>1/20/12</td>
<td>Tim Doebler</td>
</tr>
<tr>
<td>CA A223</td>
<td>Prerequisite Requirement</td>
<td>362</td>
<td>1/20/12</td>
<td>Tim Doebler</td>
</tr>
<tr>
<td>CA A225</td>
<td>Prerequisite Requirement</td>
<td>362</td>
<td>1/20/12</td>
<td>Tim Doebler</td>
</tr>
</tbody>
</table>
COURSE CONTENT GUIDE

Department: Culinary Arts & Hosp./Dietetics & Nutrition
Date: January 20, 2012
Course Number: CA A111L
Course Title: Bakery Skill Development
Credits: 4.0

I. **Course Description:**
Introduces and provides student with a solid theoretical and practical foundation in commercial baking practices

II. **Course Design:**
   a. Intended for students in the Culinary Arts major and the Hospitality Restaurant Management Major
   b. 4.0 credits
   c. Total time of student involvement – 180 total hours
      - 10 (8 hours lab + 2 hours lecture per week)
      - 2 hours of outside work per week
   d. Required for AAS in Culinary Arts, BA Hosp. Restaurant Management
   e. Lab fees are assessed for this course
   f. Course may be taught during any timeframe but not less than three weeks
   g. This is a revised course
   h. UAA Listserv and extended sites
   i. Students will identify and perform skills needed for bakery safety and sanitation, basic bakery product preparation and storage, recipe modification and presentation. Students will generalize from theory to practice, match methods with desired outcomes, compare products with industry standards

III. **Course Activities:**
Course will be conducted in a laboratory and lecture situation simulating industry work demands, performance and product standards. Students will plan, prepare and present products for sale at the Cuddy Hall Bakery Cart, and at Lucy’s (restaurant laboratory). Other methods of instruction may include demonstrations from industry professionals, guest speakers, field trips and various media resources. Evaluations will be performed through the use of quizzes, reports, essays, tests and practical application

IV. **Course Prerequisite:**
CA A101, CA A104, CA A107, CA A110 and DN A101 with minimum grade of C
Registration restriction: Must be a declared Culinary Arts Major or Hospitality Restaurant Management Major

V.  
**Course Co-requisite:**
CA A103L

VI.  
**Course Evaluation:**
Course will be graded A-F

VII.  
**Course Curriculum:**

1.0 Safety
   1.1 Classroom safety features and rules
   1.2 Building safety features and rules
   1.3 Campus safety features and rules
   1.4 Hazardous materials
      1.4.1 Right to know information
      1.4.2 MSDS information

2.0 Basic principles
   2.1 Baking-historical background
   2.2 Formulas and measurements
   2.3 Mixing and gluten development
   2.4 Baking process
   2.5 Staling
   2.6 Bakery product faults

3.0 Baking and pastry equipment
   3.1 Large equipment
   3.2 Pans, containers and molds
   3.3 Hand tools
   3.4 Miscellaneous tools and equipment

4.0 Ingredients
   4.1 Wheat flour
   4.2 Other meals, flours and starches
   4.3 Sugars
   4.4 Fats, oils
   4.5 Milk and milk products
   4.6 Eggs
   4.7 Leavening agents
4.8 Jelling agents
4.9 Fruits and nuts
4.10 Chocolate and cocoa
4.11 Salt, spices and flavorings

5.0 Understanding yeast dough
5.1 Yeast product types
5.2 Steps in yeast dough production
5.3 Types of dough making processes
5.4 Controlling fermentation

6.0 Understanding Artisan Breads
6.1 What is Artisan Bread
6.2 Ingredients
6.3 Pre-ferments and sourdoughs
6.4 Autolyse
6.5 Fermentation
6.6 Baking

7.0 Lean yeast dough
7.1 Introduction to hand crafted bread
7.2 Crisp crusted bread formulas
7.3 Soft crusted bread formulas

8.0 Rich yeast dough
8.1 Sweet and rich dough formulas
8.2 Rolled-in dough formulas
8.3 Filling and toppings
8.4 Make-up techniques

9.0 Quick breads
9.1 Mixing and production methods
9.2 Formulas

10.0 Doughnuts, fritters, pancakes and waffles
10.1 Doughnuts
10.2 Fritters
10.3 Pancakes and waffles
11.0 Pies
11.1 Pie dough
11.2 Assembly and baking
11.3 Fillings

12.0 Pastry basics
12.1 Pate brisee and short pastry
12.2 Puff pastry
12.3 Éclair paste
12.4 Strudel and phyllo
12.5 Baked meringues

13.0 Tarts and special pastries
13.1 Tarts and tartlets
13.2 Special pastries

14.0 Cake mixing and baking
14.1 Mixing
14.2 Cake formula balance
14.3 Scaling, panning, baking
14.4 Formulas

15.0 Assembling and decorating cakes
15.1 Icings
15.2 Assembling and icing of simple cakes
15.3 Basic decorating techniques

16.0 Cookies
16.1 Cookie characteristics and their causes
16.2 Mixing methods
16.3 Types and make-up methods
16.4 Panning, baking and cooling
16.5 Petit four sec and glace
16.6 Formulas

17.0 Computer skills
17.1 Introduction to computer-based recipe system
17.2 Retrieval, editing of recipes
18.0 Sanitation
   18.1 Personal sanitation
   18.2 Classroom sanitation
   18.3 Building sanitation

VIII. Suggested Text:

IX. Bibliography:


X. Instructional Goals, Student Outcomes, and Assessment Procedures:

A. Instructional Goal:
Prepare student to apply principles, skills and techniques fundamental to commercial bakery operations
B. Student Outcomes/Assessment Procedures:

<table>
<thead>
<tr>
<th>Student will:</th>
<th>Assessment procedures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify the importance of sanitation and safety with basic principles as it pertains to bakery operations</td>
<td>Written assignments</td>
</tr>
<tr>
<td></td>
<td>Exams</td>
</tr>
<tr>
<td>Analyze the use and operation of baking and pastry equipment</td>
<td>Quizzes</td>
</tr>
<tr>
<td></td>
<td>Laboratory performance</td>
</tr>
<tr>
<td>Identify different ingredients used in bakery production and their function</td>
<td>Exams</td>
</tr>
<tr>
<td></td>
<td>Quizzes</td>
</tr>
<tr>
<td></td>
<td>Performance analysis</td>
</tr>
<tr>
<td>Analyze baked products and compare to industry standards</td>
<td>Evaluations</td>
</tr>
<tr>
<td></td>
<td>Performance analysis</td>
</tr>
<tr>
<td>Prepare bakery products through the use of standardized formulas and mixing techniques</td>
<td>Exams</td>
</tr>
<tr>
<td></td>
<td>Performance analysis</td>
</tr>
<tr>
<td>Utilize computer to research/develop recipes, for purchasing specification, costing and inventory control</td>
<td>Performance test</td>
</tr>
<tr>
<td>Utilize culinary and bakery vocabulary</td>
<td>Quizzes</td>
</tr>
</tbody>
</table>
Course Action Request
University of Alaska Anchorage
Proposal to Initiate, Add, Change, or Delete a Course

1a. School or College
CT CTC

1b. Division
ACAH Div of Culinary Arts Hosp

1c. Department
Culinary Arts & Hospitality/Dietetics & Nutrition

2. Course Prefix
CA

3. Course Number
A114

4. Previous Course Prefix & Number
N/A

5a. Credits/CEUs
3.0

5b. Contact Hours
(Lecture + Lab)
(3+0)

6. Complete Course Title
Beverage Management

7. Type of Course
☒ Academic ☐ Preparatory/Development ☐ Non-credit ☐ CEU ☐ Professional Development

8. Type of Action:
☐ Add or ☒ Change or ☐ Delete

9. Repeat Status No
☒ A-F ☐ P/NP ☐ NG

10. Grading Basis
☒ A-F ☐ P/NP ☐ NG

11. Implementation Date
☐ semester/year

12. Cross Listed with N/A

13a. Impacted Courses or Programs: List any programs or college requirements that require this course.

13b. Coordination Email
Date: Jan. 20, 2012

13c. Coordination with Library Liaison
Date: Jan. 20, 2012

14. General Education Requirement
Mark appropriate box:
☐ Oral Communication ☐ Written Communication ☐ Quantitative Skills ☐ Humanities
☐ Fine Arts ☐ Social Sciences ☐ Natural Sciences ☐ Integrative Capstone

15. Course Description (suggested length 20 to 50 words)
Reviews the history of the beverage industry, including alcohol and non-alcohol beverages. Focuses on the management and operations of beverage service. Covers legal responsibilities of serving alcohol and awareness of alcohol abuse.
Special note: Students are prepared to take alcohol server exam that will allow them to legally serve alcohol in the State of Alaska.

16a. Course Prerequisite(s) (list prefix and number)
N/A

16b. Test Score(s)
N/A

16c. Co-requisite(s) (concurrent enrollment required)

16d. Other Restriction(s)
☐ College ☒ Major ☐ Class ☐ Level

16e. Registration Restriction(s) (non-codable)
Must be a declared Culinary Arts Major or Hospitality Restaurant Mgmt. Major. Must be 21 years old.

17. ☒ Mark if course has fees

18. ☐ Mark if course is a selected topic course

19. Justification for Action
Periodic curriculum revision resulted in changes to course pre-requisites, registration restrictions, suggested texts/bibliography and Instructional goals/student outcomes.

Initiator Name (typed): Amy Green
Initiator Signed Initials: _________ Date: __________

Initiator (faculty only) Date
Amy Green
Initiator (TYPE NAME) Date

Approved ☐ Disapproved ☐
Dean/Director of School/College Date

Approved ☐ Disapproved
Undergraduate/Graduate Academic Date

Approved ☐ Disapproved
Board Chairperson Date

Approved ☐ Disapproved
Provost or Designee Date
COURSE CONTENT GUIDE

Department: Culinary Arts & Hosp./Dietetics & Nutrition
Date: January 20, 2012
Course Number: CA A114
Course Title: Beverage Management
Credits: 3.0

I. Course Description:
Reviews the history of the beverage industry, including alcohol and non-alcohol beverages. Focuses on the management and operations of beverage service. Covers legal responsibilities of serving alcohol and awareness of alcohol abuse

Special note: Students are prepared to take alcohol server exam that will allow them to legally serve alcohol in the State of Alaska

II. Course Design:
a. Elective designed for students in the Culinary Arts major and the Hospitality Restaurant Management major
b. 3.0 credits
c. Total time of student involvement – 135 hours per semester
   Lecture: 3 hours per week
   Homework: 6 hours per week
d. Elective for AAS in Culinary Arts, BA Hosp. Restaurant Management
e. Lab fees are assessed for this course
f. Course may be taught during any timeframe but not less than three weeks
g. This is a revised course
h. UAA Listserv and extended sites
i. Course level justification – No prior knowledge of food purchasing is required for this course

III. Course Activities:
Course lectures will be conducted on campus. Reading of assigned information, completion of text workbook, lectures, guest speakers and site tours will comprise the course activities

IV. Course Prerequisite:
Registration restriction: Must be a declared Culinary Arts Major or Restaurant Management Major

Must be 21 years old
V. **Course Evaluation:**
Course will be graded A-F

VI. **Course Curriculum:**
1.0 Safety
   1.1 Classroom safety features and rules
   1.2 Building safety features and rules
   1.3 Campus safety features and rules
   1.4 Hazardous Materials
      1.4.1 Right to Know Information
      1.4.2 MSDS information

2.0 History of the beverage industry
   2.1 History and cultural aspects of alcohol consumption
   2.2 Effects of alcohol on the human body
   2.3 Public awareness in the beverage industry

3.0 Bar and beverage marketing
   3.1 Determining customer needs
   3.2 Product identification
   3.3 Development of wine and beer lists
   3.4 Components of the customer-service transaction

4.0 Bar and beverage planning
   4.1 Operation equipment
   4.2 Layout and design of bar operations
   4.3 Upkeep and maintenance

5.0 Wine fundamentals
   5.1 History, geography and origins
   5.2 Selling and serving of wine
   5.3 Classifications and pairings
   5.4 Wine language and vocabulary
   5.5 Wine purchasing and storage

6.0 Spirits and cordials
   6.1 Types of spirits
   6.2 Types of cordials
   6.3 Classifications and pairings
7.0 Beer
   7.1 Origins and productions
   7.2 Beer types
   7.3 Packaging and pasteurization
   7.4 Storage, handling and storage

8.0 Bar management
   8.1 Training and staffing
   8.2 Control and licensing
   8.3 Governmental compliance
   8.4 Costing, pricing and control
   8.5 Theft deterrents
   8.6 Profit pouring

9.0 Legal factors in beverage service
   9.1 Development of liquor laws
   9.2 Prohibition
   9.3 Liquor liability and dram shop laws
   9.4 The law and the customer
   9.5 The law and the employee
   9.6 State certification for alcohol service
   9.7 Tams/tips training

VII. Suggested Text:

VIII. Bibliography:


**IX. Instructional Goals, Student Outcomes, and Assessment Procedures:**

**A. Instructional Goal:**
Prepare student for beverage management to include the liabilities of alcohol service, bar set up and maintenance, wine, beer and spirit fundamentals and customer/employee interactions

**B. Student Outcomes/Assessment Procedures:**

<table>
<thead>
<tr>
<th>Student will:</th>
<th>Assessment procedures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review planning and development of successful bar operations</td>
<td>Discussion and quiz</td>
</tr>
<tr>
<td>Identify and understand the basic components of bar service equipment and glassware</td>
<td>Discussion and quiz</td>
</tr>
<tr>
<td>Describe the fundamentals of wine types, origins, productions and classifications</td>
<td>Discussion and quiz</td>
</tr>
<tr>
<td>Describe spirits, cordials and beer and their origins and production methods</td>
<td>Discussion and quiz</td>
</tr>
<tr>
<td>Review legal factors in alcohol service, costing, pricing and control</td>
<td>Discussion and quiz</td>
</tr>
<tr>
<td>Develop a wine and beer list for a food service operation</td>
<td>Project Term paper</td>
</tr>
</tbody>
</table>
## Course Action Request

**University of Alaska Anchorage**  
**Proposal to Initiate, Add, Change, or Delete a Course**

### 1a. School or College  
CT CTC

### 1b. Division  
ACAH Div of Culinary Arts Hosp

### 1c. Department  
Culinary Arts

### 2. Course Prefix  
CA

### 3. Course Number  
A295

### 4. Previous Course Prefix & Number  
A295C

### 5a. Credits/CEUs  
3.0

### 5b. Contact Hours  
(1+15)

### 6. Complete Course Title  
Foodservice Internship

### 7. Type of Course
- [x] Academic
- [ ] Preparatory/Development
- [ ] Non-credit
- [ ] CEU
- [ ] Professional Development

### 8. Type of Action:
- [ ] Add  
- [ ] Change  
- [ ] Delete

**If a change, mark appropriate boxes:**
- [ ] Prefix
- [ ] Credits
- [x] Course Number
- [ ] Contact Hours
- [ ] Grading Basis
- [ ] Title
- [ ] Repeat Status
- [ ] Cross-Listed/Stacked
- [ ] Course Description
- [ ] Prerequisites
- [ ] Test Score Prerequisites
- [ ] Co-requisites
- [ ] Registration Restrictions
- [ ] Class
- [ ] Level
- [ ] College
- [ ] Major
- [ ] Other CCG (please specify)

### 9. Repeat Status
- [ ] choose one
- [ ] # of Repeats  
- [ ] No  
- [ ] Max Credits

### 10. Grading Basis
- [ ] A-F
- [ ] P/NP
- [ ] NG

### 11. Implementation Date  
From: Fall /2013  
To: /9999

### 12. Cross Listed with
- [ ] Stacked with
- [ ] Cross-Listed Coordination Signature

### 13a. Impacted Courses or Programs: List any programs or college requirements that require this course.

- Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at [www.uaa.alaska.edu/governance](http://www.uaa.alaska.edu/governance).

- **Impacted Program/Course:**  
  - AAS Culinary Arts  
  - 213  
  - 213  
  - Jan. 20, 2012  
  - Tim Doebler

- **Initiator Name (typed): Naomi Everett**  
  - Initiator Signed Initials: _________  
  - Date:________________

### 13b. Coordination Email  
Date: _____  
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

### 13c. Coordination with Library Liaison  
Date: Jan. 20, 2012

### 14. General Education Requirement  
Mark appropriate box:  
- [ ] Oral Communication
- [ ] Written Communication
- [ ] Quantitative Skills
- [ ] Humanities
- [ ] Fine Arts
- [ ] Social Sciences
- [ ] Natural Sciences
- [ ] Integrative Capstone

### 15. Course Description (suggested length 20 to 50 words)

- Provides supervised workplace training in selected foodservice industry settings.  
  Integrates knowledge and skills through work designed to meet student's individual competency needs and career objectives.  
  Requires minimum of 225 hours at worksite plus 15 hours of consultation with faculty mentor.

### 16a. Course Prerequisite(s) (list prefix and number)  
CA A103L and CA A111L with grade of C or higher.

### 16b. Test Score(s)  
N/A

### 16c. Co-requisite(s) (concurrent enrollment required)  
N/A

### 16d. Other Restriction(s)  
- [ ] College  
- [x] Major  
- [ ] Class  
- [ ] Level

### 16e. Registration Restriction(s) (non-codable)  
Must be declared Culinary Arts major

### 17. Mark if course has fees
- [ ]

### 18. Mark if course is a selected topic course
- [ ]

### 19. Justification for Action

- Periodic curriculum revision resulted in changes to course number, pre-requisites, registration restrictions, suggested texts/bibliography, instructional goals/objectives and outcomes/assessment.

### 20. Mark if course has fees
- [ ]

### 21. Mark if course is a selected topic course
- [ ]

---

**Initiator (faculty only): Naomi Everett**  
**Initiator (TYPE NAME)**

- [ ] Approved  
- [ ] Disapproved  
- [ ]

**Dean/Director of School/College**  
**Date**

- [ ] Approved  
- [ ] Disapproved  
- [ ]

**Department Chairperson**  
**Date**

- [ ] Approved  
- [ ] Disapproved  
- [ ]

**Curriculum Committee Chairperson**  
**Date**

- [ ] Approved  
- [ ] Disapproved  
- [ ]

---

**Curriculum Committee Chairperson**  
**Date**

- [ ] Approved  
- [ ] Disapproved  
- [ ]

---

**Provost or Designee**  
**Date**

- [ ] Approved  
- [ ] Disapproved  
- [ ]

---

73
COURSE CONTENT GUIDE

Department: Culinary Arts & Hosp./Dietetics & Nutrition
Date: January 20, 2012
Course Number: CA A295
Course Title: Foodservice Internship
Credits: 3.0

I. Course Description:
Provides supervised workplace training in selected foodservice industry settings. Integrates knowledge and skills through work designed to meet student’s individual competency needs and career objectives. Requires minimum of 225 hours at worksite plus 15 hours of consultation with faculty mentor

II. Course Design:
a. Elective course designed for students in the Culinary Arts major.
b. 3.0 credits
c. Total student time: 15 hours faculty consultation + 225 hours at worksite
d. Elective for AAS in Culinary Arts
 e. None
f. Course may be taught in any timeframe but not less than six weeks
g. This is a revised course
h. UAA Listserv and extended sites
i. Course level justification: Student applies culinary arts knowledge and skills to real work environment, will practice learned skills, operate equipment, solve real work problems, assess root causes of process or product failures and may improve existing processes

III. Course Activities:
Includes hands-on experiences and training on-the-job at a foodservice establishment supplemented by consultation with faculty mentor

IV. Course Prerequisite:
CA A103L and CA A111L with minimum grade of C

Registration restriction: Must be a declared Culinary Arts Major
V. **Course Evaluation:**  
Course will be graded A-F

VI. **Course Curriculum:**  
1.0 Safety  

2.0 Utilize technical skills appropriate to work situations  

3.0 Maintain internship journal  
3.1 Develop individual learning outcomes  
3.2 Note work experiences and challenges  
3.3 Log work hours  
3.4 Suggest process improvement or situational resolutions  
3.5 Review journal weekly with faculty mentor  

4.0 Participate in weekly consultation with faulty mentor  
4.1 Discuss worksite learning experiences  
4.2 Discuss process improvements or situational resolutions  

VII. **Suggested Text:**  

VIII. **Bibliography:**  

IX. **Instructional Goals, Student Outcomes, and Assessment Procedures:**  

A. **Instructional Goal:**  
Exposes student to work situations in the Foodservice/Hospitality industry. Integrates knowledge and skills through work intended to meet student’s individual competency needs and career objectives
### B. Student Outcomes/Assessment Procedures:

<table>
<thead>
<tr>
<th>Student will:</th>
<th>Assessment procedures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-determine, with faculty mentor consultation, 3-5 learning objectives to</td>
<td>Discussion with faculty mentor</td>
</tr>
<tr>
<td>be accomplished through internship work experience</td>
<td>Work journal</td>
</tr>
<tr>
<td>Self-evaluate performance compared to learning objectives</td>
<td>Discussion with faculty mentor</td>
</tr>
<tr>
<td></td>
<td>Self-Evaluation I</td>
</tr>
<tr>
<td></td>
<td>Self-Evaluation II</td>
</tr>
<tr>
<td></td>
<td>Employer Evaluation I</td>
</tr>
<tr>
<td></td>
<td>Employer Evaluation II</td>
</tr>
<tr>
<td>Accumulate 225 actual work hours at internship site</td>
<td>Work journal</td>
</tr>
</tbody>
</table>
October 26, 2012

Cover Memo

To: UAA – Undergraduate Academic Board (UAB)
From: Tim Doebler, Director/Assoc. Professor, CTC/CA&HRM
RE: Culinary Arts/Hospitality Restaurant Management Curriculum package

Please accept the Culinary Arts/Hospitality Restaurant Management curriculum for review by the UAB. Minor changes to curriculum are being submitted for review as a result of the Department’s periodic review process. This action resulted in various changes to course numbers, course descriptions, pre-requisites, registration restrictions, suggested text/bibliographies, learning outcomes and catalog copy.

Please contact Tim Doebler if you have questions or concerns at twdoebler@uaa.alaska.edu or 907.786-4728.

C: Cathy LeCompte, CTC/Assoc. Dean
    Brian Bennett, Chair, CTC/PICR
1a. School or College
CT CTC

1b. Division
ACAH Div of Culinary Arts Hosp

1c. Department
Culinary Arts & Hospitality/Dietetics and Nutrition

2. Complete Program Title/Prefix
AAS Culinary Arts

3. Type of Program
Choose one from the appropriate drop down menu:
Undergraduate: or Graduate:
Associate of Arts

4. Type of Action:
PROGRAM
□ Add
□ Change
□ Delete

PREFIX
□ Add
□ Change
□ Inactivate

5. Implementation Date (semester/year)
From: FALL/2013 To: /9999

6a. Coordination with Affected Units
Department, School, or College: CTC
Initiator Name (typed): Amy Green
Initiator Signed Initials: _________ Date:________________

6b. Coordination Email submitted to Faculty Listserv (uaa-faculty@lists.uaa.alaska.edu) Date: Jan. 20, 2012

6c. Coordination with Library Liaison Date: Jan. 20, 2012

7. Title and Program Description - Please attach the following:
☐ Cover Memo
☐ Catalog Copy in Word using the track changes function

8. Justification for Action
Changes update catalog copy and make it current

Initiator (faculty only)
Amy Green
Initiator (TYPE NAME)

☐ Approved
☐ Disapproved

Dean/Director of School/College Date

☐ Approved
☐ Disapproved

Undergraduate/Graduate Academic Date

☐ Approved
☐ Disapproved

Board Chairperson

☐ Approved
☐ Disapproved

Provost or Designee Date

☐ Approved
☐ Disapproved

Department Chairperson Date
Program/Prefix Action Request
University of Alaska Anchorage
Proposal to Initiate, Add, Change, or Delete a Program of Study or Prefix

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>1b. Division</th>
<th>1c. Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT CTC</td>
<td>ACAH Div of Culinary Arts Hosp</td>
<td>Culinary Arts and Hospitality/Dietetics &amp; Nutrition</td>
</tr>
</tbody>
</table>

2. Complete Program Title/Prefix
BA Hospitality Restaurant Management

3. Type of Program
Choose one from the appropriate drop down menu:
Undergraduate: Bachelor of Arts  or  Graduate: CHOOSE ONE

4. Type of Action:
- PROGRAM
  - [ ] Add
  - [X] Change
  - [ ] Delete
- PREFIX
  - [ ] Add
  - [ ] Change
  - [ ] Inactivate

5. Implementation Date (semester/year)
From: FALL/2013  To: 9999

6a. Coordination with Affected Units
Department, School, or College: CTC
Initiator Name (typed): AG
Initiator Signed Initials: _________  Date:________________

6b. Coordination Email submitted to Faculty Listserv (uaa-faculty@lists.uaa.alaska.edu)
Date: Jan. 20, 2012

6c. Coordination with Library Liaison
Date: Jan. 20, 2012

7. Title and Program Description - Please attach the following:
- [X] Cover Memo
- [X] Catalog Copy in Word using the track changes function

8. Justification for Action
Changes update catalog copy and make it current

Initiator (faculty only)  Date  [ ] Approved  [ ] Disapproved
Amy Green
Initiator (TYPE NAME)

[ ] Approved  [ ] Disapproved
Dean/Director of School/College  Date

[ ] Approved  [ ] Disapproved
Undergraduate/Graduate Academic  Date

[ ] Approved  [ ] Disapproved
Board Chairperson  Date

[ ] Approved  [ ] Disapproved
Provost or Designee  Date

[ ] Approved  [ ] Disapproved
Department Chairperson  Date

[ ] Approved  [ ] Disapproved
Curriculum Committee Chairperson  Date
CULINARY ARTS

Lucy Cuddy Hall (CUDY), Room 126, (907) 766-1487
www.uaa.alaska.edu/ctc/culinary

The Culinary Arts and Hospitality Division offers two degrees: an Associate of Applied Science (AAS) degree in Culinary Arts, and a Bachelor of Arts degree in Hospitality and Restaurant Management (BA).

The Culinary Arts and Hospitality and Restaurant Management programs provide students the opportunity to acquire the culinary skills, management skills, and hospitality finesse needed to develop a career in the expanding hospitality and foodservice industry. An array of career possibilities is available to graduates in the areas of culinary production and professional management in restaurants, clubs, bakeries, hotels, hospitals, camps, catering facilities, institutions, tourism, and other related operations.

The AAS degree generally takes five semesters of full-time study to complete (12-15 credits per semester). With additional culinary electives, students may focus their studies in culinary/bakery, management, or hospitality. Through a study abroad agreement, students have the option of studying abroad for one semester at the prestigious Italian Culinary Institute of Florence (APICIUS).

The bachelor’s degree generally takes four to five years of study to complete. In addition to general education requirements, students will complete a culinary core, a business core, and then have the option to complete an emphasis study core in hospitality, hotel, restaurant management, convention and catering management, or tourism at the University of Nevada Las Vegas (UNLV), or Northern Arizona University (NAU). Or, students may complete a nutrition emphasis study core at UAA. The study cores at either UNLV or NAU require two semesters to complete; students have the option of attending UNLV or NAU, or may complete the coursework via distance delivery. Please note that students may have to pay nonresident tuition for out-of-state study if they do not apply for National Student Exchange (NSE).

The capstone experience for the bachelor’s degree is a 600-hour internship offered through UAA and designed to provide direct hands-on hotel and restaurant operations management experience during the fourth or fifth year. Arranged by the department, internships are paid work experiences at an approved site.

Associate of Applied Science, Culinary Arts

The Culinary Arts program produces graduates who are not just prepared for entry-level work positions in the rapidly expanding and varied foodservice, hospitality and tourism industry, but also graduates who can quickly advance in career opportunities because of their formal training and education.

Program Outcomes

Graduates are able to:

1. Apply theories and concepts of baking and implement techniques to operate or function in a commercial bakery.
2. Apply theories and concepts of cooking and implement techniques to operate or function in a commercial kitchen.
3. Identify sanitation and safety codes and procedures necessary to maintain a safe foodservice facility.
4. Analyze food cost and implement necessary controls to maintain costs and ensure profitability.
5. Demonstrate the ability to use human resource management and facility operation management concepts to ensure safety, customer service and profitability.

Admission Requirements

1. Satisfy the Admission to Associate’s Degree Programs Requirements in Chapter 7, Academic Standards and Regulations.


Advising

1. Call the Culinary Arts department at (907) 786-1487 for an appointment with a faculty advisor to plan a personal program of study.

Academic Progress Requirements

Core Requirements

Full-time and part-time students must successfully complete the 12-credit core curriculum as a prerequisite to enrolling in culinary and bakery skill development laboratory courses. The core consists of the following courses:

- CA A101 The Hospitality Industry: Careers, Trends and Practices 2
- CA A104 Sanitation 2
- CA A107 Cost Control 3
- CA A103 Quantity Food Purchasing 2
- DN A101 Principles of Nutrition 3

Note: ENGL A111 and MATH A055 with a minimum grade of C are prerequisites and must be completed before enrolling in the above Core courses. Appropriate SAT, ACT or UAA-approved Math Placement Test scores may be used in lieu of MATH A055. Also each of the above Core courses must be completed with a grade of C or higher before student can enter Major Course Requirement area.

General University Requirements

Complete the General University Requirements for Associate of Applied Science Degrees located at the beginning of this chapter.

General Course Requirements

Complete the Associate of Applied Science General Course Requirements (15 credits) located at the beginning of this chapter.

Major Requirements

1. Complete the following required courses: 24
   - CA A110L Culinary Skill Development 4
   - CA A111L Bakery Skill Development 4
   - CA A201 A la Carte Kitchen 4
   - CA A202 Advanced Bakery 4
   - CA A223 Catering Management 2
   - CA A224 Hospitality Service 3
   - CA A230 Foodservice Management 3

2. Complete a minimum of 9 credits from the elective area: 9
   - CA A114 Beverages Management (3)
   - CA A225 Hospitality Concept Design (3)
   - CA A295C Foodservice Internship (3)

   Note: Other APICIUS (Study Abroad), Accounting, Business, Culinary Arts or Nutrition courses may be considered for credit in the elective area by academic petition. See program academic advisor for prior approval.

3. A total of 60 credits is required for the degree.
Bachelor of Arts, Hospitality and Restaurant Management

The Hospitality and Restaurant Management program produces graduates who are not only prepared for entry-level work positions in the rapidly expanding and varied foodservice, hospitality and tourism industry, but also who can confidently advance to middle- and upper-level management opportunities because of their formal training and education.

Program Outcomes

Graduates are able to:

1. Apply theories and concepts of baking and cooking and implement necessary techniques to operate or function in a commercial kitchen and bakery.
2. Demonstrate ability to practice concepts of customer service and operate front desk operations for lodging venues.
3. Analyze the food, beverage and lodging cost-control cycle and accounting practices, and implement controls to maintain costs and ensure profitability.
4. Demonstrate the ability to implement sales, marketing and promotion, and utilize resources to develop and implement marketing plans for foodservice, lodging, and tourism venues.
5. Discuss the importance of the manager’s role and ethics associated with executive management and how they lead and inspire staff to achieve mission and goals.
6. Identify health, building, and fire codes and implement requirements to maintain a safe hospitality environment.

Admission Requirements

1. Complete the Admission to Baccalaureate Programs Requirements in Chapter 7, Academic Standards and Regulations.

Advising

Call the Culinary Arts and Hospitality Department at (907) 786-1487 for an appointment with a faculty advisor to plan a personal program of study.

Degree Requirements

1. Complete the General University Requirements for Baccalaureate Degrees listed at the beginning of this chapter.
2. Complete the General Education Requirements for Baccalaureate Degrees listed at the beginning of this chapter.
3. Students are highly encouraged to coordinate their course selection with the program academic advisor. Some courses that may fulfill General Education Requirements and baccalaureate requirements are prerequisites to required business core courses.
4. A minimum of 3 credits of General Education Requirements must be at the 300- or 400-level to meet the upper division credit requirements for this degree.
5. Complete the Culinary Core, Business Core and one of the three emphasis study core options listed below.

Major Requirements

1. Culinary Core

   Complete all of the following courses (28 credits):
   - CA A101 Hospitality industry: Careers, Trends, and Practices 2
   - CA A103L Culinary Skill Development 4
   - CA A104 Sanitation 2
   - CA A107 Cost Control 3
   - CA A110 Quantity Food Purchasing 2
   - CA A111L Bakery Skill Development 4
CA A201  A la Carte Kitchen  4
CA A224  Hospitality Service  3
CA A225  Hospitality Concept Design  3

2. **Business Core**

Complete all of the following courses (30 credits):

- ACCT A201  Principles of Financial Accounting  3
- ACCT A202  Principles of Managerial Accounting  3
- BA A300  Organizational Theory and Behavior  3
- BA A343  Principles of Marketing  3
- BA A361  Human Resource Management  3
- BA A381  Consumer Behavior  3
- BA A463  Promotion Management  3
- BA A488  Environment of Business  3
- CIS A110  Computer Concepts in Business  3
- STAT A252  Elementary Statistics (3) 3

*Note: To meet prerequisites, these courses must be taken in a certain sequence. You are encouraged to plan your course schedule with the program advisor.*

3. There are three emphasis study core options in this degree program. In addition to General Education Requirements, students will complete a culinary core, a business core and then have the option to complete an emphasis study core in hospitality, hotel, restaurant management, convention and catering management or tourism at the Northern Arizona University (NAU) or University of Nevada Las Vegas (UNLV). Or, students may complete a nutrition emphasis study core at UAA. The emphasis study cores require two semesters to complete.

Students who wish to attend NAU or UNLV are highly encouraged to apply for National Student Exchange as this greatly minimizes the amount of out-of-state tuition paid. Students must have a 2.50 minimum GPA to meet NSE eligibility requirements.

*Special note: It is possible to complete NAU or UNLV coursework via distance delivery. This requires special coordination with the UAA program academic advisor.*

Also, due to course scheduling at NAU or UNLV, certain courses may not be available while the student is on exchange. Other 300-/400-level hotel, restaurant, tourism management courses may be considered for substitution with prior approval from the UAA program academic advisor.

**I. Northern Arizona University (NAU) Hospitality Core (24 credits):**

a. Complete the following:

- HA 335  Hospitality Law  3
- HA 345  Human Resource Management  3
- HA 355  Food and Beverage Cost Control  3
- HA 400  Hospitality Sales Management  3
- HA 490C  Senior Seminar  3
  *(last semester at NAU)*

b. Additionally, complete three courses from the following:

- HA 340  Beverage and Bar Operations (3) *(Must be 21 or older)*
- HA 390  International Hospitality Operations (spring/fall) (3)
- HA 401  Resort Management (spring) (3)
- HA 435  Hospitality Litigation (fall) (3)
II. University of Nevada Las Vegas (UNLV) Hospitality Core (24 credits):
   a. Complete the following:
      - HMD 114 Lodging Operations 3
      - HMD 202 Exec. Planning/Housekeeping Operations 3
      - HMD 395 Facilities Management 3
      - HMD 401 Hotel Law 3
      - HMD 410 Hospitality Security/Preservation of Assets 3
      - TCA 379 Catering Sales and Operations 3
      - TCA 385 Convention Service Management 3
      - HMD or TCA Elective (300 level or higher) 3

III. University of Alaska Anchorage Nutrition Core (27 credits):
   a. Complete the following:
      - DN A151 Nutrition Through the Life Cycle 3
      - DN A203 Nutrition for the Health Sciences 3
      - DNA 255 Concepts of Healthy Food 3
      - DN A315 World Food Patterns 3
      - DN A350 Foodservice Systems and Quantity Foods 3
      - DN A355 Weight Management and Eating Disorders 3
      - DN A407 Preventative and Therapeutic Nutrition 3
      - DN A415 Community Nutrition 3
      - BA Elective 300 level or higher 3

Note: Much of Nutrition Core can be completed online through UAA.

4. Internship Requirement
   CA A495 Hospitality Internship 6

5. With the NAU/UNLV emphasis area a minimum of 122 credits is required for the degree of which 42 must be upper division. Of those 42 upper division credits a total of 24 must be completed in residence at UAA. With the UAA/Nutrition Emphasis a minimum of 125 credits is required for the degree of which 42 must be upper division.

FACULTY

Timothy Doebler, Associate Professor/Director, twdoebler@uaa.alaska.edu
Anne Bridges, Professor, abridges2@uaa.alaska.edu
Carrie King, Term Associate Professor, cdking@uaa.alaska.edu
Amy Green, Associate Professor, amgreen5@uaa.alaska.edu
Kendra Sticka, Term Assistant Professor, kdsticka@uaa.alaska.edu
Amanda Walch, Term Assistant Professor, akwalch@uaa.alaska.edu
Vern Wolfram, Assistant Professor, vawolfram@uaa.alaska.edu
Naomi Everett, Assistant Professor, neverett@uaa.alaska.edu

3. A total of 60 credits is required for the degree.
The Culinary Arts and Hospitality Division offers two degrees: an Associate of Applied Science (AAS) degree in Culinary Arts, and a Bachelor of Arts degree in Hospitality and Restaurant Management (BA).

Persons employed in the foodservice industry who wish to update skills and knowledge may take culinary courses for professional development. Students are strongly encouraged to contact a faculty advisor about prerequisites and other lab or course requirements.

The Culinary Arts and Hospitality and Restaurant Management programs provide students the opportunity to acquire the culinary skills, management skills, and hospitality finesse needed to develop a career in the expanding hospitality and foodservice industry. An array of career possibilities is available to graduates in the areas of culinary production and professional management in restaurants, clubs, bakeries, hotels, hospitals, camps, catering facilities, institutions, tourism, and other related operations.

The AAS degree generally takes two years/five semesters of full-time study to complete (12-15 credits per semester). With additional culinary electives, students may focus their studies in culinary/bakery, management, or hospitality. In the third or fourth semester, the capstone experience for the AAS degree is a 225-hour internship designed to provide direct hands-on advanced culinary experience. Arranged by the department, culinary internships are unpaid work experiences at an approved foodservice site. Through a study abroad agreement, students have the option of studying abroad for one semester at the prestigious Italian Culinary Institute of Florence (APICIUS).

The bachelor's degree generally takes four to five years of study to complete. In addition to general education requirements, students will complete a culinary core, a business core, and then have the option to complete an emphasis study core in hospitality, hotel, restaurant management, convention and catering management, or tourism at the University of Nevada Las Vegas (UNLV) or Northern Arizona University (NAU). Or, students may complete a nutrition emphasis study core at UAA. The study cores at either UNLV or NAU require two semesters to complete; students have the option of attending UNLV or NAU, or may complete the coursework via distance-delivered courses delivery. Please note that students may have to pay nonresident tuition for out-of-state study if they do not apply for National Student Exchange (NSE).

The capstone experience for the bachelor’s degree is a 600-hour Alaska internship offered through UAA and designed to provide direct hands-on hotel and restaurant operations management experience during the fourth or fifth year. Arranged by the department, internships are paid work experiences at an approved site.

To help students move efficiently through the program, the department requires specific admissions and advising procedures outlined below. An approved placement test is required for admission and, while not used for placement, is used to advise students of potential difficulties in selected courses.

With application to the program, students open a personal portfolio used to monitor and track student progress and house transcripts, resumes, letters of reference, certificates of completion, scholarship information, evidence of computer competency, internship and job placement, and any other related career planning or placement materials. Students may use their portfolios to apply for scholarships, jobs, or for other personal or professional development.

**Associate of Applied Science, Culinary Arts**

The Culinary Arts program produces graduates who are not just prepared for entry-level work positions in the rapidly expanding and varied foodservice, hospitality and tourism industry, but also graduates who can quickly advance in career opportunities because of their formal training and education.
Program Outcomes

At the completion of this program, students Graduates are able to:

1. Apply theories and concepts of baking and implement techniques to operate or function in a commercial bakery.
2. Apply theories and concepts of cooking and implement techniques to operate or function in a commercial kitchen.
3. Identify sanitation and safety codes and procedures necessary to maintain a safe foodservice facility.
4. Analyze food cost and implement necessary controls to maintain costs and ensure profitability.
5. Demonstrate the ability to use human resource management and facility operation management concepts to ensure safety, customer service and profitability.

Admission Requirements

1. Satisfy the Admission to Associate’s Degree Programs Requirements in Chapter 7, Academic Standards and Regulations.

2. Request an admission and advising packet. Complete and return the application form to the department. This form opens an individual student portfolio, which is used to advise and counsel students throughout their program of study and to contain important career planning and placement materials.

Advising

1. Call the Culinary Arts department at (907) 286-4728  786-1487 for an appointment with a faculty advisor to plan a personal program of study.

2. Contact Advising and Testing (786-1500) to take a UAA-approved placement test of mathematics, reading, and writing skills. Place a copy of the results in the department portfolio. SAT, ACT and other postsecondary transcripts may also be submitted to the department. These records will be used for advising only.

Academic Progress Requirements

Core Requirements

Full-time and part-time students must successfully complete the 12-credit core curriculum as a prerequisite to enrolling in culinary and bakery skill development laboratory courses. The core consists of the following courses: (note each course must be completed with a grade of C or higher):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA A101</td>
<td>The Hospitality Industry: Careers, Trends and Practices</td>
<td>2</td>
</tr>
<tr>
<td>CA A104</td>
<td>Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>CA A107</td>
<td>Cost Control</td>
<td>3</td>
</tr>
<tr>
<td>CA A070103</td>
<td>Quantity Food Purchasing</td>
<td>2</td>
</tr>
<tr>
<td>DN A101</td>
<td>Principles of Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: ENGL A111 and MATH A055 with a minimum grade of C are prerequisites and must be completed before enrolling in the above Core courses. Appropriate SAT, ACT or UAA-approved Math Placement Test scores may be used in lieu of MATH A055. Also each of the above Core courses must be completed with a grade of C or higher before student can enter Major Course Requirement area.

General University Requirements

Complete the General University Requirements for Associate of Applied Science Degrees located at the beginning of this chapter.

General Course Requirements

Complete the Associate of Applied Science General Course Requirements (15 credits) located at the beginning of this chapter.
Major Requirements

1. Complete the following required courses: 24
   - CA A103110L Culinary Skill Development  4
   - CA A111L Bakery Skill Development  4
   - CA A201 A la Carte Kitchen  4
   - CA A202 Advanced Bakery  4
   - CA A223 Catering Management  2
   - CA A224 Hospitality Service  3
   - CA A230 Foodservice Management  3

2. Complete a minimum of 9 credits from the following elective area: 9
   - CA A114 Beverages Management (3)
   - CA A225 Hospitality Concept Design (3)
   - CA A295C Foodservice Internship (3)
   - DN A260 Food Science (3)

   Note: Other nutrition, culinary arts, or business courses may be considered for credit in the elective area by petition. See your program academic advisor.

   Note: Other APICRUS (Study Abroad), Accounting, Business, Culinary Arts or Nutrition courses may be considered for credit in the elective area by academic petition. See program academic advisor for prior approval.

3. A total of 60 credits is required for the degree.

Bachelor of Arts, Hospitality and Restaurant Management

The Hospitality and Restaurant Management program produces graduates who are not only prepared for entry-level work positions in the rapidly expanding and varied foodservice, hospitality and tourism industry, but also who can confidently advance to middle- and upper-level management opportunities because of their formal training and education.

Program Outcomes

At the completion of this program, graduates are able to:

1. Apply theories and concepts of baking and cooking and implement necessary techniques to operate or function in a commercial kitchen and bakery.
2. Demonstrate ability to practice concepts of customer service and operate front desk operations for lodging venues.
3. Analyze the food, beverage and lodging cost-control cycle and accounting practices, and implement controls to maintain costs and ensure profitability.
4. Demonstrate the ability to implement sales, marketing and promotion, and utilize resources to develop and implement marketing plans for foodservice, lodging, and tourism venues.
5. Discuss the importance of the manager’s role and ethics associated with executive management and how they lead and inspire staff to achieve mission and goals.
6. Identify health, building, and fire codes and implement requirements to maintain a safe hospitality environment.

Admission Requirements

1. Complete the Admission to Baccalaureate Programs Requirements in Chapter 7, Academic Standards and Regulations.

2. Request an admission and advising packet. Complete and return the application form to the department. This form opens an individual student portfolio which is used to advise students throughout their program of study and to contain important career planning and placement materials.
Advising

Call the Culinary Arts and Hospitality Department at (907) 786-4728 786-1487 for an appointment with a faculty advisor to plan a personal program of study.

Contact Advising and Testing (786-4500) to take a UAA-approved placement test of mathematics, reading, and writing skills. Place a copy of the results in the department portfolio. SAT, ACT and other postsecondary transcripts may also be submitted to the department. These records will be used for advising only.

Degree Requirements

1. Complete the General University Requirements for Baccalaureate Degrees listed at the beginning of this chapter.

2. Complete the General Education Requirements for Baccalaureate Degrees listed at the beginning of this chapter.

3. Students are highly encouraged to coordinate their course selection with the program academic advisor. Some courses that may fulfill General Education Requirements and baccalaureate requirements are prerequisites to required business core courses. To avoid taking additional courses later, it is highly recommended students complete ECON A201 and ECON A202.

4. A minimum of 3 credits of General Education Requirements must be at the 300- or 400-level to meet the upper division credit requirements for this degree.

5. Complete the Culinary Core, Business Core and one of the three emphasis study core options listed below.

Major Requirements

1. Culinary Core

Complete all of the following courses (31-28 credits):

- CA A101 Hospitality industry: Careers, Trends, and Practices 2
- CA A103L Culinary Skill Development 4
- CA A104 Sanitation 2
- CA A107 Cost Control 3
- CA A110 Quantity Food Purchasing 2
- CA A111L Bakery Skill Development 4
- CA A201 A la Carte Kitchen 4
- CA A202 Advanced Bakery 4
- CA A224 Hospitality Service 3
- CA A225 Hospitality Concept Design 3

2. Business Core

Complete all of the following courses (30 credits):

- ACCT A201 Principles of Financial Accounting 3
- ACCT A202 Principles of Managerial Accounting 3
- BA A300 Organizational Theory and Behavior 3
- BA A343 Principles of Marketing 3
- BA A361 Human Resource Management 3
- BA A381 Consumer Behavior 3
- BA A463 Promotion Management 3
- BA A488 Environment of Business 3
- CIS A110 Computer Concepts in Business 3
- STAT A252 Elementary Statistics (3) 3

Note: To meet prerequisites, these courses must be taken in a certain sequence. You are encouraged to plan your course schedule with the program advisor.
3. There are three emphasis study core options in this degree program. In addition to General Education Requirements, students will complete a culinary core, a business core and then have the option to complete an emphasis study core in hospitality, hotel, restaurant management, convention and catering management or tourism at the Northern Arizona University (NAU) or University of Nevada Las Vegas (UNLV). Or, students may complete a nutrition emphasis study core at UAA. The emphasis study cores require two semesters to complete.

Students who wish to attend NAU or UNLV are highly encouraged to apply for National Student Exchange as this greatly minimizes the amount of out-of-state tuition paid. Students must have a 2.50 minimum GPA to meet NSE eligibility requirements.

Special note: It is possible to complete NAU or UNLV coursework via distance delivery. This requires special coordination with the UAA program academic advisor.

Also, due to course scheduling at NAU or UNLV, certain courses may not be available while the student is on exchange. Other 300-/400-level hotel, restaurant, tourism management courses may be considered for substitution with prior approval from the UAA program academic advisor.

I. Northern Arizona University (NAU) Hospitality Core (24 credits):
   a. Complete the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HA 335</td>
<td>Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>HA 345</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>HA 355</td>
<td>Food and Beverage Cost Control</td>
<td>3</td>
</tr>
<tr>
<td>HA 400</td>
<td>Hospitality Sales Management</td>
<td>3</td>
</tr>
<tr>
<td>HA 490C</td>
<td>Senior Seminar</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(last semester at NAU)</td>
<td></td>
</tr>
</tbody>
</table>
   b. Additionally, complete three courses from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HA 340</td>
<td>Beverage and Bar Operations (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Must be 21 or older)</td>
<td></td>
</tr>
<tr>
<td>HA 390</td>
<td>International Hospitality Operations (spring/fall) (3)</td>
<td></td>
</tr>
<tr>
<td>HA 401</td>
<td>Resort Management (spring) (3)</td>
<td></td>
</tr>
<tr>
<td>HA 435</td>
<td>Hospitality Litigation (fall) (3)</td>
<td></td>
</tr>
<tr>
<td>HA 442</td>
<td>Advanced Food &amp; Beverage Management (3)</td>
<td></td>
</tr>
<tr>
<td>HA 477</td>
<td>Casino Management (fall) (3)</td>
<td></td>
</tr>
</tbody>
</table>

II. University of Nevada Las Vegas (UNLV) Hospitality Core (24 credits):
   a. Complete the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMD 114</td>
<td>Lodging Operations</td>
<td>3</td>
</tr>
<tr>
<td>HMD 202</td>
<td>Exec. Planning/Housekeeping Operations</td>
<td>3</td>
</tr>
<tr>
<td>HMD 395</td>
<td>Facilities Management</td>
<td>3</td>
</tr>
<tr>
<td>HMD 401</td>
<td>Hotel Law</td>
<td>3</td>
</tr>
<tr>
<td>HMD 410</td>
<td>Hospitality Security/ Preservation of Assets</td>
<td>3</td>
</tr>
<tr>
<td>TCA 379</td>
<td>Catering Sales and Operations</td>
<td>3</td>
</tr>
<tr>
<td>TCA 385</td>
<td>Convention Service Management</td>
<td>3</td>
</tr>
<tr>
<td>HMD or TCA Elective (300 level or higher)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

III. University of Alaska Anchorage Nutrition Core (24-27 credits):
a. Complete the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DN A101</td>
<td>Principles of Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>DN A151</td>
<td>Nutrition Through the Life Cycle</td>
<td>3</td>
</tr>
<tr>
<td>DN A203</td>
<td>Nutrition for the Health Sciences</td>
<td>3</td>
</tr>
<tr>
<td>DN A151</td>
<td>Nutrition Through the Life Cycle</td>
<td>3</td>
</tr>
<tr>
<td>DN A155</td>
<td>Survey of Alaska Native Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>DN A215</td>
<td>Sports Nutrition</td>
</tr>
<tr>
<td>DNA 255</td>
<td>Concepts of Healthy Food</td>
<td>3</td>
</tr>
<tr>
<td>DN A303</td>
<td>Preventive and Therapeutic Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>DN A315</td>
<td>World Food Patterns</td>
<td>3</td>
</tr>
<tr>
<td>DN A350</td>
<td>Foodservice Systems and Quantity Foods</td>
<td>3</td>
</tr>
<tr>
<td>DN A355</td>
<td>Weight Management and Eating Disorders</td>
<td>3</td>
</tr>
<tr>
<td>DN A407</td>
<td>Preventative and Therapeutic Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>DN A415</td>
<td>Community Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>BA</td>
<td>Elective 300 level or higher</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: Much of The Nutrition Core can be completed entirely online through UAA.

4. Internship Requirement

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA A495</td>
<td>Hospitality Internship</td>
<td>6</td>
</tr>
</tbody>
</table>

5. A minimum of 125 credits is required for the degree of which 42 must be upper division. Of those 42 upper division credits a total of 24 must be completed in residence at UAA.

5. With the NAU/UNLV emphasis area a minimum of 122 credits is required for the degree of which 42 must be upper division. Of those 42 upper division credits a total of 24 must be completed in residence at UAA. With the UAA/Nutrition Emphasis a minimum of 125 credits is required for the degree of which 42 must be upper division.

FACULTY

Timothy Doebler, Associate Professor/Director, AFTWD@uaa.alaska.edu, tdoebler@uaa.alaska.edu
Anne Bridges, Professor, AFAB@uaa.alaska.edu, abridges2@uaa.alaska.edu
Carrie King, Term Associate Professor, cdking@uaa.alaska.edu
Amy Green, Associate Professor, AFAMG@uaa.alaska.edu, amgreen5@uaa.alaska.edu
Kendra Sticka, Term Assistant Professor, AFKDS@uaa.alaska.edu, kdsticka@uaa.alaska.edu
Amanda Walch, Term Assistant Professor, AFAW01@uaa.alaska.edu, akwalch@uaa.alaska.edu
Vern Wolfram, Assistant Professor, AFVAW@uaa.alaska.edu, vwolfram@uaa.alaska.edu
Naomi Everett, Assistant Professor, AFNSE@uaa.alaska.edu, neverett@uaa.alaska.edu

3. A total of 60 credits is required for the degree.
**Course Action Request**

**University of Alaska Anchorage**

**Proposal to Initiate, Add, Change, or Delete a Course**

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>1b. Division</th>
<th>1c. Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH College of Health</td>
<td>AHLS Division of Health Safety</td>
<td>Physical Therapist Assistant (pending)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Course Prefix</th>
<th>3. Course Number</th>
<th>4. Previous Course Prefix &amp; Number</th>
<th>5a. Credits/CEUs</th>
<th>5b. Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA</td>
<td>A101</td>
<td>N/A</td>
<td>2</td>
<td>(2+0)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Complete Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Physical Therapy</td>
</tr>
<tr>
<td>Fundamentals of PT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Type of Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
</tr>
<tr>
<td>Preparatory/Development</td>
</tr>
<tr>
<td>Non-credit</td>
</tr>
<tr>
<td>CEU</td>
</tr>
<tr>
<td>Professional Development</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Type of Action:</th>
<th>Add</th>
<th>Change</th>
<th>Delete</th>
</tr>
</thead>
</table>

**If a change, mark appropriate boxes:**

- Prefix
- Credits
- Title
- Grading Basis
- Course Description
- Test Score Prerequisites
- Other Restrictions
- Other (please specify)
- Course Number
- Contact Hours
- Repeat Status
- Cross-Listed/Stacked
- Course Prerequisites
- Co-requisites
- Registration Restrictions

<table>
<thead>
<tr>
<th>9. Repeat Status No</th>
<th># of Repeats</th>
<th>Max Credits</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>10. Grading Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-F</td>
</tr>
<tr>
<td>P/NP</td>
</tr>
<tr>
<td>NG</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. Implementation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>semester/year</td>
</tr>
<tr>
<td>From: Spring/2014</td>
</tr>
<tr>
<td>To: 9/999</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12.</th>
<th>Cross Listed with</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Stacked with</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13a. Impacted Courses or Programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>List any programs or college requirements that require this course.</td>
</tr>
<tr>
<td>Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at <a href="http://www.uaa.alaska.edu/governance">www.uaa.alaska.edu/governance</a>.</td>
</tr>
</tbody>
</table>

**Impacted Program/Course**

**Date of Coordination**

**Chair/Coordinator Contacted**

**Initiator Name (typed):**

**Initiator Signed Initials:**

**Date:**

<table>
<thead>
<tr>
<th>13b. Coordination Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-5-12</td>
</tr>
</tbody>
</table>

**submitted to Faculty Listserv:** (uaa-faculty@lists.uaa.alaska.edu)

<table>
<thead>
<tr>
<th>14. General Education Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark appropriate box:</td>
</tr>
<tr>
<td>Oral Communication</td>
</tr>
<tr>
<td>Written Communication</td>
</tr>
<tr>
<td>Quantitative Skills</td>
</tr>
<tr>
<td>Humanities</td>
</tr>
<tr>
<td>Fine Arts</td>
</tr>
<tr>
<td>Social Sciences</td>
</tr>
<tr>
<td>Natural Sciences</td>
</tr>
<tr>
<td>Integrative Capstone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15. Course Description (suggested length 20 to 50 words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduces the profession of Physical Therapy, to include the history, scope of practice, professionalism, the American Physical Therapy Association (APTA), ethical behavior, the health care team, interpersonal communication and documentation in a medical record.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16a. Course Prerequisite(s) (list prefix and number or test code and score)</th>
<th>16b. Co-requisite(s) (concurrent enrollment required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16c. Other Restriction(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16d. Registration Restriction(s) (non-codable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental Approval</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>17.</th>
<th>Mark if course has fees</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>18.</th>
<th>Mark if course is a selected topic course</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>19. Justification for Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currently there are no Physical Therapist Assistant programs in the state of Alaska. This program is being developed in response to the need for a program in the state. The curriculum is based on requirements established by the Commission on Accreditation in Physical Therapy Education (CAPTE).</td>
</tr>
</tbody>
</table>

**Initiator (faculty only)**

Robin Wahto

**Initiator (TYPE NAME)**

**Initiator Signed Initials:**

**Date:**

<table>
<thead>
<tr>
<th>Approved</th>
<th>Disapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair</td>
<td>Date</td>
</tr>
<tr>
<td>Undergraduate/Graduate Academic</td>
<td>Date</td>
</tr>
<tr>
<td>Provost or Designee</td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved</th>
<th>Disapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean/Director of School/College</td>
<td>Date</td>
</tr>
<tr>
<td>Board Chair</td>
<td>Date</td>
</tr>
</tbody>
</table>

**Initiator (faculty only)**

Robin Wahto

**Initiator (TYPE NAME)**

**Initiator Signed Initials:**

**Date:**

<table>
<thead>
<tr>
<th>Approved</th>
<th>Disapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td>College/School Curriculum Committee Chair</td>
<td>Date</td>
</tr>
<tr>
<td>Provost or Designee</td>
<td>Date</td>
</tr>
</tbody>
</table>
University of Alaska Anchorage  
College of Health  
Course Content Guide

I. Date of Initiation:  
   Fall 2012

II. Curriculum Action Request
   A. College: College of Health  
   B. Course Prefix: PTA  
   C. Course Number: A101  
   D. Number of Credits: 2  
   E. Contact Hours: 2+0  
   F. Course Title: Fundamentals of Physical Therapy  
   G. Grading Basis: A-F  
   H. Implementation Date: Spring 2014  
   I. Cross-listed/Stacked: N/A  
   J. Course Description: Introduces the profession of Physical Therapy, to include the history, scope of practice, professionalism, the American Physical Therapy Association (APTA), ethical behavior, the health care team, interpersonal communication and documentation in a medical record.  
   K. Course Prerequisites: N/A  
   L. Course Co-requisites: N/A  
   M. Other Restrictions: N/A  
   N. Registration Restrictions: Departmental Approval  
   O. Course Fees: No

III. Instructional Goals and Student Learning Outcomes
   A. Instructional Goals. The instructor will:
      1. Provide a basis for the historical development of Physical Therapy and the role that the American Physical Therapy Association (APTA) plays in governance of the profession.  
      2. Discuss the Alaska Physical Therapy Practice Act, and its effect on the legal and ethical responsibilities of a Physical Therapist Assistant (PTA), to include the relationship/supervisory requirements of the Physical Therapist (PT)/Physical Therapist Assistant (PTA) relationship.  
      3. Discuss possible employment settings for PTAs.  
      4. Present and model features of professional behaviors and effective communication, and provide assignments that allow the students to practice in simulated patient and or professional encounters.  
      5. Explain the components of the medical record, and procedures for writing medical documentation in a SOAP note (Subjective, Objective, Assessment, Plan) format.  
      6. Provide examples of health care team professionals.  
      7. Discuss the communication requirements for the PT/PTA relationship, to include situations/scenarios in which communication with the supervising PT is warranted.
B. Student Learning Outcomes and Assessment Measures

<table>
<thead>
<tr>
<th>Student Learning Outcomes: Upon completion of this course, the student will be able to:</th>
<th>Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Describe the historical events that led to the formation of the profession of Physical Therapy as it exists today.</td>
<td>Written assignments and examinations</td>
</tr>
<tr>
<td>2. Describe the structure of APTA with regards to governance and leadership.</td>
<td>Written assignments and examinations</td>
</tr>
<tr>
<td>3. Recognize APTA policies regarding role, function, and supervisory relationships between PTs and PTAs.</td>
<td>Written assignments and examinations</td>
</tr>
<tr>
<td>4. Identify possible employment settings for a PTA and the influence of setting on role and responsibilities.</td>
<td>Written assignments and examinations</td>
</tr>
<tr>
<td>5. Recognize the legal and ethical responsibilities of a PTA in the state of Alaska.</td>
<td>Written assignments and examinations, classroom discussions</td>
</tr>
<tr>
<td>6. Communicate effectively with patients, caregivers, and colleagues.</td>
<td>Written assignments and examinations, role playing</td>
</tr>
<tr>
<td>7. Write a patient note in SOAP format (Subjective, Objective, Assessment, Plan).</td>
<td>Written assignments and examinations</td>
</tr>
<tr>
<td>8. Identify and model professional behaviors in a simulated patient encounter/case scenario.</td>
<td>Written assignments and examinations, role playing</td>
</tr>
<tr>
<td>9. Identify situations in which communication with the supervising physical therapist or emergency services are warranted.</td>
<td>Written assignments, exams, in class discussions</td>
</tr>
<tr>
<td>10. Delegate tasks appropriately to support personnel.</td>
<td>Written assignments, exams, in class discussions</td>
</tr>
</tbody>
</table>

IV. Course Level Justification
This course introduces the profession of physical therapy, statutory and legal requirements, effective communication, documentation in medical records and the role of the PTA in the healthcare team.

V. Topical Course Outline
A. History of the profession of physical therapy
B. The American Physical Therapy Association (APTA)
   1. Purpose
   2. Vision and strategic plan
C. APTA governance
   1. House of Delegates
   2. Board of Directors
   3. Component leadership
      a. Chapters
      b. Sections
      c. Student Assembly
      d. PTA Caucus
D. Code of Ethics
   1. PT
   2. PTA

E. Professionalism
   1. Accountability
   2. Altruism
   3. Compassion/caring
   4. Excellence
   5. Integrity
   6. Professional duty
   7. Social responsibility

F. The health care team
   1. PT/PTA relationship
   2. PTA role in the health care team

G. PTA roles and responsibilities
   1. PT vs. PTA
   2. Physical therapy interventions
   3. Relationship with supervising PT
      a. Alaska state requirements
      b. Progress and status
   4. Education
      a. Patient
      b. Caregiver
      c. Colleagues/other health care providers
   5. Decision making when patient condition warrants
      a. A change in the treatment plan
      b. Emergency action
      c. Notification of physician vs. supervising PT
   6. Discharge planning

H. Communication with patients, family and other health care professionals
   1. Interview skills
   2. Verbal vs. non-verbal communication
   3. Open vs. closed-ended questions
   4. Dealing with difficult individuals
   5. Conflict resolution
   6. Patient/caregiver education
   7. Establishing rapport
   8. Active listening

I. Documentation
   1. SOAP notes
   2. Components of the medical record
   3. HIPAA and privacy
   4. Making corrections
   5. Use of abbreviations
   6. Long-term and short-term goals
   7. Appropriate of use medical terminology

J. Education and supervision of PTA students and support personnel
   1. Legal and ethical requirements for direction and supervision of support personnel
   2. Selection of activities for support personnel
VI. **Suggested Texts** (American Medical Association style bibliography)


VII. **Bibliography**


Course Action Request
University of Alaska Anchorage
Proposal to Initiate, Add, Change, or Delete a Course

1a. School or College
   CH College of Health

1b. Division
   AHLS Division of Health  Safety

1c. Department
   Physical Therapist Assistant (pending)

2. Course Prefix
   PTA

3. Course Number
   A105

4. Previous Course Prefix & Number
   N/A

5a. Credits/CEUs
   3

5b. Contact Hours
   (Lecture + Lab) (1.5+3)

6. Complete Course Title
   Tests and Measures

Abbreviated Title for Transcript (30 character)

7. Type of Course
   ✓ Academic  □ Preparatory/Development  □ Non-credit  □ CEU  □ Professional Development

8. Type of Action: ✓ Add  or  □ Change  or  □ Delete

   If a change, mark appropriate boxes:
   □ Prefix  □ Credits  □ Title  □ Repeat Status  □ Course Number  □ Grading Basis
   □ Contact Hours  □ Course Description  □ Cross-Listed/Stacked
   □ Test Score Prerequisites  □ Course Prerequisites  □ Co-requisites
   □ Other Restrictions  □ Registration Restrictions

   □ Class  □ Level  □ College  □ Major
   □ Other (please specify)

9. Repeat Status No
   □ # of Repeats
   □ Max Credits

10. Grading Basis
    ✓ A-F  □ P/NP  □ NG

11. Implementation Date
    From: Spring/2014  To: /9999

12. Cross Listed with
    □ Stacked with

13a. Impacted Courses or Programs: List any programs or college requirements that require this course.
    Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed): ___________  Initiator Signed Initials: ___________  Date: ___________

13b. Coordination Email
    submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison
    Date: Oct. 26, 2012

14. General Education Requirement
    Mark appropriate box:
    □ Oral Communication  □ Written Communication  □ Quantitative Skills  □ Humanities
    □ Fine Arts  □ Social Sciences  □ Natural Sciences  □ Integrative Capstone

15. Course Description (suggested length 20 to 50 words)
    Introduces common standardized tests and measures used to determine the interventions required for the plan of care developed by the supervising physical therapist.

16a. Course Prerequisite(s) (list prefix and number or test code and score)
    N/A

16b. Co-requisite(s) (concurrent enrollment required)
    N/A

16c. Other Restriction(s)
    □ College  □ Major  □ Class  □ Level

16d. Registration Restriction(s) (non-codable)
   Departmental Approval

17. □ Mark if course has fees

18. □ Mark if course is a selected topic course

19. Justification for Action
    Currently there are no Physical Therapist Assistant programs in the state of Alaska. This program is being developed in response to the need for a program in the state. The curriculum is based on requirements established by the Commission on Accreditation in Physical Therapy Education (CAPTE).

Initiator (faculty only)

Robin Wahto
Initiator (TYPE NAME)

Approved  Disapproved
Dean/Director of School/College  Date

Approved  Disapproved
Undergraduate/Graduate Academic  Date

Approved  Disapproved
Board Chair  Date

Approved  Disapproved
Provost or Designee  Date

I. Date of Initiation: Fall 2012

II. Curriculum Action Request
A. College: College of Health
B. Course Prefix: PTA
C. Course Number: A105
D. Number of Credits: 3
E. Contact Hours: 1.5+3
F. Course Title: Tests and Measures
G. Grading Basis: A-F
H. Implementation Date: Spring 2014
I. Cross-listed/Stacked: N/A
J. Course Description: Introduces common standardized tests and measures used to determine the interventions required for the plan of care developed by the supervising physical therapist.

K. Course Prerequisites: N/A
L. Course Co-requisites: N/A
M. Other Restrictions: N/A
N. Registration Restrictions: Departmental Approval
O. Course Fees: No

III. Instructional Goals and Student Learning Outcomes

A. Instruction Goals. The instructor will:
   1. Explain and demonstrate procedures for assessing vital signs, anthropometric characteristics, strength, range of motion and posture, cognition, pain and sensation.
   2. Provide information on normal values for measurements obtained in the above tests.
   3. Explain how clinical findings are recorded in the medical record.
   4. Present scenarios in which the clinical findings indicate a need for a change in treatment plan, notification of the supervising Physical Therapist (PT), or emergency care.
   5. Provide opportunities for the students to practice performing these assessments and document their findings.

B. Student Learning Outcomes and Assessment Measures

<table>
<thead>
<tr>
<th>Student Learning Outcomes: Upon completion of this course, the student will be able to:</th>
<th>Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Assess and document vital signs.</td>
<td>Written assignments and examinations, practical examinations, skills checks</td>
</tr>
<tr>
<td>2. Identify vital sign norms for adults, children and geriatrics.</td>
<td>Written assignments and examinations, practical examinations, skills checks</td>
</tr>
<tr>
<td>3. Assess and document anthropometric characteristics.</td>
<td>Written assignments and examinations, practical examinations, skills checks</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>4.</td>
<td>Assess and document cognition.</td>
</tr>
<tr>
<td>5.</td>
<td>Assess and document muscle strength.</td>
</tr>
<tr>
<td>6.</td>
<td>Assess and document range of motion (ROM).</td>
</tr>
<tr>
<td>7.</td>
<td>Assess and document static and dynamic posture.</td>
</tr>
<tr>
<td>8.</td>
<td>Assess and document pain.</td>
</tr>
<tr>
<td>9.</td>
<td>Assess and document sensation.</td>
</tr>
<tr>
<td>10.</td>
<td>Recognize when clinical findings obtained indicate that physical therapy intervention should not be provided.</td>
</tr>
<tr>
<td>11.</td>
<td>Recognize when clinical findings obtained indicate that the Physical Therapist Assistant should communicate with the supervising Physical Therapist before intervention is provided.</td>
</tr>
<tr>
<td>12.</td>
<td>Recognize when clinical findings obtained indicate the need for emergency care.</td>
</tr>
</tbody>
</table>

### IV. Course Level Justification
This course introduces the test and measures used by physical therapist assistants.

### V. Topical Course Outline

A. Vital signs
   1. Heart rate
   2. Blood pressure
   3. Respiratory rate
   4. Pulse oximetry
   5. Breathing pattern
   6. Temperature
   7. Peripheral pulses
   8. Physiologic response to activity/position change

B. Anthropometric characteristics
   1. Height
   2. Weight
   3. Limb length
   4. Girth/circumference
C. Assessment of cognition
   1. Orientation
   2. Ability to follow commands
   3. Arousal
   4. Memory

D. Assessment of muscle function
   1. Manual muscle testing
      a. Gross
      b. Specific
   2. Muscle tone
   3. Muscle mass
   4. Substitution

E. Assessment of range of motion (ROM)
   1. Methods utilized
      a. Goniometry
      b. Tape measure
   2. Assessment components
      a. Active vs. passive ROM
      b. Muscle length
      c. Normal vs. abnormal movement
      d. End feel

F. Assessment of posture
   1. Alignment and position
      a. Static
      b. Dynamic
   2. Symmetry
   3. Deviation from midline

G. Assessment of pain
   1. Location
   2. Intensity- pain scales
   3. Aggravating factors
   4. Alleviating Factors

H. Assessment of sensation
   1. Superficial sensation
      a. Coarse touch
      b. Light touch
      c. Cold/heat
      d. Pain
      e. Pressure
      f. Vibration
   2. Peripheral nerve integrity
   3. Dermatome testing
   4. Proprioception
VI. Suggested Texts

Duesterhaus Minor M, Duesterhaus Minor S. Patient Care Skills. 6th ed. Norwalk, CT: Appleton & Lange; 2009.


VII. Bibliography


### Proposal to Initiate, Add, Change, or Delete a Course

**Courses in the Arizona State University System**

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>1b. Division</th>
<th>1c. Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH College of Health</td>
<td>AHLS Division of Health Safety</td>
<td>Physical Therapist Assistant (pending)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Course Prefix</th>
<th>3. Course Number</th>
<th>4. Previous Course Prefix &amp; Number</th>
<th>5a. Credits/CEUs</th>
<th>5b. Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA</td>
<td>A110</td>
<td>N/A</td>
<td>3</td>
<td>(2+2)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Kinesiology and Biomechanics</td>
<td>Academic</td>
<td>Add or Change or Delete</td>
<td># of Repeats</td>
<td>Max Credits</td>
<td>A-F</td>
<td>P/NP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13a. Impacted Courses or Programs:</th>
<th>14. General Education Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>List any programs or college requirements that require this course.</td>
<td>Mark appropriate box:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13b. Coordination Email</th>
<th>13c. Coordination with Library Liaison</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: 12-5-12</td>
<td>Date: Oct. 26, 2012</td>
</tr>
</tbody>
</table>

| 14a. General Education Requirement (suggested length 20 to 50 words) |
| Presents human anatomy with an emphasis on the musculoskeletal system, identification of structures and their relationship to function, normal and abnormal biomechanical principles of joint patterns and gait. Explores human movement during performance of activities, especially the geometry of movement (kinematics) and the forces influencing movement (kinetics). |

<table>
<thead>
<tr>
<th>16a. Course Prerequisite(s) (list prefix and number or test code and score)</th>
<th>16b. Co-requisite(s) (concurrent enrollment required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16c. Other Restriction(s)</th>
<th>16d. Registration Restriction(s) (non-codable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>Major</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>17. Mark if course has fees</th>
<th>18. Mark if course is a selected topic course</th>
</tr>
</thead>
</table>

| 19. Justification for Action |
| Currently there are no Physical Therapist Assistant programs in the state of Alaska. This program is being developed in response to the need for a program in the state. The curriculum is based on requirements established by the Commission on Accreditation in Physical Therapy Education (CAPTE). |

**Initiator (faculty only)**

<table>
<thead>
<tr>
<th>Robin Wahto</th>
</tr>
</thead>
</table>

**Initiator (TYPE NAME)**

<table>
<thead>
<tr>
<th>Approved</th>
<th>Disapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean/Director of School/College</td>
<td>Undergraduate/Graduate Academic</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved</th>
<th>Disapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Chair</td>
<td>Provost or Designee</td>
</tr>
</tbody>
</table>
I. Date of Initiation: Fall 2012

II. Curriculum Action Request
A. College: College of Health
B. Course Prefix: PTA
C. Course Number: A110
D. Number of Credits: 3
E. Contact Hours: 2+2
F. Course Title: Kinesiology and Biomechanics
G. Grading Basis: A-F
H. Implementation Date: Spring 2014
I. Cross-listed/Stacked: N/A
J. Course Description: Presents human anatomy with an emphasis on the musculoskeletal system, identification of structures and their relationship to function, normal and abnormal biomechanical principles of joint patterns and gait. Explores human movement during performance of activities, especially the geometry of movement (kinematics) and the forces influencing movement (kinetics).
K. Course Prerequisites: N/A
L. Course Co-requisites: N/A
M. Other Restrictions: N/A
N. Registration Restrictions: Departmental Approval
O. Course Fees: No

III. Instructional Goals and Student Learning Outcomes
A. Instructional Goals. The instructor will:
   1. Introduce kinesiological descriptions to include anatomical position, types, directions and planes of movement, and apply the terms to posture, balance, lifting, reaching, grasping and walking.
   2. Review anatomical (bone, muscle and nerve) contributors to movement.
   3. Explain analysis of activities to include descriptions of joint movement, types of muscle contraction, and the identification of agonist(s), antagonist(s) and synergist(s) contributing to the movement.
   4. Introduce the effect of select pathological conditions on normal movement.
   5. Introduce and demonstrate commonly used exercises for the extremities, spine and trunk.
   6. Present healthy postural alignment and dysfunctional adaptations.
   7. Relate joint motion concepts to goniometry and muscle testing.
### B. Student Learning Outcomes and Assessment Measures

<table>
<thead>
<tr>
<th>Student Learning Outcomes: Upon completion of this course, the student will be able to:</th>
<th>Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Apply basic kinesiological terms, including anatomical position, type and direction of movement and planes of movement when analyzing human motion.</td>
<td>Written and practical exams</td>
</tr>
<tr>
<td>2. Identify the major muscles of the body and explain their primary contributions to movement.</td>
<td>Written and practical exams</td>
</tr>
<tr>
<td>3. Define and describe basic concepts and terminology relating to posture, balance, lifting, reaching, grasping and walking.</td>
<td>Written and practical exams</td>
</tr>
<tr>
<td>4. Discuss biomechanical properties of the upper extremity, lower extremity and spine and relevant tissue including muscle, bone and nerve.</td>
<td>Written and practical exams</td>
</tr>
<tr>
<td>5. Analyze an individual’s performance of a given activity as evidenced by correctly describing joint movement, types of muscle contraction, and identifying agonist(s), antagonist(s) and synergist(s) contributing to the movement.</td>
<td>Written and practical exams</td>
</tr>
<tr>
<td>6. Analyze a given activity as evidenced by correctly identifying the movement(s) necessary to perform the activity, describing the types of muscle contractions and identifying the muscular agonist(s), antagonist(s) and synergist(s).</td>
<td>Written and practical exams</td>
</tr>
<tr>
<td>7. Compare and contrast normal human movement to abnormal movement caused by selected pathological conditions.</td>
<td>Written and practical exams</td>
</tr>
<tr>
<td>8. Apply Newtonian mechanics as they apply to specific human tissues and the human body as a whole.</td>
<td>Written and practical exams</td>
</tr>
<tr>
<td>9. Demonstrate an understanding of healthy postural alignment and identify dysfunctional adaptations.</td>
<td>Written and practical exams, skills checks</td>
</tr>
<tr>
<td>10. Apply an understanding of joint motion to goniometry and muscle testing.</td>
<td>Written and practical exams, skills checks</td>
</tr>
</tbody>
</table>

### IV. Course Level Justification

This course introduces kinesiological concepts as applied to normal human movement, joint patterns, posture, strength and gait.

### V. Topical Course Outline

A. Terminology
   1. Anatomic position
   2. Planes of movement
   3. Types of movement

B. Muscular contributors to movement
   1. Types of contractions
   2. Agonists, antagonists and synergists
   3. The sliding filament mechanism
C. Joint actions
   1. Axial movement
   2. Non-axial movement

D. Biomechanical principles in human movement
   1. Center of gravity
      a. Lines of gravity
      b. Base of support
   2. Newton’s laws of motion
      a. Force vectors
      b. Forces that cause movement
      c. Forces that resist movement
   3. Torque
   4. Inertia
   5. Momentum
   6. Stability

E. Clinical applications
   1. Posture
   2. Gait
   3. Manual muscle testing
   4. Goniometry

VI. Suggested Texts


VII. Bibliography


# Course Action Request

**University of Alaska Anchorage**

**Proposal to Initiate, Add, Change, or Delete a Course**

---

**1a. School or College**
- CH College of Health

**1b. Division**
- AHLS Division of Health Safety

**1c. Department**
- Physical Therapist Assistant (pending)

**2. Course Prefix**
- PTA

**3. Course Number**
- A120

**4. Previous Course Prefix & Number**
- N/A

**5a. Credits/CEUs**
- 3

**5b. Contact Hours**
- (Lecture + Lab) (1.5 + 3)

**6. Complete Course Title**
- Rehabilitation I

**Abbreviated Title for Transcript (30 character)**

---

**7. Type of Course**
- Academic

**8. Type of Action:**
- Add

**9. Repeat Status No**
- Number of Repeats
- Max Credits

**10. Grading Basis**
- A-F

**11. Implementation Date**
- semester/year
- From: Spring/2014 To: 9999

---

**12. Cross Listed with**

**Stacked with**

**Cross-Listed Coordination Signature**

---

**13a. Impacted Courses or Programs:**
- List any programs or college requirements that require this course.

Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Initiator Name (typed):**
- Robin Wahto

**Initiator Signed Initials:**
- __________

**Date:**
- __________

**13b. Coordination Email**
- Date: 12-5-12
- submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

**13c. Coordination with Library Liaison**
- Date: Oct. 26, 2012

**14. General Education Requirement**
- Mark appropriate box:
  - □ Oral Communication
  - □ Written Communication
  - □ Quantitative Skills
  - □ Humanities
  - □ Fine Arts
  - □ Social Sciences
  - □ Natural Sciences
  - □ Integrative Capstone

**15. Course Description (suggested length 20 to 50 words)**
- Introduces the clinical manifestations and common management strategies for diseases/disorders of the musculoskeletal, endocrine, integumentary, cardiovascular and pulmonary systems, as they pertain to physical therapy interventions.

**16a. Course Prerequisite(s) (list prefix and number or test code and score)**

**16b. Co-requisite(s) (concurrent enrollment required)**
- N/A

**16c. Other Restriction(s)**
- □ College □ Major □ Class □ Level

**16d. Registration Restriction(s) (non-codable)**
- Departmental Approval

**17. □ Mark if course has fees**

**18. □ Mark if course is a selected topic course**

**19. Justification for Action**
- Currently there are no Physical Therapist Assistant programs in the state of Alaska. This program is being developed in response to the need for a program in the state. The curriculum is based on requirements established by the Commission on Accreditation in Physical Therapy Education (CAPTE).

**Initiator (faculty only):**
- Robin Wahto

**Initiator (TYPE NAME):**
- □ Approved

**Date:**
- __________

**Disapproved**
- Dean/Director of School/College

**Date:**
- __________

**Approved**
- Undergraduate/Graduate Academic

**Date:**
- __________

**Disapproved**
- Board Chair

**Date:**
- __________

**Approved**
- Provost or Designee

**Date:**
- __________

---

**Department Chair**
- □ Approved

**Date:**
- __________

**Disapproved**
- □ Disapproved

**College/School Curriculum Committee Chair**
- □ Approved

**Date:**
- __________

**Disapproved**
- □ Disapproved

---

**Provost or Designee**
- □ Approved

**Date:**
- __________

**Disapproved**
- □ Disapproved

---

106
University of Alaska Anchorage
College of Health
Course Content Guide

I. Date of Initiation: Fall 2012

II. Curriculum Action Request
A. College: College of Health
B. Course Prefix: PTA
C. Course Number: A120
D. Number of Credits: 3
E. Contact Hours: 1.5+3
F. Course Title: Rehabilitation I
G. Grading Basis: A-F
H. Implementation Date: Spring 2014
I. Cross-listed/Stacked: N/A
J. Course Description: Introduces the clinical manifestations and common management strategies for diseases/disorders of the musculoskeletal, endocrine, integumentary, cardiovascular and pulmonary systems, as they pertain to physical therapy interventions.
K. Course Prerequisites: N/A
L. Course Co-requisites: N/A
M. Other Restrictions: N/A
N. Registration Restrictions: Departmental Approval
O. Course Fees: No

III. Instructional Goals and Student Learning Outcomes
A. Instructional Goals. The instructor will:
   1. Introduce major diseases and disorders of the musculoskeletal, cardiovascular, pulmonary, endocrine and integumentary systems.
   2. Provide clinical manifestations and common medical and surgical strategies for the prevention and management of major diseases for the body systems presented in the course.
   3. Introduce physical therapy (PT) interventions for the prevention and mitigation of symptoms and functional impairments.
   4. Present scenarios in which patient presentations indicate a need for a change in treatment plan, notification of the supervising physical therapist, or emergency care.

B. Student Learning Outcomes and Assessment Measures

<table>
<thead>
<tr>
<th>Student Learning Outcomes: Upon completion of this course, the student will be able to:</th>
<th>Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify clinical presentations of diseases and disorders.</td>
<td>Written and practical exams</td>
</tr>
<tr>
<td>2. Select appropriate and safe interventions within the plan of care established by the physical therapist to manage symptoms or impairments associated with diseases and disorders.</td>
<td>Written and practical exams</td>
</tr>
</tbody>
</table>
3. Safely perform and assess patient response to physical therapy interventions for diseases and disorders. Written and practical exams, role playing

4. Identify major medical and surgical interventions for the management of diseases and disorders. Written and practical exams


6. Recognize when a patient’s response to interventions indicate that physical therapy intervention should not be provided. Written and practical exams, role playing

7. Recognize when a patient response to interventions indicate that the Physical Therapist Assistant should communicate with the supervising Physical Therapist before additional intervention is provided. Written and practical exams

IV. Course Level Justification
This course introduces clinical manifestations and the common medical and/or surgical management of these clinical manifestations, as pertinent to physical therapy interventions.

V. Topical Course Outline
A. Diseases/common pathologies of the skeletal system
   1. Fractures
   2. Osteoarthritis
   3. Rheumatoid arthritis
   4. Gout
   5. Genetic diseases
   6. Neoplastic diseases
   7. Metabolic bone diseases

B. Diseases/common pathologies of the muscular system
   1. Soft tissue injuries
   2. Neoplastic diseases
   3. Traumatic Injuries
   4. Infectious diseases

C. Diseases/common pathologies of the cardiovascular system
   1. Atherosclerosis
   2. Congestive heart failure
   3. Cardiomyopathy
   4. Valvular disorders
   5. Septal defects

D. Diseases/common pathologies of the pulmonary system
   1. Chronic pulmonary diseases
      a. Obstructive pulmonary diseases
         i. Emphysema
         ii. Chronic bronchitis (and variants)
         iii. Asthma
      b. Restrictive diseases
      c. Mixed diseases
2. Acute pulmonary diseases
   a. Infectious diseases
   b. Respiratory/ventilatory failure
   c. Atelectasis
   d. Pulmonary embolus
3. Occupational lung diseases
4. Neoplastic diseases

E. Diseases/common pathologies of the endocrine and metabolic system
   1. Endocrine
      a. Pancreatic
      b. Pituitary
      c. Adrenal
      d. Thyroid
      e. Parathyroid
   2. Metabolic
      a. Metabolic alkalosis/acidosis
      b. Gout
      c. Metabolic bone diseases
         i. Osteoporosis
         ii. Osteomalacia
         iii. Paget’s disease

F. Diseases/common pathologies of the integumentary system
   1. Inflammatory/immune
   2. Infectious
   3. Neoplastic
   4. Circulatory
   5. Thermal injuries
   6. Pressure injury

VI. Suggested Texts


Moini J. Introduction to Pathology for the Physical Therapist Assistant. Sudbury, MA:
Jones and Bartlett Learning; 2012.

VII. Bibliography

Allen R. Physical Agents Used in the Management of Chronic Pain by Physical

Bandy W, Sanders B. Therapeutic Exercise for Physical Therapist Assistants:
Techniques for Intervention. Baltimore, MD: Lippincot Williams & Wilkins; 2008.

Boissonnault WG. Primary Care of the Physical Therapist: Examination and Triage. 2nd


O’Shea RK. *Pediatrics for the Physical Therapist Assistant.* St Louis, MO: Saunders; 2009.


### Course Action Request

**University of Alaska Anchorage**  
Proposal to Initiate, Add, Change, or Delete a Course

---

**1a. School or College**  
CH College of Health

**1b. Division**  
AHLS Division of Health Safety

**1c. Department**  
Physical Therapist Assistant (pending)

**2. Course Prefix**  
PTA

**3. Course Number**  
A130

**4. Previous Course Prefix & Number**  
N/A

**5a. Credits/CEUs**  
4

**5b. Contact Hours**  
(Lecture + Lab) (2+4)

**6. Complete Course Title**  
Physical Therapy Interventions I  
PT Interventions I

**7. Type of Course**  
Academic  
Preparatory/Development  
Non-credit  
CEU  
Professional Development

**8. Type of Action:**  
☐ Add  
☐ Change  
☐ Delete

**9. Repeat Status No**  
# of Repeats  
Max Credits

**10. Grading Basis**  
☐ A-F  
☐ P/NP  
☐ NG

**11. Implementation Date**  
semester/year  
From: Spring/2014  
To: /9999

**12. Cross Listed with**  
Stacked with

**13a. Impacted Courses or Programs:**  
List any programs or college requirements that require this course.

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**13b. Coordination Email**  
Date: 12-5-12  
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

**13c. Coordination with Library Liaison**  
Date: Oct. 26, 2012

**14. General Education Requirement**  
Mark appropriate box:

- Oral Communication  
- Written Communication  
- Quantitative Skills  
- Humanities  
- Fine Arts  
- Social Sciences  
- Natural Sciences  
- Integrative Capstone

**15. Course Description**  
(suggested length 20 to 50 words)

Introduces adaptive/assistive devices and equipment, gait training, activities of daily living (ADLS), wheelchair skills, isolation/standard precautions, aseptic technique, draping, transfers, passive range of motion (PROM) and mechanical modalities.

**16a. Course Prerequisite(s)**  
(list prefix and number or test code and score)

N/A

**16b. Co-requisite(s)**  
(concurrent enrollment required)

N/A

**16c. Other Restriction(s)**

- ☐ College  
- ☐ Major  
- ☐ Class  
- ☐ Level

**16d. Registration Restriction(s)**  
(non-codable)

Departmental Approval

**17. Mark if course has fees**

**18. Mark if course is a selected topic course**

**19. Justification for Action**

Currently there are no Physical Therapist Assistant programs in the state of Alaska. This program is being developed in response to the need for a program in the state. The curriculum is based on requirements established by the Commission on Accreditation in Physical Therapy Education (CAPTE).

---

**Initiator Name (typed):**  
Robin Wahto

**Initiator Signed Initials:**  
____

**Date:**  
________

**Initiator (faculty only)**  

**Approved**  

**Disapproved**  

**Dean/Director of School/College**

**Date**

---

**Undergraduate/Graduate Academic**

**Date**

---

**Board Chair**

**Date**

---

**Provost or Designee**  

**Date**
I. Date of Initiation:  
Fall 2012

II. Curriculum Action Request  
A. College: College of Health  
B. Course Prefix: PTA  
C. Course Number: A130  
D. Number of Credits: 4  
E. Contact Hours: 2+4  
F. Course Title: Physical Therapy Interventions I  
G. Grading Basis: A-F  
H. Implementation Date: Spring 2014  
I. Cross-listed/Stacked: N/A  
J. Course Description: Introduces adaptive/assistive devices and equipment, gait training, activities of daily living (ADLs), wheelchair skills, isolation/standard precautions, aseptic technique, draping, transfers, passive range of motion (PROM) and mechanical modalities.

K. Course Prerequisites: N/A  
L. Course Co-requisites: N/A  
M. Other Restrictions: N/A  
N. Registration Restrictions: Departmental Approval  
O. Course Fees: No

III. Instructional Goals and Student Learning Outcomes  
A. The instructor will:  
1. Introduce and demonstrate procedures for preparing the patient and the environment prior to interventions, safe body mechanics  
2. Introduce assistive devices used to assist in patient mobility, to include wheelchairs, walkers, canes, etc., and how to select and adjust them for individual patients.  
3. Present and demonstrate gait and wheelchair training methods, passive range of motion, bed mobility and transfer training.  
4. Explain and demonstrate principles of aseptic technique.  
5. Introduce and demonstrate mechanical modalities.  
6. Review scenarios in which patient presentation or response to physical therapy interventions above indicate a need for a change in treatment plan, notification of the supervising physical therapist, or emergency care.  
7. Provide opportunities for the students to practice performing these assessments and document their findings.

B. Student Learning Outcomes and Assessment Measures  

<table>
<thead>
<tr>
<th>Student Learning Outcomes: Upon completion of this course, the student will be able to:</th>
<th>Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prepare the patient and the environment for physical therapy session to include draping for modesty.</td>
<td>Written and practical exams</td>
</tr>
</tbody>
</table>
2. Demonstrate safe body mechanics for patient handling and lifting.  Written and practical exams

3. Perform gait training with appropriate device, weight bearing status, gait pattern and guarding.  Written and practical exams

4. Safely propel a patient in a wheelchair and instruct them in how to propel themselves.  Written and practical exams

5. Safely instruct and assist a patient in ADL activities to include bed mobility and transfers.  Written and practical exams

6. Describe and demonstrate principles of aseptic technique.  Written and practical exams

7. Perform and assess patient response to passive range of motion.  Written and practical exams

8. Safely apply and assess patient response to mechanical modalities.  Written and practical exams


10. Recognize when physical therapy intervention should not be provided.  Written assignments, exams, in class discussions, practical examinations

11. Recognize when the Physical Therapist Assistant should communicate with the supervising Physical Therapist before additional intervention is provided.  Written assignments, exams, in class discussions, practical examinations

12. Recognize when a patient’s response indicate the need for emergency care.  Written assignments, exams, in class discussions, practical examinations

IV. Course Level Justification
This course introduces basic physical therapy interventions.

V. Topical Course Outline
A. Preparation for patient care
   1. Management of the environment
   2. Body mechanics
   3. Patient Preparation
      a. Draping
      b. Modesty
      c. Plan for medical equipment

B. Adaptive devices and equipment
   1. Adaptive devices
      a. Hospital beds
      b. Raised toilet seats
      c. Bedside commodes
      d. Grab bars
      e. Activity of daily living (ADL) aids
      f. Reachers
   2. Canes
a. Single point
b. Quad canes
   i. Small-based
   ii. Large-based
   iii. Handgrips
3. Crutches
   a. Axillary
   b. Forearm
4. Walkers
   a. Pick-up
   b. Front-wheeled
   c. Four-wheeled
   d. Forearm platforms
5. Wheelchairs
   a. Drive types
   b. Features of the wheelchair
      i. Armrests
      ii. Legrests
      iii. Seat depth and width
      iv. Brakes
      v. Wheels and casters
      vi. Rigid vs. folding
      vii. Recline vs. tilt-in-space
   c. Specialized wheelchairs
   d. Fitting
6. Protective/supportive devices
   a. Braces
   b. Compression garments
   c. Elastic wraps
   d. Soft and rigid neck collars
   e. Slings
   f. Supplemental oxygen

C. Gait training
   1. With devices
      a. Selection and adjustment of appropriate devices
      b. Gait patterns
   2. Without devices
   3. Weight bearing status
   4. Stairs
   5. Gait deviations
   6. Pre-gait activities
   7. Guarding

D. Wheelchair propulsion and safety

E. Activities of daily living (ADL) activities
   1. Bed mobility
      a. Rolling
      b. Scooting
      c. Bridging
d. Supine to/from sit

2. Transfers
   a. Sliding
   b. Standing
   c. Stand-pivot
   d. Sliding board
   e. One-person lift
   f. Two-person lift
   g. Three-person carry
   h. Hoyer lift
   i. Floor transfers

F. Aseptic techniques
   1. Standard precautions
   2. Sterile field
   3. Hand washing
   4. Gowns
   5. Gloves
   6. Disposal of hazardous waste
   7. Isolation

G. Passive range of motion

H. Mechanical modalities
   1. Spinal traction
   2. Tilt table
   3. Standing frame
   4. Continuous passive motion devices
   5. Mechanical compression

VI. Suggested Text

Duesterhaus Minor M, Duesterhaus Minor S. Patient Care Skills. 6th ed: Norwalk, CT: Appleton & Lange; 2009.

VII. Bibliography


Dreeben-Imiria O. Introduction to Physical Therapy for Physical Therapist Assistants. 2nd ed. Sudbury, MA: Jones and Bartlett Learning; 2011.


### 1a. School or College
- CH College of Health

### 1b. Division
- AHLS Division of Health Safety

### 1c. Department
- Physical Therapist Assistant (pending)

### 2. Course Prefix
- PTA

### 3. Course Number
- A150

### 4. Previous Course Prefix & Number
- N/A

### 5a. Credits/CEUs
- 2

### 5b. Contact Hours
- (Lecture + Lab) (2+0)

### 6. Complete Course Title
- Psychosocial Aspects of Health Care
- Psychosocial Aspects HlthCare

### Abbreviated Title for Transcript (30 character)
- PSHC

### 7. Type of Course
- ☑ Academic  ☐ Preparatory/Development  ☐ Non-credit  ☐ CEU  ☐ Professional Development

### 8. Type of Action:
- ☑ Add  ☐ Change  ☐ Delete

#### If a change, mark appropriate boxes:
- Prefix
- Credits
- Title
- Grading Basis
- Course Description
- Test Score Prerequisites
- Other Restrictions
  - Class
  - Level
  - College
  - Major
  - Other (please specify)
- Contact Hours
- Repeat Status
- Cross-Listed/Stacked
- Course Prerequisites
- Co-requisites
- Registration Restrictions

### 9. Repeat Status No
- # of Repeats
- Max Credits

### 10. Grading Basis
- ☑ A-F  ☐ P/NP  ☐ NG

### 11. Implementation Date
- Semester/year
- From: Spring/2014  To: /9999

### 12. Cross Listed
- ☐ with
- ☐ Stacked with
- Cross-Listed Coordination Signature

### 13a. Impacted Courses or Programs:
- List any programs or college requirements that require this course.
- Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at [www.uaa.alaska.edu/governance](http://www.uaa.alaska.edu/governance).

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Initiator Name (typed): __________  Initiator Signed Initials: __________  Date: __________

### 13b. Coordination Email
- submitted to Faculty Listserv: [uaa-faculty@lists.uaa.alaska.edu](mailto:uaa-faculty@lists.uaa.alaska.edu)

### 13c. Coordination with Library Liaison
- Date: Oct. 26, 2012

### 14. General Education Requirement
- Mark appropriate box:
  - Oral Communication
  - Written Communication
  - Quantitative Skills
  - Humanities
  - Fine Arts
  - Social Sciences
  - Natural Sciences
  - Integrative Capstone

### 15. Course Description (suggested length 20 to 50 words)
- Introduces health-related human behavior to include coping and adjustment behaviors in acute and chronic illness, and the role that culture and family systems play in response to illness or injury.

### 16a. Course Prerequisite(s)
- (list prefix and number or test code and score)
- N/A

### 16b. Co-requisite(s)
- (concurrent enrollment required)
- N/A

### 16c. Other Restriction(s)
- ☐ College  ☐ Major  ☐ Class  ☐ Level

### 16d. Registration Restriction(s)
- (non-codable)
- Departmental Approval

### 17. Mark if course has fees
- ☐

### 18. Mark if course is a selected topic course
- ☐

### 19. Justification for Action
- Currently there are no Physical Therapist Assistant programs in the state of Alaska. This program is being developed in response to the need for a program in the state. The curriculum is based on requirements established by the Commission on Accreditation in Physical Therapy Education (CAPTE).

---

**Initiator (faculty only)**

<table>
<thead>
<tr>
<th>Initiator (TYPE NAME)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robin Wahto</td>
<td></td>
</tr>
</tbody>
</table>

**Initiator (faculty only)**

<table>
<thead>
<tr>
<th>Initiator (TYPE NAME)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiator (faculty only)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Approved**

<table>
<thead>
<tr>
<th>Dean/Director of School/College</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Disapproved**

<table>
<thead>
<tr>
<th>Undergraduate/Graduate Academic</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Disapproved**

<table>
<thead>
<tr>
<th>Board Chair</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Approved**

<table>
<thead>
<tr>
<th>Provost or Designee</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Approved**

<table>
<thead>
<tr>
<th>Department Chair</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Disapproved**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

---

**Approved**

<table>
<thead>
<tr>
<th>College/School Curriculum Committee Chair</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Disapproved**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

---

**Approved**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

---

**Disapproved**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

---

**Approved**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

---

**Disapproved**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

---

**Approved**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

---

**Disapproved**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

---

**Approved**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

---

**Disapproved**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
I. Date of Initiation: Fall 2012

II. Curriculum Action Request
A. College: College of Health
B. Course Prefix: PTA
C. Course Number: A150
D. Number of Credits: 2
E. Contact Hours: 2+0
F. Course Title: Psychosocial Aspects of Health Care
G. Grading Basis: A-F
H. Implementation Date: Spring 2014
I. Cross-listed/Stacked: N/A
J. Course Description: Introduces health-related human behavior to include coping and adjustment behaviors in acute and chronic illness, and the role that culture and family systems play in response to illness or injury.

K. Course Prerequisites: N/A
L. Course Co-requisites: N/A
M. Other Restrictions: N/A
N. Registration Restrictions: Departmental Approval
O. Course Fees: No

III. Instructional Goals and Student Learning Outcomes
A. Instructional Goals. The instructor will:
  1. Explain how family history and systems affect the development of worldview, personality and preferences.
  2. Provide common personality types/traits and how they affect human behavior.
  3. Introduce the concept of the ‘sick role’, and how becoming sick or disabled can influence behavior.
  4. Present the grieving process, and discuss factors that either help or hinder the grieving process.
  5. Discuss the relationship between sexuality and disability.
  6. Introduce methods for preparing educational materials for patients and family members.
  7. Introduce the topic of abuse, and identify scenarios which require mandated reporting by the healthcare provider.

B. Student Learning Outcomes and Assessment Measures

<table>
<thead>
<tr>
<th>Student Learning Outcomes: Upon completion of this course, the student will be able to:</th>
<th>Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Recognize how family history/systems affect worldview, development of personality and preferences.</td>
<td>Written assignments, exams, in class discussions</td>
</tr>
<tr>
<td>2. Recognize common personality types/traits, and understand how they affect behavior.</td>
<td>Written assignments, exams, in class discussions</td>
</tr>
</tbody>
</table>
3. Identify what is gained and what is lost in the process of becoming a patient.
4. Describe how morals and values influence behavior.
5. Assess response to illness and disability.
6. Describe and identify steps in the grieving process.
7. Discuss the relationship between sexuality and illness/disability.
8. Prepare and deliver a presentation on a physical therapy topic suitable for patients or family members.
9. Identify scenarios in which patient or family members are being abused, as well as when and how to report it.

IV. Course Level Justification
This course introduces the physical therapist assistant student to health-related human behavior as it relates to the field of physical therapy.

V. Topical Course Outline
A. The making of a health care provider
B. Personality types
C. Becoming a patient and the “sick role”
   1. Expectations
   2. Rights and responsibilities
   3. Difficult patients
D. Values as determinants of behavior
E. Cultural Competence
F. Defense Mechanisms
G. Burnout
H. Disability
   1. Models of disability
   2. Adjustment to disability
I. Teaching and Learning
J. Death, dying and the grieving process
K. Hospice care
L. Sexuality and disability
M. Abuse and mandated reporting

VI. Suggested Texts


VII. Bibliography


Course Action Request  
University of Alaska Anchorage  
Proposal to Initiate, Add, Change, or Delete a Course

1a. School or College  
CH College of Health  
1b. Division  
AHLS Division of Health Safety  
1c. Department  
Physical Therapist Assistant  
(pending)

2. Course Prefix  
PTA  
3. Course Number  
A195  
4. Previous Course Prefix & Number  
N/A  
5a. Credits/CEUs  
1  
5b. Contact Hours  
(Lecture + Lab)  
(0+3)

6. Complete Course Title  
Clinical Practicum I

Abbreviated Title for Transcript (30 character)

7. Type of Course  
☑ Academic  
☐ Preparatory/Development  
☐ Non-credit  
☐ CEU  
☐ Professional Development

8. Type of Action:  
☐ Add  
☐ Change  
☐ Delete

If a change, mark appropriate boxes:

- Prefix
- Credits
- Title
- Grading Basis
- Course Description
- Test Score Prerequisites
- Other Restrictions
- Class
- Level
- College
- Other

9. Repeat Status No  
☐ # of Repeats  
☐ Max Credits

10. Grading Basis  
☐ A-F  
☐ P/NP  
☐ NG

11. Implementation Date   semester/year  
From:  Spring/2014                To:       / 9999

12. ☐ Cross Listed with  
☐ Stacked with  
Cross-Listed Coordination Signature

13a. Impacted Courses or Programs: List any programs or college requirements that require this course. Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed): ___________  Initiator Signed Initials: ________  Date: ___________

13b. Coordination Email  
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison  
Date: Oct. 26, 2012

14. General Education Requirement  
Mark appropriate box:  
☐ Oral Communication  
☐ Written Communication  
☐ Quantitative Skills  
☐ Social Sciences  
☐ Humanities  
☐ Fine Arts  
☐ Natural Sciences  
☐ Integrative Capstone

15. Course Description (suggested length 20 to 50 words)  
Provides the Physical Therapist Assistant student an opportunity to observe and participate in a structured clinical setting, under the supervision of a licensed physical therapist or physical therapist assistant. Provides an opportunity for the student to perform tests and interventions, and apply critical thinking skills developed in prior coursework.

16a. Course Prerequisite(s) (list prefix and number or test code and score)  
PTA A130 and PTA A150 with a minimum grade of C

16b. Co-requisite(s) (concurrent enrollment required)  
N/A

16c. Other Restriction(s)  
☐ College  
☐ Major  
☐ Class  
☐ Level

16d. Registration Restriction(s) (non-codable)  
Departmental Approval

17. ☐ Mark if course has fees

18. ☐ Mark if course is a selected topic course

19. Justification for Action  
Currently there are no Physical Therapist Assistant programs in the state of Alaska. This program is being developed in response to the need for a program in the state. The curriculum is based on requirements established by the Commission on Accreditation in Physical Therapy Education (CAPTE).

Initiator (faculty only)  
Robin Wahto

Initiator (TYPE NAME)

☑ Approved  
☑ Disapproved

Department Chair  
Date

☑ Approved  
☑ Disapproved

College/School Curriculum Committee Chair  
Date

☑ Approved  
☑ Disapproved

Provost or Designee  
Date

Undergraduate/Graduate Academic  
Date

Board Chair  
Date
University of Alaska Anchorage  
College of Health  
Course Content Guide 

I. Date of Initiation: Fall 2012

II. Curriculum Action Request
A. College: College of Health
B. Course Prefix: PTA
C. Course Number: A195
D. Number of Credits: 1
E. Contact Hours: 0+3
F. Course Title: Clinical Practicum I
G. Grading Basis: P/NP
H. Implementation Date: Spring 2014
I. Cross-listed/Stacked: N/A
J. Course Description: Provides the Physical Therapist Assistant student an opportunity to observe and participate in a structured clinical setting, under the supervision of a licensed physical therapist or physical therapist assistant. Provides an opportunity for the student to perform tests and interventions, and apply critical thinking skills developed in prior coursework.

K. Course Prerequisites: [PTA A130 and PTA A150] with a minimum grade of C
L. Course Co-requisites: N/A
M. Other Restrictions: N/A
N. Registration Restrictions: Departmental Approval
O. Course Fees: No

III. Instructional Goals and Student Learning Outcomes
A. Instructional Goals. The instructor will:
   1. Schedule students at a health care facility for physical therapy experience.
   2. Review policies, clinical performance expectations and documentation.
   3. Ensure students complete required facility and department orientations.
   4. Oversee the students’ clinical performance and task completion.
   5. Obtain feedback on clinical performance of students and preceptors.
   6. Evaluate the student’s performance of required skills completed at the assigned healthcare facility/facilities.

B. Student Learning Outcomes and Assessment Measures

<table>
<thead>
<tr>
<th>Student Learning Outcomes: Upon completion of this course, the student will be able to:</th>
<th>Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Perform and practice select physical therapist interventions, tests and measures to include, but not limited to:</td>
<td>Physical Therapist Assistant Clinical Performance Instrument assessment tool</td>
</tr>
<tr>
<td>a. Range of motion measurements</td>
<td></td>
</tr>
<tr>
<td>b. Manual muscle testing</td>
<td></td>
</tr>
<tr>
<td>c. Passive range of motion</td>
<td></td>
</tr>
<tr>
<td>d. Functional mobility and gait training</td>
<td></td>
</tr>
</tbody>
</table>
e. Therapeutic exercise
f. Vital signs
g. Heat and/or cold modalities.

2. Accurately documents the interventions and patient response to them in a SOAP note (Subjective, Objective, Assessment, Plan) or per facility format.

3. Identify pertinent (current and past) medical and social issues, precautions and contraindications to physical therapy interventions.

4. Identify and practice appropriate ethical and professional behaviors during patient care situations.

5. Communicate effectively with patients, family members and colleagues.

6. Demonstrate Beginning Performance to Advanced Beginner Performance levels of performance in the skills and proficiency of PT interventions.

*The Physical Therapist Assistant Clinical Performance Instrument utilizes a rating scale that reflects a continuum of performance ranging from Beginning Performance to Entry-level Performance. In the PTA A195 course, outcomes are assessed at the beginning/advanced beginner level of performance.

IV. Course Level Justification
This course provides an introduction to the clinical setting and an opportunity to observe and practice skills learned during prior coursework.

V. Topical Course Outline
A. Clinical assignment
   1. Schedule
   2. Clinical instructor(s)
   3. Attendance
   4. Dress code

B. Facility/department specific orientation
   1. Personnel introductions
   2. Tour
   3. Policies
   4. Universal precautions/infection control
   5. Safety
   6. Equipment
   7. Other facility-specific requirements

C. Clinical performance criteria
   1. Safety
   2. Clinical behaviors, professionalism and ethics
   3. Accountability
   4. Cultural competence
   5. Communication
6. Self-assessment and lifelong learning
7. Clinical problem solving
8. Interventions: Therapeutic exercise
   a. Gait and locomotion training
   b. Strength, power and endurance training
9. Interventions: Therapeutic techniques
   a. Massage
   b. Passive range of motion
   c. Wound cleansing and dressing.
10. Interventions: Physical agents and mechanical modalities
    a. Cryotherapy (e.g., cold pack, ice massage, vapocoolant spray)
    b. Thermotherapy (e.g., dry heat, hot packs, paraffin baths, hydrotherapy)
    c. Ultrasound
    d. Mechanical compression, compression bandaging and garments
    e. Mechanical motion devices (e.g., continuous passive motion - CPM)
    f. Intermittent, positional, and sustained traction devices
11. Interventions: Functional training and application of devices/equipment
    a. Activities of daily living (ADL) training
    b. Assistive devices/equipment
12. Documentation
13. Resource management
14. Associated data collection skills
    a. Anthropometric characteristics
    b. Arousal, attention, and cognition
    c. Assistive & adaptive devices
    d. Body mechanics
    e. Environmental, self-care, and home issues
    f. Gait, locomotion, and balance
    g. Muscle function
    h. Pain
    i. Posture
    j. Range of motion
    k. Sensory response
    l. Vital signs

VI. Suggested Text


VII. Bibliography


Boissonnault WG. *Primary Care of the Physical Therapist: Examination and Triage*. 2nd ed. St Louis, MO: Saunders; 2011.


Moini J. *Introduction to Pathology for the Physical Therapist Assistant.* Sudbury, MA: Jones and Bartlett Learning; 2012.


O’Shea RK. *Pediatrics for the Physical Therapist Assistant.* St Louis, MO: Saunders; 2009.


## Course Action Request

**University of Alaska Anchorage**

Proposal to Initiate, Add, Change, or Delete a Course

### 1a. School or College

CH College of Health

### 1b. Division

AHLS Division of Health Safety

### 1c. Department

Physical Therapist Assistant (pending)

### 2. Course Prefix

PTA

### 3. Course Number

A210

### 4. Previous Course Prefix & Number

N/A

### 5a. Credits/CEUs

4

### 5b. Contact Hours

(2+4)

### 6. Complete Course Title

Therapeutic Exercise

### 7. Type of Course

- [x] Academic
- [ ] Preparatory/Development
- [ ] Non-credit
- [ ] CEU
- [ ] Professional Development

### 8. Type of Action:

- [x] Add
- [ ] Change
- [ ] Delete

### 9. Repeat Status No

# of Repeats

Max Credits

### 10. Grading Basis

- [x] A-F
- [ ] P/NP
- [ ] NG

### 11. Implementation Date

From: Spring/2014

To: 9999

### 12. Cross Listed with

Stacked with

Cross-Listed/Stacked Coordination Signature

### 13a. Impacted Courses or Programs:

List any programs or college requirements that require this course.

Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed): 

Initiator Signed Initials: 

Date: 

### 13b. Coordination Email

Date: 12-4-12

submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

### 13c. Coordination with Library Liaison

Date: Oct. 26, 2012

### 14. General Education Requirement

Mark appropriate box:

- [ ] Oral Communication
- [ ] Written Communication
- [ ] Quantitative Skills
- [ ] Humanities
- [ ] Fine Arts
- [ ] Social Sciences
- [ ] Natural Sciences
- [ ] Integrative Capstone

### 15. Course Description (suggested length 20 to 50 words)

Introduces exercise as a preventive and treatment mechanism for pathological conditions that influence strength, endurance and flexibility of the human body. Emphasis is placed upon design and application of exercise, developmental sequence of exercise, types of exercise, and the use of exercise equipment. Includes the body’s physiological response to exercise.

### 16a. Course Prerequisite(s) (list prefix and number or test code and score)

[PTA A105 and PTA A110] with a minimum grade of C

### 16b. Co-requisite(s) (concurrent enrollment required)

N/A

### 16c. Other Restriction(s)

- [ ] College
- [ ] Major
- [ ] Class
- [ ] Level

### 16d. Registration Restriction(s) (non-codable)

Departmental Approval

### 17. Mark if course has fees

### 18. Mark if course is a selected topic course

### 19. Justification for Action

Currently there are no Physical Therapist Assistant programs in the state of Alaska. This program is being developed in response to the need for a program in the state. The curriculum is based on requirements established by the Commission on Accreditation in Physical Therapy Education (CAPTE).

---

Initiator (faculty only)

Robin Wahto

Initiator (TYPE NAME)

Mark if course has fees

Department Chair

Date

Mark if course is a selected topic course

College/School Curriculum Committee Chair

Date

Mark if course has fees

Dean/Director of School/College

Date

Mark if course is a selected topic course

Undergraduate/Graduate Academic

Date

Mark if course has fees

Board Chair

Date

Mark if course is a selected topic course

Provost or Designee

Date
I. Date of Initiation: Fall 2012

II. Curriculum Action Request
A. College: College of Health
B. Course Prefix: PTA
C. Course Number: A210
D. Number of Credits: 4
E. Contact Hours: 2+4
F. Course Title: Therapeutic Exercise
G. Grading Basis: A-F
H. Implementation Date: Spring 2014
I. Cross-listed/Stacked: N/A
J. Course Description: Introduces exercise as a preventive and treatment mechanism for pathological conditions that influence strength, endurance and flexibility of the human body. Emphasis is placed upon design and application of exercise, developmental sequence of exercise, types of exercise, and the use of exercise equipment. Includes the body's physiological response to exercise.
K. Course Prerequisites: [PTA A105 and PTA A110] with a minimum grade of C
L. Course Co-requisites: N/A
M. Other Restrictions: N/A
N. Registration Restrictions: Departmental Approval
O. Course Fees: No

III. Instructional Goals and Student Learning Outcomes
A. Instructional Goals: The instructor will:
1. Introduce exercise as a therapeutic intervention, for the purposes of improving strength, flexibility, aerobic endurance and/or decreasing pain.
2. Introduce and demonstrate the use of commonly used exercise equipment.
3. Explain normal and pathological response to exercise.
4. Review common strategies for progression of the exercise sequence.
5. Introduce and demonstrate commonly used exercises for the extremities, spine and trunk.

B. Learning Student Outcomes and Assessment Measures

<table>
<thead>
<tr>
<th>Student Learning Outcomes: Upon completion of this course, the student will be able to:</th>
<th>Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Select exercise interventions to accomplish the plan of care for the purposes of:</td>
<td>Written and practical exams</td>
</tr>
<tr>
<td>a. Increasing or decreasing patient muscle tone.</td>
<td></td>
</tr>
<tr>
<td>b. Stretching or strengthening normal and/or pathological muscle.</td>
<td></td>
</tr>
<tr>
<td>c. Improving flexibility.</td>
<td></td>
</tr>
<tr>
<td>d. Improving cardiopulmonary endurance.</td>
<td></td>
</tr>
<tr>
<td>e. Decreasing pain.</td>
<td></td>
</tr>
</tbody>
</table>
2. Assess patient response to exercise interventions, and modify/progress exercise program as appropriate.  


4. Recognize when a patient’s response to activities indicates that physical therapy intervention should not be provided.  

5. Recognize when a patient’s response indicates that the Physical Therapist Assistant should communicate with the supervising Physical Therapist before additional intervention is provided.  

6. Recognize when a patient’s response indicates the need for emergency care.  

**IV. Course Level Justification**

This course builds upon knowledge and skills acquired in PTA A105 Tests and Measures and PTA A110 Kinesiology and Biomechanics.

**V. Topical Course Outline**

A. General exercise programs
   1. Terminology
   2. Range of motion
   3. Resistance
   4. Stretching
   5. Aerobic exercise
   6. Equipment
   7. Principles of aquatic exercise

B. Physiologic response to activity
   1. Training
   2. Deconditioning

C. Therapeutic exercise
   1. Normal developmental sequence
   2. Treatment principles
   3. Program analysis

D. Posture and spine
   1. Common deviations
   2. Exercises

E. Upper extremity
   1. Common orthopedic diagnoses
   2. Exercises

F. Lower extremity
   1. Common orthopedic diagnoses
   2. Exercises
VI. **Suggested Texts**


VII. **Bibliography**

Bandy W, Sanders B. *Therapeutic Exercise for Physical Therapist Assistants: Techniques for Intervention*. Baltimore, MD: Lippincot Williams & Wilkins; 2008.


Boissonnault WG. *Primary Care of the Physical Therapist: Examination and Triage*. 2nd ed. St Louis, MO: Saunders; 2011.


Course Action Request
University of Alaska Anchorage
Proposal to Initiate, Add, Change, or Delete a Course

1a. School or College
   CH College of Health

1b. Division
   AHLS Division of Health Safety

1c. Department
   Physical Therapist Assistant (pending)

2. Course Prefix
   PTA

3. Course Number
   A220

4. Previous Course Prefix & Number
   N/A

5a. Credits/CEUs
   3

5b. Contact Hours
   (Lecture + Lab) (1.5 + 3)

6. Complete Course Title
   Rehabilitation II

7. Type of Course
   ☒ Academic
   ☐ Preparatory/Development
   ☐ Non-credit
   ☐ CEU
   ☐ Professional Development

8. Type of Action:
   ☒ Add
   ☐ Change
   ☐ Delete

9. Repeat Status No
   # of Repeats
   Max Credits

10. Grading Basis
   ☒ A-F
   ☐ P/NP
   ☐ NG

11. Implementation Date
    From: Spring/2014
    To: 9999

12. Cross Listed with
    ☐
    Stacked with
    Cross-Listed Coordination Signature

13a. Impacted Courses or Programs:
    List any programs or college requirements that require this course.
    Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.

13b. Coordination Email
    Date:
    submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison
    Date: Oct. 26, 2012

14. General Education Requirement
    Mark appropriate box:
    ☐ Oral Communication
    ☐ Written Communication
    ☐ Quantitative Skills
    ☐ Humanities
    ☐ Fine Arts
    ☐ Social Sciences
    ☐ Natural Sciences
    ☐ Integrative Capstone

15. Course Description (suggested length 20 to 50 words)
    Introduces the clinical manifestations and common management strategies for diseases/disorders of the neurological, immune, lymphatic, hepatic/biliary, hematologic, gastrointestinal and genitourinary systems, as they pertain to physical therapy interventions.

16a. Course Prerequisite(s) (list prefix and number or test code and score)
    PTA A120 with a minimum grade of C

16b. Co-requisite(s) (concurrent enrollment required)
    N/A

16c. Other Restriction(s)
    ☐ College
    ☐ Major
    ☐ Class
    ☐ Level

16d. Registration Restriction(s) (non-codable)
    Departmental Approval

17. ☐ Mark if course has fees

18. ☐ Mark if course is a selected topic course

19. Justification for Action
    Currently there are no Physical Therapist Assistant programs in the state of Alaska. This program is being developed in response to the need for a program in the state. The curriculum is based on requirements established by the Commission on Accreditation in Physical Therapy Education (CAPTE).

Initiator Name (typed): Robin Wahto
Initiator Signed Initials: __________
Date: __________

Initiator (faculty only)

Initiator (TYPE NAME)

Department Chair
Date

College/School Curriculum Committee Chair
Date

Dean/Director of School/College
Date

Undergraduate/Graduate Academic
Date

Board Chair
Date

Provost or Designee
Date
I. Date of Initiation: Fall 2012

II. Curriculum Action Request
   A. College: College of Health
   B. Course Prefix: PTA
   C. Course Number: A220
   D. Number of Credits: 3
   E. Contact Hours: 1.5+3
   F. Course Title: Rehabilitation II
   G. Grading Basis: A-F
   H. Implementation Date: Spring 2014
   I. Cross-listed/Stacked: N/A
   J. Course Description: Presents the clinical manifestations and common management strategies for diseases/disorders of the neurological, immune, lymphatic, hepatic/biliary, hematologic, gastrointestinal and genitourinary systems, as they pertain to physical therapy interventions.
   K. Course Prerequisites: PTA A120 with a minimum grade of C
   L. Course Co-requisites: N/A
   M. Other Restrictions: N/A
   N. Registration Restrictions: Departmental Approval
   O. Course Fees: No

III. Instructional Goals and Student Learning Outcomes
   A. Instructional Goals: The instructor will:
      1. Introduce major diseases and disorders of the neurological, immune, lymphatic, hepatic/biliary, hematologic, gastrointestinal and genitourinary systems.
      2. Present clinical manifestations and common medical and surgical strategies for the prevention and management of pathologies for the diseases and disorders of the neurological, immune, lymphatic, hepatic/biliary, hematologic, gastrointestinal and genitourinary systems.
      3. Introduce physical therapy interventions for the prevention and mitigation of symptoms and functional impairments.
      4. Provide scenarios in which patient presentations indicate a need for a change in treatment plan, notification of the supervising physical therapist, or emergency care.

   B. Student Learning Outcomes and Assessment Measures

<table>
<thead>
<tr>
<th>Student Learning Outcomes: Upon completion of this course, the student will be able to:</th>
<th>Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify clinical presentations of diseases and disorders.</td>
<td>Written and practical exams</td>
</tr>
<tr>
<td>2. Select appropriate and safe interventions within the plan of care established by the Physical Therapist to</td>
<td>Written and practical exams</td>
</tr>
</tbody>
</table>
manage symptoms or impairments associated with diseases and disorders.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Safely perform and assess patient response to physical therapy interventions for diseases and disorders.</td>
</tr>
<tr>
<td>4.</td>
<td>Be familiar with major medical and surgical interventions for the management of diseases and disorders.</td>
</tr>
<tr>
<td>6.</td>
<td>Recognize when a patient’s response indicates that physical therapy intervention should not be provided.</td>
</tr>
<tr>
<td>7.</td>
<td>Recognize when a patient’s response indicates that the Physical Therapist Assistant should communicate with the supervising Physical Therapist before additional intervention is provided.</td>
</tr>
</tbody>
</table>

IV. **Course Level Justification**
This course builds upon knowledge acquired in MA A104 Essentials of Human Disease and PTA A120 Rehabilitation I.

V. **Topical Course Outline:** This outline pertains to the clinical manifestations, medical and surgical strategies, and physical therapy interventions for the following human body systems:

A. Diseases/common pathologies of the neurological system
   1. Infectious diseases
   2. Neoplastic diseases
   3. Degenerative diseases
   4. Stroke
   5. Traumatic brain injury
   6. Traumatic spinal cord injury
   7. Cerebral palsy
   8. Seizure disorders
   9. Headache
   10. Vestibular system disorders

B. Diseases/common pathologies of the immune system
   1. Immunodeficiency diseases
   2. Autoimmune diseases
   3. Autoimmune-mediated diseases
   4. Hypersensitivity diseases

C. Diseases/common pathologies of the lymphatic system
   1. Neoplastic diseases
   2. Lymphedema

D. Diseases/common pathologies of the hepatic/biliary system
   1. Inflammatory diseases
   2. Infectious diseases
   3. Neoplastic diseases
4. Obstructive diseases

E. Diseases/common pathologies of the hematologic system
   1. Erythrocyte diseases
   2. Leukocyte diseases
   3. Platelet diseases
   4. Coagulation disorders

F. Diseases/common pathologies of the gastrointestinal system
   1. Inflammatory diseases
   2. Neoplastic diseases

G. Diseases/common pathologies of the genitourinary system
   1. Reproductive diseases
   2. Renal and bladder diseases
   3. Neoplastic diseases

VI. Suggested Texts


VII. Bibliography


Boissonnault WG. Primary Care of the Physical Therapist: Examination and Triage. 2nd ed. St Louis, MO: Saunders; 2011.


1a. School or College  
CH College of Health

1b. Division  
AHLS Division of Health  Safety

1c. Department  
Physical Therapist Assistant (pending)

2. Course Prefix  
PTA

3. Course Number  
A230

4. Previous Course Prefix & Number  
N/A

5a. Credits/CEUs  
4

5b. Contact Hours (Lecture + Lab)  
(2+4)

6. Complete Course Title  
Physical Therapy Interventions II  
PT Interventions II

Abbreivated Title for Transcript (30 character)  

7. Type of Course  
☐ Academic  ☐ Preparatory/Development  ☐ Non-credit  ☐ CEU  ☐ Professional Development

8. Type of Action:  ☒ Add  ☐ Change  ☐ Delete

If a change, mark appropriate boxes:

- Prefix
- Credits
- Title
- Grading Basis
- Course Description
- Test Score Prerequisites
- Other Restrictions
  - Class
  - Level
  - College
  - Other (please specify)
- Contact Hours
- Repeat Status
- Cross-Listed/Stacked
- Course Prerequisites
- Co-requisites
- Registration Restrictions

9. Repeat Status No  # of Repeats  Max Credits

10. Grading Basis  ☒ A-F  ☐ P/NP  ☐ NG

11. Implementation Date  semester/year  
From:  Spring/2014  To:  9999

12. ☐ Cross Listed with  ☐ Stacked with

Cross-Listed Coordination Signature

13a. Impacted Courses or Programs: List any programs or college requirements that require this course.

Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed):  
Initiator Signed Initials:  
Date:

13b. Coordination Email  
submitted to Faculty Listserv:  (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison  
Date:  Oct. 26, 2012

14. General Education Requirement  
Mark appropriate box:  
☐ Oral Communication  ☐ Written Communication  ☐ Quantitative Skills  ☐ Humanities  
☐ Fine Arts  ☐ Social Sciences  ☐ Natural Sciences  ☐ Integrative Capstone

15. Course Description (suggested length 20 to 50 words)  
Introduces physical therapy interventions including management of integumentary pathologies, use of physical agents, environmental safety and accessibility evaluations, prosthetics and orthotics, and select manual therapy interventions.

16a. Course Prerequisite(s) (list prefix and number or test code and score)  
PTA A130 with a minimum grade of C

16b. Co-requisite(s) (concurrent enrollment required)  
N/A

16c. Other Restriction(s)  

16d. Registration Restriction(s) (non-codable)  
Departmental Approval

17. ☐ Mark if course has fees

18. ☐ Mark if course is a selected topic course

19. Justification for Action  
Currently there are no Physical Therapist Assistant programs in the state of Alaska. This program is being developed in response to the need for a program in the state. The curriculum is based on requirements established by the Commission on Accreditation in Physical Therapy Education (CAPTE).

Initiator (faculty only)  
Robin Wahto

Initiator (TYPE NAME)  

<table>
<thead>
<tr>
<th>Approved</th>
<th>Disapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean/Director of School/College</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved</th>
<th>Disapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate/Graduate Academic</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved</th>
<th>Disapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Chair</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved</th>
<th>Disapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provost or Designee</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>
I. Date of Initiation:  
Fall 2012

II. Curriculum Action Request
A. College: College of Health
B. Course Prefix: PTA
C. Course Number: A230
D. Number of Credits: 4
E. Contact Hours: 2+4
F. Course Title: Physical Therapy Interventions II
G. Grading Basis: A-F
H. Implementation Date: Spring 2014
I. Cross-listed/Stacked: N/A
J. Course Description: Introduces physical therapy interventions including management of integumentary pathologies, use of physical agents, environmental safety and accessibility evaluations, prosthetics and orthotics, and select manual therapy interventions.
K. Course Prerequisites: PTA A130 with a minimum grade of C
L. Course Co-requisites: N/A
M. Other Restrictions: N/A
N. Registration Restrictions: Departmental Approval
O. Course Fees: No

III. Instructional Goals and Student Learning Outcomes
A. Instructional Goals. The instructor will:
   1. Introduce wound care principles and procedures.
   2. Present and demonstrate physical agents to include electrical stimulation, thermal agents and modalities for the delivery of medications.
   3. Present home and workplace safety and accessibility evaluations to include requirements of the Americans with Disabilities Act and principles of ergonomics.
   4. Introduce types and applications of prosthetic and orthotic devices.
   5. Introduce and demonstrate manual therapy techniques.
   6. Provide scenarios in which patient presentation or response to the above physical therapy intervention indicates a need for a change in treatment plan, notification of the supervising physical therapist (PT), or emergency care.
   7. Provide opportunities for the students to practice performing these assessments and document their findings.

B. Student Learning Outcomes and Assessment Measures

<table>
<thead>
<tr>
<th>Student Learning Outcomes: Upon completion of this course, the student will be able to:</th>
<th>Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrate and apply wound and burn care techniques.</td>
<td>Written and practical exams</td>
</tr>
<tr>
<td>2. Safely perform and assess patient response to Electrotherapeutic modalities.</td>
<td>Written and practical exams</td>
</tr>
<tr>
<td>3.</td>
<td>Safely perform and assess patient response to thermal modalities.</td>
</tr>
<tr>
<td>4.</td>
<td>Safely perform and assess patient response to modalities for the delivery of medication.</td>
</tr>
<tr>
<td>5.</td>
<td>Safely perform and assess patient response to light therapies.</td>
</tr>
<tr>
<td>6.</td>
<td>Perform and document an evaluation of environmental safety and accessibility.</td>
</tr>
<tr>
<td>7.</td>
<td>Apply and instruct a patient in the use of prosthetic and orthotic devices.</td>
</tr>
<tr>
<td>8.</td>
<td>Safely perform and assess patient response to manual therapy interventions</td>
</tr>
<tr>
<td>10.</td>
<td>Recognize when a patient’s response indicates that physical therapy intervention should not be provided.</td>
</tr>
<tr>
<td>11.</td>
<td>Recognize when a patient’s response indicates that the Physical Therapist Assistant should communicate with the supervising Physical Therapist before additional intervention is provided.</td>
</tr>
<tr>
<td>12.</td>
<td>Recognize when a patient’s response indicates the need for emergency care.</td>
</tr>
</tbody>
</table>

**IV. Course Level Justification**

This course builds on knowledge and skills acquired in PTA A130 Physical Therapy Interventions I and introduces more advanced interventions.

**V. Topical Course Outline**

A. Integumentary system
   1. Wound care
      a. Monitoring skin status
      b. Positioning to prevent pressure
      c. Protective equipment
      d. Dressing application and removal
      e. Topical agents
      f. Edema management
g. Non-sharp debridement
   2. Wound stages and healing
   3. Burns and grafted tissues

B. Physical Agents
   1. Electrical Stimulation
      a. Electrical muscle stimulation
      b. Electrical stimulation for tissue repair
      c. Functional electrical stimulation
d. High-voltage pulsed current
e. Neuromuscular electrical stimulation
f. Transcutaneous electrical nerve stimulation

2. Cryotherapy
   a. Cold packs
   b. Ice massage
   c. Vapocoolant sprays
   d. Hydrotherapy
   e. Cryopressure garments
   f. Contrast baths

3. Thermotherapy
   a. Superficial Heat
      i. Hot packs
      ii. Paraffin baths
      iii. Fluidotherapy
      iv. Hydrotherapy
   b. Deep Heat
      i. Ultrasound
      ii. Diathermy

4. Lasers
5. Infrared Therapy

C. Modalities for the delivery of medication
   1. Iontophoresis
   2. Phonophoresis

D. Assessing the environment for safety and accessibility
   1. Home
   2. Workplace
   3. Community
   4. Americans with Disabilities Act Standards

E. Prosthetics and Orthotics
   1. Commonly used devices
   2. Principles of fitting and alignment
   3. Criteria for selection of components
   4. Instruction in use and maintenance of devices

F. Manual Therapy Interventions
   1. Massage
   2. Soft tissue mobilization
   3. Peripheral joint mobilization
   4. Manual traction

VI. Suggested Text

VII. Bibliography


Course Action Request
University of Alaska Anchorage
Proposal to Initiate, Add, Change, or Delete a Course

1a. School or College
   CH College of Health

1b. Division
   AHLS Division of Health Safety

1c. Department
   Physical Therapist Assistant (pending)

2. Course Prefix
   PTA

3. Course Number
   A250

4. Previous Course Prefix & Number
   N/A

5a. Credits/CEUs
   3

5b. Contact Hours
   (Lecture + Lab)
   (2+2)

6. Complete Course Title
   Neurological Interventions Across the Lifespan
   Neuro Interventions - Lifespan
   Abbreviated Title for Transcript (30 character)

7. Type of Course
   Academic

8. Type of Action:
   Add

9. Repeat Status No
   # of Repeats
   Max Credits

10. Grading Basis
    A-F
    P/NP
    NG

11. Implementation Date
    From: Spring/2014
    To: /9999

12. Cross Listed with
    Stacked with

13a. Impacted Courses or Programs: List any programs or college requirements that require this course.

13b. Coordination Email
    Date: 12-5-12
    submitted to Faculty Lister:
    (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison
    Date: Oct. 26, 2012

14. General Education Requirement
    Mark appropriate box:
    Oral Communication
    Written Communication
    Quantitative Skills
    Humanities
    Fine Arts
    Social Sciences
    Natural Sciences
    Integrative Capstone

15. Course Description
    (suggested length 20 to 50 words)
    Introduces fundamentals of growth, development and aging, with implications for physical therapy. Focuses on neurological interventions used throughout the lifespan for individuals with abnormal development, neurological injuries, and neurological disorders.

16a. Course Prerequisite(s) (list prefix and number or test code and score)
    N/A

16b. Co-requisite(s) (concurrent enrollment required)
    N/A

16c. Other Restriction(s)
    College
    Major
    Class
    Level

16d. Registration Restriction(s) (non-codable)
    Departmental Approval

17. Mark if course has fees
    Cross-Listed Coordination Signature

18. Mark if course is a selected topic course

19. Justification for Action
    Currently there are no Physical Therapist Assistant programs in the state of Alaska. This program is being developed in response to the need for a program in the state. The curriculum is based on requirements established by the Commission on Accreditation in Physical Therapy Education (CAPTE).

Initiator (faculty only)
Robin Wahto

Initiator (TYPE NAME)

Approved
Disapproved

Date

Date

Date

Date

Date

Date

Date

Date

Date

Date

Date

Date
I. Date of Initiation: Fall 2012

II. Curriculum Action Request
A. College: College of Health
B. Course Prefix: PTA
C. Course Number: A250
D. Number of Credits: 3
E. Contact Hours: 2+2
F. Course Title: Neurological Interventions Across the Lifespan
G. Grading Basis: A-F
H. Implementation Date: Spring 2014
I. Cross-listed/Stacked: N/A
J. Course Description: Introduces fundamentals of growth, development and aging, with implications for physical therapy. Focuses on neurological interventions used throughout the lifespan for individuals with abnormal development, neurological injuries, and neurological disorders.

K. Course Prerequisites: N/A
L. Course Co-requisites: N/A
M. Other Restrictions: N/A
N. Registration Restrictions: Departmental Approval
O. Course Fees: No

III. Instructional Goals and Student Learning Outcomes
A. Instructional Goals. The instructor will:
   1. Review normal physical and cognitive milestones of development throughout the lifespan as it pertains to physical therapy.
   2. Introduce indicators of and common symptoms associated with abnormal/delayed development, spinal cord injury, cerebral vascular accident (CVA), traumatic brain injury (TBI) and other select neurological pathologies.
   3. Introduce philosophical and treatment principles for Neurodevelopmental Treatment (NDT) and Proprioceptive Neuromuscular Facilitation (PNF).
   4. Introduce and demonstrate physical therapy (PT) interventions based on NDT or PNF treatment principles.
   5. Provide opportunities for the students to practice interventions.

B. Learning Student Outcomes and Assessment Measures

<table>
<thead>
<tr>
<th>Learning Student Outcomes: Upon completion of this course, the student will be able to:</th>
<th>Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Describe and identify normal and abnormal physical and cognitive milestones for:</td>
<td>Written exams, Case presentations</td>
</tr>
<tr>
<td>a. Infants</td>
<td></td>
</tr>
<tr>
<td>b. Children</td>
<td></td>
</tr>
<tr>
<td>c. Adolescents</td>
<td></td>
</tr>
<tr>
<td>d. Adults</td>
<td></td>
</tr>
<tr>
<td>e. Older adults.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>2.</strong> Describe and identify indicators of and common symptoms associated with abnormal/delayed development.</td>
<td>Written exams, Case presentations</td>
</tr>
<tr>
<td><strong>3.</strong> Describe and identify indicators of and common symptoms associated with:</td>
<td>Written exams, Case presentations</td>
</tr>
<tr>
<td>a. Spinal cord injury</td>
<td></td>
</tr>
<tr>
<td>b. Cerebrovascular accident</td>
<td></td>
</tr>
<tr>
<td>c. Traumatic brain injury</td>
<td></td>
</tr>
<tr>
<td>d. Other select neurological disorders.</td>
<td></td>
</tr>
<tr>
<td><strong>4.</strong> Demonstrate an understanding of the foundational philosophical and treatment principles for NDT and PNF.</td>
<td>Written and practical exams, Case presentations</td>
</tr>
<tr>
<td><strong>5.</strong> Select, demonstrate and document NDT and PNF treatment interventions.</td>
<td>Written and practical exams, Case presentations</td>
</tr>
<tr>
<td><strong>6.</strong> Recognize when clinical presentation indicates that physical therapy intervention should not be provided for individuals with neurological pathologies.</td>
<td>Written and practical exams, Case presentations</td>
</tr>
<tr>
<td><strong>7.</strong> Recognize when clinical presentation indicates that the Physical Therapist Assistant should communicate with the supervising Physical Therapist before intervention is provided.</td>
<td>Written and practical exams, Case presentations</td>
</tr>
<tr>
<td><strong>8.</strong> Recognize when clinical presentation of neurological patients indicates the need for emergency care.</td>
<td>Written and practical exams, Case presentations</td>
</tr>
</tbody>
</table>

**IV. Course Level Justification**

This course introduces implications for physical therapy intervention principles applied to developmental processes from gestation to aging.

**V. Topical Course Outline**

A. Growth and development

1. Prenatal development and infancy
   a. Developmental milestones
   b. Newborn reflexes
   c. Common pathologies associated with this stage

2. Childhood
   a. Growth
   b. Developmental milestones
   c. Common pathologies associated with this stage

3. Adolescence
   a. Growth
   b. Development
   c. Common pathologies associated with this stage

4. Adulthood
   a. Physical and cognitive changes
   b. Common pathologies associated with this stage

5. Aging and Senescence
   a. Physical and cognitive changes
   b. Common pathologies associated with this stage
**B. Interventions for neurological disorders**

1. The role of the PTA in rehabilitation of neurological disorders

2. Pediatric neurorehabilitation
   a. Cerebral palsy
   b. Spina bifida
   c. Genetic disorders

3. Adult neurorehabilitation
   a. Spinal cord injury
   b. Cerebrovascular accident (CVA)
   c. Traumatic brain injury (TBI)
   d. Other neurological disorders

**C. Neurodevelopmental treatment (NDT)**

1. NDT Philosophy
2. Role of the physical therapist and physical therapist assistant
3. Treatment considerations
   a. Normal automatic postural reactions
   b. Abnormal postural reflex activity
   c. Evaluation of motor activity for treatment planning

**D. Proprioceptive Neuromuscular Facilitation (PNF)**

1. Underlying principles
   a. After discharge
   b. Temporal summation
   c. Spatial summation
   d. Irradiation
   e. Successive induction
   f. Reciprocal Innervation
2. Role of the physical therapist and physical therapist assistant
3. Treatment considerations
   a. Basic procedures
      i. Manual contact
      ii. Commands and communication
      iii. Stretch
      iv. Traction and approximation
      v. Maximal resistance
      vi. Timing
   b. Specific techniques
      i. Agonists
         a) Repeated contractions
         b) Hold-relax-active motion
         c) Rhythmic initiation
      ii. Reversal of antagonists
         a) Slow reversal, slow reversal-hold
         b) Rhythmic stabilization
         c) Quick reversal
      iii. Relaxation
         a) Contract-relax
         b) Hold-relax
c) Slow reversal-hold-relax

d) Rhythmic rotation

VI.  Suggested Texts

Boissonnault WG.  *Primary Care of the Physical Therapist: Examination and Triage*.  2nd ed.  St Louis, MO:  Saunders; 2011.

Dreeben-Irimia O.  *Physical Therapy Clinical Handbook for PTAs*.  2nd ed.  Sudbury, MA:  Jones and Bartlett Learning; 2012

VII.  Bibliography


### Course Action Request

**University of Alaska Anchorage**  
**Proposal to Initiate, Add, Change, or Delete a Course**

#### 1. School or College  
CH College of Health  

#### 1b. Division  
AHLS Division of Health Safety  

#### 1c. Department  
Physical Therapist Assistant  
(pending)

#### 2. Course Prefix  
PTA

#### 3. Course Number  
A292

#### 4. Previous Course Prefix & Number  
N/A

#### 5a. Credits/CEUs  
2

#### 5b. Contact Hours  
(2+0)

#### 6. Complete Course Title  
Physical Therapist Assistant Seminar  
PTA Seminar  

#### 7. Type of Course  
☐ Academic  
☐ Preparatory/Development  
☐ Non-credit  
☐ CEU  
☐ Professional Development

#### 8. Type of Action:  
☐ Add  
☐ Change  
☐ Delete

#### 9. Repeat Status No  
☐ # of Repeats  
☐ Max Credits

#### 10. Grading Basis  
☒ A-F  
☐ P/NP  
☐ NG

#### 11. Implementation Date  
From: Spring/2014  
To: /9999

#### 12. Cross Listed with  
☐ Stacked with  

#### 13a. Impacted Courses or Programs: List any programs or college requirements that require this course.  
Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed):  
Initiator Signed Initials:  
Date:  

#### 13b. Coordination Email  
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

#### 13c. Coordination with Library Liaison  
Date: Oct. 26, 2012

#### 14. General Education Requirement  
Mark appropriate box:  
☐ Oral Communication  
☐ Written Communication  
☐ Quantitative Skills  
☐ Humanities  
☐ Fine Arts  
☐ Social Sciences  
☐ Natural Sciences  
☐ Integrative Capstone

#### 15. Course Description  
(suggested length 20 to 50 words)
Prepares the student for transition into the workforce. Includes discussion of the national PTA exam, employment, Alaska practice act, professional development, employment opportunities and community service. Presents challenges and opportunities involved with providing physical therapy in the state of Alaska.

#### 16a. Course Prerequisite(s)  
(list prefix and number or test code and score)  
PTA A195 with a grade of P

#### 16b. Co-requisite(s)  
(concurrent enrollment required)  
N/A

#### 16c. Other Restriction(s)  
☐ College  ☐ Major  ☐ Class  ☐ Level

#### 16d. Registration Restriction(s)  
☐ (non-codable)  
Departmental Approval

#### 17. Mark if course has fees

#### 18. Mark if course is a selected topic course

#### 19. Justification for Action
Currently there are no Physical Therapist Assistant programs in the state of Alaska. This program is being developed in response to the need for a program in the state. The curriculum is based on requirements established by the Commission on Accreditation in Physical Therapy Education (CAPTE).

Initiator (faculty only)  
Robin Wahto  
Initiator (TYPE NAME)

Approved  
Disapproved  
Dean/Director of School/College  
Date

Approved  
Disapproved  
Undergraduate/Graduate Academic  
Date

Approved  
Disapproved  
Board Chair  
Date

Approved  
Disapproved  
Provost or Designee  
Date

__145__
University of Alaska Anchorage  
College of Health  
Course Content Guide

I. Date of Initiation:  

II. Curriculum Action Request  
A. College: College of Health  
B. Course Prefix: PTA  
C. Course Number: A292  
D. Number of Credits: 2  
E. Contact Hours: 2+0  
F. Course Title: Physical Therapist Assistant Seminar  
G. Grading Basis: A-F  
H. Implementation Date: Spring 2014  
I. Cross-listed/Stacked: N/A  
J. Course Description: Prepares the student for transition into the workforce. Includes discussion of the national PTA exam, employment, Alaska practice act, professional development, employment opportunities and community service. Presents challenges and opportunities involved with providing physical therapy in the state of Alaska.

K. Course Prerequisites: PTA A195 with a grade of P  
L. Course Co-requisites: N/A  
M. Other Restrictions: N/A  
N. Registration Restrictions: Departmental Approval  
O. Course Fees: No

III. Instructional Goals and Student Learning Outcomes  
A. Instructional Goals. The instructor will:  
1. Provide information regarding the Physical Therapist Assistant (PTA) practice examination opportunities and application for the PTA licensure exam.  
2. Present employment options and opportunities to include employment settings and benefits.  
3. Present opportunities for PTAs in administrative roles.  
4. Explain steps in preparing a professional resume.  
5. Explain the steps involved in a successful professional job interview.  
6. Explain the steps involved in submitting an application for a license to practice as a PTA.  
7. Discuss the value of and opportunities for ongoing professional development after licensure.  
8. Discuss the challenges and opportunities involved with providing physical therapy (PT) in the state of Alaska.
### B. Student Learning Outcomes and Assessment Measures

<table>
<thead>
<tr>
<th>Student Learning Outcomes: Upon completion of this course, the student will be able to:</th>
<th>Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrate readiness for taking the national PTA licensure exam.</td>
<td>Written exam to include practice tests for license exam.</td>
</tr>
<tr>
<td>2. Discuss various employment opportunities for PTAs to include various settings, common employee benefits.</td>
<td>Written exam</td>
</tr>
<tr>
<td>3. Identify and discuss the opportunities for PTAs in administrative roles.</td>
<td>Written exam, Case presentations</td>
</tr>
<tr>
<td>4. Prepare a professional resume.</td>
<td>Written exam, Project: resume preparation</td>
</tr>
<tr>
<td>5. Discuss and demonstrate strategies for a successful job interview.</td>
<td>Written exam, Mock interview</td>
</tr>
<tr>
<td>6. Understand the steps involved in submitting an application for a license to practice as a PTA.</td>
<td>Written exam</td>
</tr>
<tr>
<td>7. Identify various opportunities for ongoing professional development.</td>
<td>Written exam</td>
</tr>
<tr>
<td>8. Recognize the challenges and opportunities involved with providing physical therapy in the state of Alaska.</td>
<td>Written Exam</td>
</tr>
</tbody>
</table>

### IV. Course Level Justification

This course builds on skills and knowledge gained in previous coursework, and provides an opportunity for reflection and self-assessment as students prepare for employment as an entry-level Physical Therapist Assistant.

### V. Topical Course Outline

A. PTA examination application process
B. Employment opportunities
   1. Settings
   2. Benefits
   3. The role of the PTA in administration
   4. Resume preparation
   5. Interview strategies
C. Licensure application process
D. Professional development
   1. Professional associations- Standards for Ethical Conduct of the PTA
   2. Volunteer/service opportunities
   3. Continuing competence
E. Challenges and opportunities involved with providing physical therapy in the state of Alaska
   1. Demographics
   2. Healthcare delivery systems
   3. Telemedicine
   4. Practicing as a generalist
      a. Adaptability
      b. Multiple roles
   5. Limited resources in a rural environment
   6. Challenges of small communities
VI. Suggested Text


VII. Bibliography

Boissonnault WG. *Primary Care of the Physical Therapist: Examination and Triage*. 2nd ed. St Louis, MO: Saunders; 2011.


Moini J. *Introduction to Pathology for the Physical Therapist Assistant*. Sudbury, MA: Jones and Bartlett Learning; 2012.


Course Action Request
University of Alaska Anchorage
Proposal to Initiate, Add, Change, or Delete a Course

1a. School or College
CH College of Health

1b. Division
AHLS Division of Health Safety

1c. Department
Physical Therapist Assistant (pending)

2. Course Prefix
PTA

3. Course Number
A295A

4. Previous Course Prefix & Number
N/A

5a. Credits/CEUs
5

5b. Contact Hours
(Lecture + Lab) (0+15)

6. Complete Course Title
Clinical Practicum II

Abbreviated Title for Transcript (30 character)

7. Type of Course
☒ Academic ☐ Preparatory/Development ☐ Non-credit ☐ CEU ☐ Professional Development

8. Type of Action:
☒ Add ☐ Change ☐ Delete

9. Repeat Status No ☐ # of Repeats ☐ Max Credits

10. Grading Basis
☐ A-F ☒ P/NP ☐ NG

11. Implementation Date
From: Spring/2014 To: 9999

12. ☐ Cross Listed with ☐ Stacked with

13. Impact Courses or Programs: List any programs or college requirements that require this course.
Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed): ________ Initiator Signed Initials: ________ Date: __________

14. General Education Requirement
Mark appropriate box:
☒ Oral Communication ☐ Written Communication ☐ Quantitative Skills ☒ Humanities
☐ Fine Arts ☐ Social Sciences ☐ Natural Sciences ☐ Integrative Capstone

15. Course Description (suggested length 20 to 50 words)
Provides continued supervised physical therapy experience in a healthcare setting.

16a. Course Prerequisite(s) (list prefix and number or test code and score)
PTA A195 with a grade of P

16b. Co-requisite(s) (concurrent enrollment required)
N/A

16c. Other Restriction(s)
☒ College ☐ Major ☐ Class ☐ Level

17. ☐ Mark if course has fees

18. ☐ Mark if course is a selected topic course

19. Justification for Action
Currently there are no Physical Therapist Assistant programs in the state of Alaska. This program is being developed in response to the need for a program in the state. The curriculum is based on requirements established by the Commission on Accreditation in Physical Therapy Education (CAPTE).

Initiator (faculty only) __________________________ Date ____________
Robin Wahto
Initiator (TYPE NAME)

☐ Approved ☐ Disapproved Dean/Director of School/College Date ____________

☐ Approved ☐ Disapproved Undergraduate/Graduate Academic Date ____________
Board Chair

☐ Approved ☐ Disapproved Provost or Designee Date ____________
Department Chair

College/School Curriculum Committee Chair Date ____________
University of Alaska Anchorage  
College of Health  
Course Content Guide

I. Date of Initiation:  
Fall 2012

II. Curriculum Action Request  
A. School: College of Health  
B. Course Subject: PTA  
C. Course Number: A295A  
D. Number of Credits: 5  
E. Contact Hours: 0+15  
F. Course Title: Clinical Practicum II  
G. Grading Basis: P/NP  
H. Implementation Date: Spring 2014  
I. Cross-listed/Stacked: N/A  
J. Course Description: Provides continued supervised physical therapy experience in a healthcare setting.  
K. Course Prerequisites: PTA A195 with a grade of P  
L. Course Co-requisites: N/A  
M. Other Restrictions: N/A  
N. Registration Restrictions: Departmental Approval  
O. Course Fees: No

III. Instructional Goals and Student Learning Outcomes  
A. Instructional Goals. The instructor will:  
   1. Schedule students at a health care facility for physical therapy experience.  
   2. Review policies, clinical performance expectations and documentation.  
   3. Ensure students complete required facility and department orientations.  
   4. Oversee the students’ clinical performance and task completion.  
   5. Obtain feedback on clinical performance of students and preceptors.  
   6. Evaluate the student’s performance of required skills completed at the assigned healthcare facility/facilities.

B. Student Learning Outcomes and Assessment Measures

<table>
<thead>
<tr>
<th>Student Learning Outcomes: Upon completion of this course, the student will be able to:</th>
<th>Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Perform and practice select physical therapy interventions, tests and measures.</td>
<td>Physical Therapist Assistant Clinical Performance Instrument assessment tool</td>
</tr>
<tr>
<td>2. Accurately document the interventions and patient response to them in a SOAP note (Subjective, Objective, Assessment, Plan) or per facility format.</td>
<td>Physical Therapist Assistant Clinical Performance Instrument assessment tool</td>
</tr>
<tr>
<td>3. Identify pertinent (current and past) medical and social issues, precautions and contraindications to physical therapy interventions.</td>
<td>Physical Therapist Assistant Clinical Performance Instrument assessment tool</td>
</tr>
</tbody>
</table>
4. Identify and practice appropriate ethical and professional behaviors during patient care situations.

5. Communicate effectively with patients, family members, and colleagues.

6. Demonstrate Intermediate to Advanced Intermediate levels of performance in the skills and proficiency of physical therapy interventions.

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Identify and practice appropriate ethical and professional behaviors during patient care situations.</td>
</tr>
<tr>
<td>5.</td>
<td>Communicate effectively with patients, family members, and colleagues.</td>
</tr>
<tr>
<td>6.</td>
<td>Demonstrate Intermediate to Advanced Intermediate levels of performance in the skills and proficiency of physical therapy interventions.</td>
</tr>
</tbody>
</table>

*The Physical Therapist Assistant Clinical Performance Instrument utilizes a rating scale that reflects a continuum of performance ranging from Beginning Performance to Entry-level Performance. In the PTA A295A course, outcomes are assessed at the intermediate/advanced intermediate level of performance.

**IV. Course Level Justification**

This course builds on skills and knowledge acquired in previous completed 100-level and 200-level PTA courses. It provides students with the opportunity to perform physical therapy interventions under supervision and begin to assume responsibility for their own patient caseload.

**V. Topical Course Outline**

A. Clinical assignment

1. Schedule
2. Clinical instructor(s)
3. Attendance
4. Dress code

B. Facility/department specific orientation

1. Personnel introductions
2. Tour
3. Policies
4. Universal precautions/infection control
5. Safety
6. Equipment
7. Other facility-specific requirements

C. Clinical performance criteria

1. Safety
2. Clinical behaviors
3. Accountability
4. Cultural competence
5. Communication
6. Self-Assessment and lifelong learning
7. Clinical problem solving
8. Interventions: Therapeutic exercise
   a. Aerobic capacity/endurance conditioning/reconditioning
   b. Balance, coordination, and agility training
   c. Body mechanics and postural stabilization
   d. Flexibility exercises
   e. Gait and locomotion training
   f. Neuromotor development training
g. Relaxation

h. Strength, power, and endurance training

9. Interventions: Therapeutic techniques

a. Manual therapy techniques
   i. Massage – connective tissue and therapeutic
   ii. Passive range of motion
   iii. Breathing Strategies/Oxygenation Including
   iv. Integumentary Repair/Protection Including

b. Interventions: Physical Agents and Mechanical Modalities
   i. Cryotherapy (e.g., cold pack, ice massage, vapocoolant spray)
   ii. Thermotherapy (e.g., dry heat, hot packs, paraffin bath, hydrotherapy)
   iii. Ultrasound
   iv. Mechanical compression, compression bandaging and garments
   v. Mechanical motion devices (e.g., CPM)
   vi. Intermittent, positional, and sustained traction devices

10. Interventions: Electrotherapeutic Modalities

a. Biofeedback

b. Iontophoresis

c. Electrical stimulation for muscle strengthening

d. Electrical stimulation for tissue repair

e. Electrical stimulation for pain management


a. ADL training
   i. Transfers
   ii. Bed mobility
   iii. Device and equipment use and training
   iv. Injury prevention or reduction

b. Application/Adjustment of Devices/Equipment
   i. Adaptive devices
   ii. Assistive devices
   iii. Orthotic devices
   iv. Prosthetic devices
   v. Protective devices
   vi. Supportive devices

12. Documentation

13. Resource Management

14. Associated Data Collection Skills

a. Anthropometric characteristics

b. Arousal, attention, and cognition

c. Assistive & Adaptive devices

d. Body mechanics

e. Environmental, self-care, and home issues

f. Gait, locomotion, and balance

g. Muscle function

h. Neuromotor function

i. Pain

j. Posture

k. Range of motion

l. Sensory response

m. Vital signs
VI. Suggested Text


VII. Bibliography


Boissonnault WG. *Primary Care of the Physical Therapist: Examination and Triage*. 2nd ed. St Louis, MO: Saunders; 2011.


Moini J. *Introduction to Pathology for the Physical Therapist Assistant*. Sudbury, MA: Jones and Bartlett Learning; 2012.


1a. School or College  
CH College of Health  

1b. Division  
AHLS Division of Health  Safety  

1c. Department  
Physical Therapist Assistant  (pending)  

2. Course Prefix  
PTA  

3. Course Number  
A295B  

4. Previous Course Prefix & Number  
N/A  

5a. Credits/CEUs  
5  

5b. Contact Hours  
(Lecture + Lab)  
(0+15)  

6. Complete Course Title  
Clinical Practicum III  

7. Type of Course  
☑ Academic  ☐ Preparatory/Development  ☐ Non-credit  ☐ CEU  ☐ Professional Development  

8. Type of Action:  ☑ Add  ☐ Change  ☐ Delete  

If a change, mark appropriate boxes:  
☐ Prefix  ☐ Credits  ☐ Title  ☐ Grade/Credit Basis  ☐ Course Description  ☐ Text Score Prerequisites  ☐ Other Restrictions  ☐ Class  ☐ Level  ☐ College  ☐ Other (please specify)  

9. Repeat Status No  ☐ of Repeats  ☐ Max Credits  

10. Grading Basis  
☐ A-F  ☑ P/NP  ☐ NG  

11. Implementation Date  
semester/year  
From:  Spring/2014  To:  /9999  

12. ☐ Cross Listed  ☐ Stacked  

13a. Impacted Courses or Programs: List any programs or college requirements that require this course.  
Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.  

<table>
<thead>
<tr>
<th>Impacted Program/ Course</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed):  _____  Initiator Signed Initials:  ____  Date:  ____________  

13b. Coordination Email  
submitted to Faculty Listserv:  (uaa-faculty@lists.uaa.alaska.edu)  

13c. Coordination with Library Liaison  
Date:  Oct. 26, 2012  

14. General Education Requirement  
Mark appropriate box:  ☐ Oral Communication  ☐ Written Communication  ☐ Quantitative Skills  ☐ Humanities  
☐ Fine Arts  ☐ Social Sciences  ☐ Natural Sciences  ☐ Integrative Capstone  

15. Course Description (suggested length 20 to 50 words)  
Provides continued supervised physical therapy experience in a healthcare setting.  

16a. Course Prerequisite(s) (list prefix and number or test code and score)  
PTA A295A with a grade of P  

16b. Co-requisite(s) (concurrent enrollment required)  
N/A  

16c. Other Restriction(s)  
☐ College  ☐ Major  ☐ Class  ☐ Level  

16d. Registration Restriction(s) (non-codable)  
Departmental Approval  

17. ☐ Mark if course has fees  

18. ☐ Mark if course is a selected topic course  

19. Justification for Action  
Currently there are no Physical Therapist Assistant programs in the state of Alaska. This program is being developed in response to the need for a program in the state. The curriculum is based on requirements established by the Commission on Accreditation in Physical Therapy Education (CAPTE).  

Initiator (faculty only)  
Robin Wahto  
Initiator (TYPE NAME)  

☐ Approved  ☐ Disapproved  

Dean/Director of School/College  Date  

department Chair  Date  

Undergraduate/Graduate Academic  Board Chair  Date  

Approved  ☐ Disapproved  

Provost or Designee  Date  

156
I. Date of Initiation: Fall 2012

II. Curriculum Action Request
A. College: College of Health
B. Course Prefix: PTA
C. Course Number: A295B
D. Number of Credits: 5
E. Contact Hours: 0+15
F. Course Title: Clinical Practicum III
G. Grading Basis: P/NP
H. Implementation Date: Spring 2014
I. Cross-listed/Stacked: N/A
J. Course Description: Provides continued supervised physical therapy experience in a healthcare setting.
K. Course Prerequisites: PTA A295A with a grade of P
L. Course Co-requisites: N/A
M. Other Restrictions: N/A
N. Registration Restrictions: Departmental Approval
O. Course Fees: No

III. Instructional Goals and Student Learning Outcomes
A. Instructional Goals. The instructor will:
   1. Schedule students at a health care facility for physical therapy experience.
   2. Review policies, clinical performance expectations and documentation.
   3. Ensure students complete required facility and department orientations.
   4. Oversee the students’ clinical performance and task completion.
   5. Obtain feedback on clinical performance of students and preceptors.
   6. Evaluate the student’s performance of required skills completed at the assigned healthcare facility/facilities.

B. Student Learning Outcomes and Assessment Measures

<table>
<thead>
<tr>
<th>Student Learning Outcomes: Upon completion of this course, the student will be able to:</th>
<th>Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Perform and practice select physical therapy interventions, tests and measures.</td>
<td>Physical Therapist Assistant Clinical Performance Instrument assessment tool</td>
</tr>
<tr>
<td>2. Accurately documents the interventions and patient response to them in a SOAP note (Subjective, Objective, Assessment, Plan) or per facility format.</td>
<td>Physical Therapist Assistant Clinical Performance Instrument assessment tool</td>
</tr>
<tr>
<td>3. Identify pertinent (current and past) medical and social issues, precautions and contraindications to physical therapy interventions.</td>
<td>Physical Therapist Assistant Clinical Performance Instrument assessment tool</td>
</tr>
</tbody>
</table>
4. Identify and practice appropriate ethical and professional behaviors during patient care.

5. Communicate effectively with patients, family members, and colleagues.

6. Demonstrate Entry-Level skills and proficiency in the performance of physical therapy interventions.

*The Physical Therapist Assistant Clinical Performance Instrument utilizes a rating scale that reflects a continuum of performance ranging from Beginning Performance to Entry-level Performance. In the PTA A295B course, outcomes are assessed at the entry-level competency level.

IV. Course Level Justification
This final clinical experience provides students with the opportunity to perform PT interventions under supervision while taking responsibility for their own patient caseload.

V. Topical Course Outline
   A. Clinical assignment
      1. Schedule
      2. Clinical instructor(s)
      3. Attendance
      4. Dress code
   B. Facility/department specific orientation
      1. Personnel introductions
      2. Tour
      3. Policies
      4. Universal precautions/infection control
      5. Safety
      6. Equipment
      7. Other facility-specific requirements
   C. Clinical performance criteria
      1. Safety
      2. Clinical behaviors
      3. Accountability
      4. Cultural competence
      5. Communication
      6. Self-Assessment and lifelong learning
      7. Clinical problem solving
      8. Interventions: Therapeutic exercise
         a. Aerobic capacity/endurance conditioning/reconditioning
         b. Balance, coordination, and agility training
         c. Body mechanics and postural stabilization
         d. Flexibility exercises
         e. Gait and locomotion training
         f. Neuromotor development training
         g. Relaxation
         h. Strength, power, and endurance training
      9. Interventions: Therapeutic Techniques
         a. Manual Therapy Techniques Including:
i. Massage – connective tissue and therapeutic
ii. Passive range of motion
iii. Breathing strategies/oxygenation
iv. Integumentary repair/protection

b. Interventions: Physical agents and mechanical modalities
i. Cryotherapy (e.g., cold pack, ice massage, vapocoolant spray)
ii. Thermotherapy (e.g., dry heat, hot packs, paraffin bath, hydrotherapy)
iii. Ultrasound
iv. Mechanical compression, compression bandaging and garments
v. Mechanical motion devices (e.g., continuous passive motion - CPM)
vi. Intermittent, positional, and sustained traction devices

10. Interventions: Electrotherapeutic modalities
a. Biofeedback
b. Iontophoresis
c. Electrical stimulation for muscle strengthening
d. Electrical stimulation for tissue repair
e. Electrical stimulation for pain management

11. Interventions: Functional training and application of devices/equipment
a. Activities of daily living (ADL) training
   i. Transfers
   ii. Bed mobility
   iii. Device and equipment use and training
   iv. Injury prevention or reduction
b. Application/adjustment of devices/equipment
   i. Adaptive devices
   ii. Assistive devices
   iii. Orthotic devices
   iv. Prosthetic devices
   v. Protective devices
   vi. Supportive devices

12. Documentation
13. Resource management
14. Associated data collection skills
   a. Anthropometric characteristics
   b. Arousal, attention, and cognition
   c. Assistive & adaptive devices
   d. Body mechanics
   e. Environmental, self-care, and home issues
   f. Gait, locomotion, and balance
   g. Muscle function
   h. Neuromotor function
   i. Pain
   j. Posture
   k. Range of motion
   l. Sensory response
   m. Vital signs

VI. Suggested Text
VII. Bibliography


Boissonnault WG. *Primary Care of the Physical Therapist: Examination and Triage*. 2nd ed. St Louis, MO: Saunders; 2011.


Moini J. *Introduction to Pathology for the Physical Therapist Assistant*. Sudbury, MA: Jones and Bartlett Learning; 2012.


MEMORANDUM

To: College of Health Curriculum Committee  
    UAA Undergraduate Academic Board

From: Robin Wahto  
      Allied Health

Date: November 19, 2012

Re: Proposal for Associate of Applied Science, Physical Therapist Assistant

Attached is a PAR form requesting a new AAS degree in Physical Therapist Assistant, along with 14 CARs and CCGs for the new proposed PTA degree, along with proposed catalog copy. The university has received funding to develop this program which will be housed within the School of Allied Health.

There currently are no Physical Therapist Assistant (PTA) programs in the state of Alaska. In order to work in the state of Alaska as a PTA, an individual must be licensed through the Alaska Occupational Licensing Board. To become licensed the individual must graduate from a program that has been approved by the Commission on Accreditation for Physical Therapy Education (CAPTE). The curriculum for this program is based on the criteria established by CAPTE. The program requires one-year full-time enrollment to complete prerequisite coursework, and 3 semesters of full-time enrollment in PTA courses.
MEMORANDUM

To: Chancellor Case

Through: College of Health Curriculum Committee
         UAA Undergraduate Academic Board
         Faculty Senate
         Office of Academic Affairs

From: Robin Wahto
      Allied Health

Date: November 19, 2012

Re: Request for establishment of Physical Therapist Assistant department, within the School of Allied Health, College of Health

The School of Allied Health requests permission to establish a new department, Physical Therapist Assistant. The university has received funding to develop an AAS in Physical Therapist Assistant; the department will be housed within the School of Allied Health. A proposal to add a new AAS degree in Physical Therapist Assistant is attached to this memo.

There currently are no Physical Therapist Assistant (PTA) programs in the state of Alaska. The proposed AAS degree is developed in response to a request from the healthcare industry. The curriculum for the AAS degree is based on the criteria established by the Commission on Accreditation for Physical Therapy Education (CAPTE); the program requires one-year full-time enrollment to complete pre-requisite coursework, and 3 semesters of full-time enrollment in PTA courses.

Approved: _____ Yes  _____ No

___________________________________________  _____________________
Thomas Case, Chancellor      Date
Proposal to Initiate, Add, Change, or Delete a Program of Study or Prefix

1a. School or College
CH College of Health

1b. Department
Physical Therapist Assistant (pending)

2. Complete Program Title/Prefix
Associate of Applied Science, Physical Therapist Assistant

3. Type of Program
Choose one from the appropriate drop down menu: Undergraduate: or Graduate: Associate of Applied Science
This program is a Gainful Employment Program: □ Yes or □ No

4. Type of Action:
PROGRAM
☑ Add
□ Change
□ Delete

PREFIX
□ Add
□ Change
□ Inactivate

5. Implementation Date (semester/year)
From: SP/2014 To: 9999

6a. Coordination with Affected Units
Department, School, or College: HPER, Biol, Engl, Comm, MA, Psych
Initiator Name (typed): Robin Wahto
Initiator Signed Initials: 
Date: 

6b. Coordination Email submitted to Faculty Listserv (uaa-faculty@lists.uaa.alaska.edu)
Date: 11-20-12

6c. Coordination with Library Liaison
Date: 10/29/12

7. Title and Program Description - Please attach the following:
☒ Cover Memo
☐ Catalog Copy in Word using the track changes function

8. Justification for Action
In response to a need in the State of Alaska for a Physical Therapist Assistant (PTA) program, the university has received funding and is currently developing curriculum for an AAS degree in Physical Therapist Assistant.

Initiator (faculty only)
Robin Wahto
Initiator (TYPE NAME)

☐ Approved
☐ Disapproved
Dean/Director of School/College
Date

☐ Approved
☐ Disapproved
Undergraduate/Graduate Academic
Date

☐ Approved
☐ Disapproved
Board Chair
Date

☐ Approved
☐ Disapproved
Provost or Designee
Date

☐ Approved
☐ Disapproved
Department Chair
Date

☐ Approved
☐ Disapproved
College/School Curriculum Committee Chair
Date
PHYSICAL THERAPIST ASSISTANT

Allied Health Science Building (AHS), Room 171, (907)786-6932
http://www.uaa.alaska.edu/alliedhealth

Associate of Applied Science, Physical Therapist Assistant

Description and Student Learning Outcomes

Physical therapy assistants (PTAs) provide physical therapy services under the direction and supervision of a physical therapist. PTAs help people of all ages who have medical problems, or other health-related conditions that limit their ability to move and perform functional activities in their daily lives.

Some of the care provided by a PTA may include teaching patients or clients exercises for mobility, strength and coordination, training for activities such as walking with crutches, canes, or walkers, massage, and the use of physical agents and electrotherapy such as ultrasound and electrical stimulation. PTAs also observe the patient’s abilities and report their observations to the physical therapist. Unlike a physical therapist, the PTA cannot evaluate a patient, update a plan of care, or discharge a patient.

Generally, physical therapy assistants are employed wherever physical therapists work. Hospitals, rehabilitation centers, nursing homes, home and public health agencies, schools, private physical therapy practices, and the armed forces are major employers. (A statement regarding accreditation may be added here in the future.)

At the completion of the Physical Therapist Assistant program, students are able to:

1. Exhibit professional behavior in their role as responsible physical therapist assistants, adhering to appropriate ethical, legal, and regulatory standards.
2. Engage in evidence-based practice, responding to the dynamics of a changing healthcare system.
3. Integrate the principles of the physical, biological and behavioral sciences with the clinical practice of physical therapy.
4. Communicate effectively and sensitively with patients, families and other members of the health care team.
5. Commit to a lifelong process of self-improvement and learning.

Admissions Requirements

See Associate’s Degree Admissions Requirements in Chapter 7, Academic Standards and Regulations.

Students will be admitted to UAA Physical Therapist Assistant program as a pre-major. Prior to being admitted as a full major, the student must complete the following additional requirements:

1. Student must meet with the UAA Physical Therapist Assistant program advisor regarding application and program admission requirements prior to application deadline.
2. Provide documentation, from official transcripts, successful completion of the following courses with a minimum grade of C:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL A111/L</td>
<td>Human Anatomy and Physiology I with Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>BIOL A112/L</td>
<td>Human Anatomy and Physiology II with Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>One of the following:</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>COMM A111</td>
<td>Fundamentals of Oral Communications (3)</td>
<td></td>
</tr>
<tr>
<td>or COMM A235</td>
<td>Small Group Communication (3)</td>
<td></td>
</tr>
<tr>
<td>or COMM A237</td>
<td>Interpersonal Communication (3)</td>
<td></td>
</tr>
<tr>
<td>or COMM A241</td>
<td>Public Speaking (3)</td>
<td></td>
</tr>
<tr>
<td>ENGL A111</td>
<td>Methods of Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>MA A101</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MA A104</td>
<td>Essentials of Human Disease</td>
<td>3</td>
</tr>
</tbody>
</table>
One of the following 3 credits
PSY A111 General Psychology (3)
or
PSY A150 Lifespan Development (3) (recommended)

3. Complete the Physical Therapist Assistant program application process.
5. Provide evidence of current immunizations as required by the department.
6. Once admitted, and prior to the program start, submit to a national-level criminal background check.

Advising
Special admission and application procedure requirements apply. Interested students should contact the Physical Therapist Assistant department for selection criteria. Completion of admission requirements does not guarantee acceptance into the program. Due to the risks associated with working in a healthcare setting, students are required to have health insurance. Health insurance is available for purchase through the UAA Student Health and Counseling Center.

Graduation Requirements

A. General University Requirements
   Complete the General University Requirements for Associate of Applied Science Degrees located at the beginning of this chapter.

B. Associate of Applied Science Degree Requirements
   Complete the Associate of Applied Science degree requirements in oral and written communications (9 credits) as outlined at the beginning of this chapter. In the Physical Therapist Assistant program, the General Course Requirement (6 credits) is fulfilled by completing BIOL A111 and BIOL A112.

C. Major Degree Requirements
   1. Complete the following courses with a minimum grade of C or (52 credits):
      - BIOL A111/L Human Anatomy and Physiology I with Laboratory 4 credits
      - BIOL A112/L Human Anatomy and Physiology II with Laboratory 4 credits
      - PTA A101 Fundamentals of Physical Therapy 2 credits
      - PTA A105 Tests and Measures 3 credits
      - PTA A110 Kinesiology and Biomechanics 3 credits
      - PTA A120 Rehabilitation I 3 credits
      - PTA A130 Physical Therapy Interventions I 4 credits
      - PTA A150 Psychosocial Aspects of Health Care 2 credits
      - PTA A195 Clinical Practicum I 1 credit
      - PTA A210 Therapeutic Exercise 4 credits
      - PTA A220 Rehabilitation II 3 credits
      - PTA A230 Physical Therapy Interventions II 4 credits
      - PTA A250 Neurological Interventions Across the Lifespan 3 credits
      - PTA A292 Physical Therapist Assistant Seminar 2 credits
      - PTA A295A Clinical Practicum II 5 credits
      - PTA A295B Clinical Practicum III 5 credits
   
   2. A total of 61 credits is required for the degree.
Course Action Request  
University of Alaska Anchorage  
Proposal to Initiate, Add, Change, or Delete a Course

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>1b. Division</th>
<th>1c. Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>CB CBPP</td>
<td>ADBP Division of Business Programs</td>
<td>ACCT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Course Prefix</th>
<th>3. Course Number</th>
<th>4. Previous Course Prefix &amp; Number</th>
<th>5a. Credits/CEUs</th>
<th>5b. Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT</td>
<td>A101</td>
<td>N/A</td>
<td>3</td>
<td>(Lecture + Lab)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Complete Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Financial Accounting I</td>
</tr>
<tr>
<td>Principles of Financial Acct I</td>
</tr>
<tr>
<td>Abbreviated Title for Transcript (30 character)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Type of Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Academic</td>
</tr>
<tr>
<td>☐ Preparatory/Development</td>
</tr>
<tr>
<td>☐ Non-credit</td>
</tr>
<tr>
<td>☐ CEU</td>
</tr>
<tr>
<td>☐ Professional Development</td>
</tr>
</tbody>
</table>

| 8. Type of Action: | ☒ Add or ☑ Change or ☐ Delete |

If a change, mark appropriate boxes:
- ☐ Prefix
- ☐ Credits
- ☐ Title
- ☐ Grading Basis
- ☐ Course Description
- ☐ Test Score Prerequisites
- ☐ Other Restrictions
- ☒ Other Update CCG (please specify)

<table>
<thead>
<tr>
<th>9. Repeat Status No</th>
<th># of Repeats</th>
<th>Max Credits</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>10. Grading Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ A-F</td>
</tr>
<tr>
<td>☐ P/NP</td>
</tr>
<tr>
<td>☐ NG</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. Implementation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: Fall/2013</td>
</tr>
<tr>
<td>To: 9999</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. Cross Listed with</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Stacked with</td>
</tr>
<tr>
<td>Cross-Listed Coordination Signature</td>
</tr>
</tbody>
</table>

13a. Impacted Courses or Programs: List any programs or college requirements that require this course.

Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at [www.uaa.alaska.edu/governance](http://www.uaa.alaska.edu/governance).

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Catalog Page(s) Impacted</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>13b. Coordination Email</th>
<th>Date: 11/26/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>submitted to Faculty Listserv:</td>
<td>(<a href="mailto:uaa-faculty@lists.uaa.alaska.edu">uaa-faculty@lists.uaa.alaska.edu</a>)</td>
</tr>
</tbody>
</table>

| 13c. Coordination with Library Liaison | Date: 11/26/2012 |

14. General Education Requirement
Mark appropriate box:
- ☐ Oral Communication
- ☐ Written Communication
- ☐ Social Sciences
- ☐ Natural Sciences
- ☐ Integrative Capstone

15. Course Description (suggested length 20 to 50 words)
First semester introductory financial accounting. Emphasizes procedures for recording, analyzing, and summarizing accounting transactions. Includes discussion of the following asset categories: cash, accounts receivable, and inventory. Taught from the perspective of the accountant or bookkeeper who is responsible for recording accounting transactions. Special Note: ACCT A101 and ACCT A102 will satisfy requirement for ACCT A201. AAS Accounting majors must take ACCT A101 and ACCT A102.

16a. Course Prerequisite(s) (list prefix and number)
MATH A055 with a minimum grade of C

16b. Test Score(s)
N/A

16c. Co-requisite(s) (concurrent enrollment required)
N/A

16d. Other Restriction(s)
- ☐ College
- ☐ Major
- ☐ Class
- ☐ Level

16e. Registration Restriction(s) (non-codable)
UAA approved mathematics placement test scores may be used in lieu of prerequisite.

17. ☒ Mark if course has fees
Standard CBPP computer lab fee

18. ☐ Mark if course is a selected topic course

19. Justification for Action
Changed prerequisites and registration restrictions. Updated course outline, instructional goals, student outcomes, and bibliography.

Initiator (faculty only) Lynn Koshiyama
Initiator (TYPE NAME)

<table>
<thead>
<tr>
<th>20. Approval</th>
<th>Disapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Approved</td>
<td>Disapproved</td>
</tr>
</tbody>
</table>

Date: Dean/Director of School/College

Date: Undergraduate/Graduate Academic

Date: Board Chairperson

Date: Provost or Designee
<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Pages impacted</th>
<th>Date of coordination</th>
<th>Chair/Coordinator contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Business, AAS</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Thomas Dalrymple</td>
</tr>
<tr>
<td>Accounting, AAS</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>Accounting, BBA</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>Small Business Management, Undergraduate Certificate</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Thomas Dalrymple</td>
</tr>
<tr>
<td>Small Business Administration, AAS</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Edward Forrest</td>
</tr>
<tr>
<td>Economics, BBA</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Paul Johnson</td>
</tr>
<tr>
<td>Finance, BBA</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Edward Forrest</td>
</tr>
<tr>
<td>Global Logistics and Supply Chain Management, BBA</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Darren Prokop</td>
</tr>
<tr>
<td>Management, BBA</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Edward Forrest</td>
</tr>
<tr>
<td>Marketing, BBA</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Edward Forrest</td>
</tr>
<tr>
<td>Business Computer Information Systems, AAS</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Minnie Yen</td>
</tr>
<tr>
<td>Management Information Systems, BBA</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Minnie Yen</td>
</tr>
<tr>
<td>Medical Assisting, AAS</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Robin Wahto</td>
</tr>
<tr>
<td>Bookkeeping Support, Occupational Endorsement Certificate</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Kim Griffis</td>
</tr>
<tr>
<td>Computer Information and Office Systems, AAS</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Kim Griffis</td>
</tr>
<tr>
<td>Dietetics, BS</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Tim Doebler</td>
</tr>
<tr>
<td>ACCT A102</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>ACCT A201</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>ACCT A202</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>ACCT A210</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>ACCT A216</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>ACCT A222</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>ACCT A225</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>ACCT A230</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>ACCT A295</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>BA A233</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Edward Forrest</td>
</tr>
</tbody>
</table>
COURSE CONTENT GUIDE
UNIVERSITY OF ALASKA ANCHORAGE
COLLEGE OF BUSINESS AND PUBLIC POLICY

I. Date Initiated
   August 31, 2012

II. Course Information
   College/School: College of Business and Public Policy
   Department: Accounting
   Program: AAS Accounting, Certificate-Small Business Management, AAS
           Small Business Administration, BBA Accounting, BBA
           Economics, BBA Finance, BBA Global Logistics Management,
           BBA Management, BBA Marketing, AAS Business Computer
           Information Systems, BBA Management Information Systems,
           AAS Aviation Management, Nontranscripted Departmental
           Certificates of Completion: CIOS Bookkeeping, Administrative
           Office Support, Certificate: Computer Information and Office
           Systems (CIOS)-Bookkeeping, Certificate: CIOS-Administrative
           Office Support, AAS CIOS-Bookkeeping, AAS CIOS-
           Administrative Office Support, AAS Medical Assisting,
   Course Title: Principles of Financial Accounting I
   Course Number: ACCT A101
   Credits: 3
   Contact Hours: 3 per week x 15 weeks = 45 hours
   0 lab hours
   6 to 9 hours outside of class per week x 15 weeks = 90 to 135
   hours
   Grading Basis: A – F
   Course Description: First semester introductory financial accounting. Emphasizes
   procedures for recording, analyzing, and summarizing accounting transactions.
   Includes discussion of the following asset categories: cash, accounts receivable, and
   inventory. Taught from the perspective of the accountant or bookkeeper who is
   responsible for recording accounting transactions. Special Note: ACCT A101 and
   ACCT A102 will satisfy requirement for ACCT A201. AAS Accounting majors must
   take ACCT A101 and ACCT A102.
   Course Prerequisites: MATH A055 with a minimum grade of “C”
   Registration Restrictions: UAA approved mathematics placement test scores may be
   used in lieu of prerequisite.
   Fees: Standard CBPP computer lab fee

III. Course Activities
   A. Discussion and lecture augmented by in-class group exercise
   B. Multimedia and Internet-based presentations
   C. Completion of end-of-chapter homework assignments
D. Completion of a manual, forms-based practice set, stressing the use of special journals, and the accounting cycle
E. Review of published annual reports to illustrate form and content of financial statements

IV. **Course Level Justification**
This is an introductory-level class that provides the foundation for more advance studies in financial accounting and reporting; and also provides a basis for the study of managerial accounting.

V. **Outline**

A. **Introduction to Accounting**
   1. Overview of accounting
   2. Accounting applications and its users
   3. Employment opportunities in accounting
   4. Types of business organizations
   5. Introduction to financial statements
   6. Introduction to financial statement elements: assets, liabilities, owner’s equity, revenues, and expenses
   7. Introduction to Generally Accepted Accounting Principles and the accountant’s ethical responsibilities to third party users
   8. Introduction to International Financial Reporting Standards (IFRS)
   9. Introduction to Sarbanes-Oxley Act

B. **The Accounting Cycle**
   1. Debits and credits
   2. Double entry accounting system
   3. Cash vs. accrual accounting concepts
   4. Use of journals and ledgers
   5. The accounting cycle
   6. Use of a worksheet
   7. Prepare and use a trial balance
   8. Period end adjusting and closing entry process
   9. Preparation of financial statements

C. **Analyzing and Recording Merchandising Transactions (Inventory and Cost of Goods Sold)**
   1. Calculating cost of goods sold
   2. Periodic and perpetual inventory systems
   3. Internal control procedures
   4. Determining inventory quantities
   5. Effect of errors in inventory
   6. Lower of cost or market valuation
   7. Reporting requirements
   8. Introduction to classified balance sheets
9. Introduction to multiple-step income statements

D. Accounting Information Systems
   1. Special Journals
   2. Advantages and uses
   3. Recording and posting process
   4. Subsidiary ledgers
   5. Computerized application

E. Cash and Internal Control
   1. Purpose of internal control
   2. Characteristics of internal control
   3. Internal control procedures
   4. Petty cash accounting
   5. Bank reconciliations
   6. Cash equivalents
   7. Reporting requirements

F. Accounting for Receivables
   1. Internal control procedures
   2. Valuing receivables
   3. Accounting for bad debts using the Allowance Method
   4. Disposing of receivables
   5. Accounting of credit card transactions
   6. Computing interest
   7. Reporting requirements

VI. Suggested Text


VII. Bibliography


*Classic

**Instructional Goals and Student Learning Outcomes**

<table>
<thead>
<tr>
<th>A. Instructional Goals. The instructor will:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Discuss the various employment opportunities in accounting.</td>
</tr>
<tr>
<td>2. Discuss the basic concepts and principles supporting the accrual basis in accounting.</td>
</tr>
<tr>
<td>3. Discuss the basic financial statements.</td>
</tr>
<tr>
<td>4. Present the fundamental accounting equation as used in the analysis and recording of business transactions.</td>
</tr>
<tr>
<td>5. Discuss the double-entry accounting system.</td>
</tr>
<tr>
<td>6. Emphasize the importance of account analysis, the adjustment process, and end of period accounting processes and procedures.</td>
</tr>
<tr>
<td>7. Discuss internal control processes and procedures.</td>
</tr>
</tbody>
</table>
8. Discuss the importance of ethics in the business environment.

9. Discuss the accounting requirements for a service entity and a merchandising concern.

10. Discuss basic accounting principles and methods used in accounting for assets including cash, inventory, and receivables.

<table>
<thead>
<tr>
<th>B. Student Learning Outcomes.</th>
<th>Assessment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will be able to:</td>
<td></td>
</tr>
<tr>
<td>1. Identify various employment opportunities in accounting.</td>
<td>Homework</td>
</tr>
<tr>
<td>2. Identify and describe basic accounting concepts, methods, and principles.</td>
<td>In-class exercises, homework, quizzes, and exams</td>
</tr>
<tr>
<td>3. Understand the effect of business transactions on the fundamental accounting equation using the double entry accounting system for both service and merchandising entities.</td>
<td>In-class exercises, homework, quizzes, and exams</td>
</tr>
<tr>
<td>4. Identify, analyze, and record business transactions using the accrual basis of accounting.</td>
<td>In-class exercises, homework, quizzes, exams, and manual practice set</td>
</tr>
<tr>
<td>5. Analyze account balances and prepare end of period adjusting and closing entries.</td>
<td>In-class exercises, homework, quizzes, exams, and manual practice set</td>
</tr>
<tr>
<td>6. Complete a worksheet.</td>
<td>In-class exercises, homework, quizzes, exams, and manual practice set</td>
</tr>
<tr>
<td>8. Identify, analyze, and record merchandising transactions, including the calculation of cost of goods sold and gross profit.</td>
<td>In-class exercises, homework, quizzes, exams, and manual practice set</td>
</tr>
<tr>
<td>9. Record transactions using special journals and subsidiary ledgers.</td>
<td>In-class exercises, homework, quizzes, exams, and manual practice set</td>
</tr>
<tr>
<td>10. Discuss the importance of ethics in the business environment.</td>
<td>In-class exercises</td>
</tr>
</tbody>
</table>
### Proposal to Initiate, Add, Change, or Delete a Course

**1. School or College:** CB CBPP  
**2. Course Prefix:** ACCT  
**3. Course Number:** A102  
**4. Previous Course Prefix & Number:** N/A  
**5a. Credits/CEUs:** 3  
**5b. Contact Hours:** (Lecture + Lab) (3+0)

#### 6. Complete Course Title
- Principles of Financial Accounting II
- Principles of Fin Acct II

**Initiator Name (typed):** Lynn Koshiyama

**Initiator Signed Initials:** _________

**Date:________________**

---

#### 7. Type of Course
- [x] Academic
- [ ] Preparatory/Development
- [ ] Non-credit
- [ ] CEU
- [ ] Professional Development

#### 8. Type of Action:
- [ ] Add  
- [x] Change  
- [ ] Delete

**If a change, mark appropriate boxes:**
- [ ] Prefix  
- [ ] Credits  
- [ ] Title  
- [ ] Grading Basis  
- [ ] Course Description  
- [ ] Test Score Prerequisites  
- [ ] Other Restrictions  
- [x] Other Update CCG (please specify)

**9. Repeat Status No:**
- [ ] # of Repeats  
- [ ] Max Credits

**10. Grading Basis:**
- [x] A-F  
- [ ] P/NP  
- [ ] NG

**11. Implementation Date:**
- [ ] semester/year
- From: Fall/2013
- To: /9999

---

#### 13a. Impacted Courses or Programs:
List any programs or college requirements that require this course.

Please type into fields provided in table, if more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Catalog Page(s) Impacted</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. See attached sheet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Initiator Name (typed):** Lynn Koshiyama  
**Initiator Signed Initials:** _________  
**Date:**

---

#### 13b. Coordination Email
- Date: 11/26/2012
- submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

**13c. Coordination with Library Liaison**  
**Date:** 11/26/2012

---

#### 14. General Education Requirement
**Mark appropriate box:**
- [ ] Oral Communication
- [ ] Written Communication
- [ ] Social Sciences
- [ ] Natural Sciences
- [ ] Humanities
- [ ] Integrative Capstone

**15. Course Description (suggested length 20 to 50 words)**
Second semester introductory financial accounting. Emphasizes procedures for recording, analyzing, and summarizing accounting transactions dealing with long-term assets, current and long-term liabilities, as well as stockholder and partnership equity transactions, and the statement of cash flows. Taught from the perspective of the accountant/bookkeeper who is responsible for recording accounting transactions. Special Note: ACCT A101 and ACCT A102 will satisfy requirement for ACCT A201. AAS Accounting majors must take ACCT A101 and ACCT A102.

#### 16. Course Prerequisite(s) (list prefix and number)
- ACCT A101 with a minimum grade of C

**16b. Test Score(s)**
- N/A

**16c. Co-requisite(s) (concurrent enrollment required)**
- N/A

**16d. Other Restriction(s)**
- [x] Mark if course has fees

**16e. Registration Restriction(s) (non-codable)**
- Standard CBPP computer lab fee

**17. Mark if course is a selected topic course**
- [ ]

---

#### 19. Justification for Action
Updated course outline, instructional goals, student outcomes, assessment methods, and bibliography.

---

**Initiator (faculty only)**

**Lynn Koshiyama**
**Initiator (TYPE NAME)**

[ ] Approved  
[ ] Disapproved

**Date:**

---

**18. Mark if course is a selected topic course**

---

**Approved**
**Disapproved**

**Dean/Director of School/College**
**Date:**

---

**Approved**
**Disapproved**

**Undergraduate/Graduate Academic**
**Date:**

---

**Approved**
**Disapproved**

**Board Chairperson**
**Date:**

---

**Approved**
**Disapproved**

**Provost or Designee**
**Date:**
<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Pages impacted</th>
<th>Date of coordination</th>
<th>Chair/Coordinator contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Business, AAS</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Thomas Dalrymple</td>
</tr>
<tr>
<td>Accounting, AAS</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>Accounting, BBA</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>Small Business Management, Undergraduate Certificate</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Thomas Dalrymple</td>
</tr>
<tr>
<td>Small Business Administration, AAS</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Edward Forrest</td>
</tr>
<tr>
<td>Economics, BBA</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Edward Forrest</td>
</tr>
<tr>
<td>Finance, BBA</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Edward Forrest</td>
</tr>
<tr>
<td>Global Logistics and Supply Chain Management, BBA</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Darren Prokop</td>
</tr>
<tr>
<td>Management, BBA</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Edward Forrest</td>
</tr>
<tr>
<td>Marketing, BBA</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Edward Forrest</td>
</tr>
<tr>
<td>Business Computer Information Systems, AAS</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Minnie Yen</td>
</tr>
<tr>
<td>Management Information Systems, BBA</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>Minnie Yen</td>
</tr>
<tr>
<td>ACCT A101</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>ACCT A201</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>ACCT A202</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>ACCT A210</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>ACCT A216</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>ACCT A222</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>ACCT A225</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>ACCT A230</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>ACCT A295</td>
<td>N/A</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
</tbody>
</table>
I. Date Initiated: August 31, 2012

II. Course Information

College/School: College of Business and Public Policy
Department: Accounting

Course Title: Principles of Financial Accounting II
Course Number: ACCT A102
Credits: 3
Contact Hours: 3 per week x 15 weeks = 45 hours
0 lab hours
6 to 9 hours outside of class per week x 15 weeks = 90 to 135 hours

Grading Basis: A – F

Course Description: Second semester introductory financial accounting. Emphasizes procedures for recording, analyzing, and summarizing accounting transactions dealing with long-term assets, current and long-term liabilities, as well as stockholder and partnership equity transactions, and the statement of cash flows. Taught from the perspective of the accountant/bookkeeper who is responsible for recording accounting transactions. Special Note: ACCT A101 and ACCT A102 will satisfy requirement for ACCT A201. AAS accounting majors must take ACCT A101 and ACCT A102.

Course Prerequisites: ACCT A101 with a minimum grade of C
Registration Restrictions: None
Fees: Standard CBPP computer lab fee

III. Course Activities

A. Discussion and lecture augmented by in-class group exercises
B. Multimedia and Internet-based presentations
C. Completion of end-of-chapter homework assignments
D. Completion of a computerized practice set, requiring the recording of transactions, adjusting and closing entries, along with the preparation of financial statements
E. Review of published annual reports to illustrate form and content of financial statements
IV. Course Level Justification
This is the second of a two-semester introductory-level course series that provides the foundation for more advanced studies in financial accounting and reporting and also provides a basis for the study of managerial accounting.

V. Outline
A. Accounting for assets: long-term assets
   1. Property, plant, and equipment
      a. Accounting for acquisitions and disposals
      b. Ordinary repairs vs. betterments
      c. Computing depreciation expense using straight-line, units of activity, and declining balance methods
   2. Natural resources
      a. Cost determination
      b. Computing depletion expense
   3. Intangible assets
      a. Cost determination
      b. Computing amortization expense
      c. Accounting for goodwill

B. Environment of accounting
   1. Conceptual framework of accounting
   2. Accounting assumptions, principles, and constraints
   3. Ethics

C. Accounting for current liabilities
   1. Accounts payable and short-term notes payable
   2. Accruals and deferrals
   3. Payroll and payroll related liabilities
   4. Contingent liabilities

D. Accounting for long-term liabilities
   1. Bond pricing and recording
      a. Calculate price of bonds sold at a discount
      b. Calculate price of bonds sold at a premium
      c. Bonds sold between interest payment dates
      d. Amortization of bond premium or discount
      e. Recording bond-related transactions
   2. Notes and leases
      a. Interest calculations
      b. Capital vs. operating lease guidelines

E. Accounting for corporations
   1. Characteristics of corporations
   2. Advantages and disadvantages of corporate form of business
F. Accounting for stockholder equity transactions
   1. Contributed capital
      a. Identifying categories of stock: common vs. preferred
      b. Accounting for issuance of stock
      c. Accounting for par, no-par, and stated value stock
      d. Accounting for stock splits
      e. Reporting requirements
   2. Treasury stock
      a. Identifying treasury stock transactions
      b. Accounting for the purchase and disposal
      c. Reporting requirements
   3. Retained earnings
      a. Accounting for cash dividends
      b. Accounting for stock dividends
      c. Restrictions
      d. Reporting requirements
      e. Effects of dividends and splits on equity

G. Accounting for partnerships
   1. Characteristics of the partnership form of business
   2. Advantages and disadvantages of the partnership form of business
   3. Formation of a partnership
   4. Admission or withdrawal of a partner
   5. Distribution of income and losses
   6. Dissolution or liquidation of a partnership

H. Accounting for investments
   1. Accounting for stock investments
      a. Cost method
      b. Equity method
   2. Accounting for debt investments
   3. Valuing investments
   4. Reporting requirements

I. Statement of cash flows
   1. Purpose of statement of cash flows
   2. Comparison of direct vs. indirect methods of presentation
   3. Classifications of cash flows: operating, investing, and financing
   4. Statement preparation

VI. Suggested Text

VII. Bibliography


*Classic
## VIII. Instructional Goals and Student Learning Outcomes

### A. Instructional Goals.

The instructor will:

1. Discuss the conceptual framework of accounting, including the assumptions and principles underlying the recording and reporting process.
2. Explain the importance of ethics in the business environment.
3. Discuss the principles and methods used in accounting for property, plant and equipment, natural resources, and intangible assets.
4. Discuss principles and methods used in accounting for current liabilities and long-term liabilities.
5. Discuss principles and methods used in accounting for stockholder equity transactions.
6. Present advantages and disadvantages of a corporate form of business.
7. Present advantages and disadvantages of a partnership form of business.
8. Discuss principles and methods used in accounting for partnership transactions.
9. Discuss principles and methods used in accounting for investment transactions.
10. Discuss purpose and development of Statement of Cash Flows.

### B. Student Learning Outcomes.

Students will be able to:  

<table>
<thead>
<tr>
<th>Assessment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Identify and discuss the conceptual framework, including the accounting assumptions, principles, and constraints.</td>
</tr>
<tr>
<td><strong>2.</strong> Describe and apply the basic accounting principles and methods used in accounting for property, plant and equipment, natural resources and intangible assets, including recording acquisition, disposal, depreciation, amortization and depletion entries, and financial statement reporting requirements.</td>
</tr>
<tr>
<td><strong>3.</strong> Describe and apply the basic accounting principles and methods used in accounting for current liabilities, including financial statement reporting requirements.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>4.</td>
</tr>
<tr>
<td>5.</td>
</tr>
<tr>
<td>6.</td>
</tr>
<tr>
<td>7.</td>
</tr>
<tr>
<td>8.</td>
</tr>
<tr>
<td>9.</td>
</tr>
</tbody>
</table>
## Course Action Request

### University of Alaska Anchorage
Proposal to Initiate, Add, Change, or Delete a Course

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>CB CBPP</th>
<th>1b. Division</th>
<th>ADBP Division of Business Programs</th>
<th>1c. Department</th>
<th>ACCT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>2. Course Prefix</th>
<th>ACCT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Course Number</td>
<td>A120</td>
</tr>
<tr>
<td>4. Previous Course Prefix &amp; Number</td>
<td>N/A</td>
</tr>
<tr>
<td>5a. Credits/CEUs</td>
<td>3</td>
</tr>
<tr>
<td>5b. Contact Hours (Lecture + Lab)</td>
<td>(3+0)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Complete Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeping for Business I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Abbreviated Title for Transcript (30 character)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>7. Type of Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Type of Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If a change, mark appropriate boxes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix</td>
</tr>
<tr>
<td>Credits</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Grading Basis</td>
</tr>
<tr>
<td>Course Description</td>
</tr>
<tr>
<td>Test Score Prerequisites</td>
</tr>
<tr>
<td>Other Restrictions</td>
</tr>
<tr>
<td>Class</td>
</tr>
<tr>
<td>College</td>
</tr>
<tr>
<td>Major</td>
</tr>
<tr>
<td>Other Update CCG (please specify)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. Repeat Status No</th>
<th># of Repeats</th>
<th>Max Credits</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>10. Grading Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. Implementation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>semester/year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>From: Fall/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>To: /9999</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. Cross Listed with</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stacked with</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cross-Listed Coordination Signature</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>13. Impacted Courses or Programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>List any programs or college requirements that require this course.</td>
</tr>
<tr>
<td>Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at <a href="http://www.uaa.alaska.edu/governance">www.uaa.alaska.edu/governance</a>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Catalog Page(s) Impacted</th>
<th>Date of Coordination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Chair/Coordinator Contacted</td>
</tr>
<tr>
<td>1. See attached sheet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiator Name (typed):</th>
<th>Lynn Koshiyama</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiator Signed Initials:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13b. Coordination Email Date:</th>
<th>11/26/2012</th>
</tr>
</thead>
</table>

| submitted to Faculty Listserv: | (uaa-faculty@lists.uaa.alaska.edu) |

<table>
<thead>
<tr>
<th>13c. Coordination with Library Liaison Date:</th>
<th>11/26/2012</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>14. General Education Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark appropriate box:</td>
</tr>
<tr>
<td>Oral Communication</td>
</tr>
<tr>
<td>Written Communication</td>
</tr>
<tr>
<td>Quantitative Skills</td>
</tr>
<tr>
<td>Humanities</td>
</tr>
<tr>
<td>Fine Arts</td>
</tr>
<tr>
<td>Social Sciences</td>
</tr>
<tr>
<td>Natural Sciences</td>
</tr>
<tr>
<td>Integrative Capstone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15. Course Description (suggested length 20 to 50 words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic concepts and procedures of practical bookkeeping. Fundamental principles and practices necessary to record and report financial data in a service and merchandising business for manual systems and computerized systems.</td>
</tr>
<tr>
<td>Special Note: May be offered as either classroom or open-entry, individualized course.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16. Course Prerequisite(s) (list prefix and number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16b. Test Score(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16c. Co-requisite(s) (concurrent enrollment required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16d. Other Restriction(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
</tr>
<tr>
<td>Major</td>
</tr>
<tr>
<td>Class</td>
</tr>
<tr>
<td>Level</td>
</tr>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16e. Registration Restriction(s) (non-codable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>17. Mark if course has fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard CBPP computer lab fee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>18. Mark if course is a selected topic course</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>19. Justification for Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated student outcomes, assessment methods, and bibliography.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiator (faculty only)</th>
<th>Lynn Koshiyama</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiator (TYPE NAME)</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

| Initiator (faculty only) Date: | | |
|-------------------------------|----------------|
| Approved | Disapproved |

| Dean/Director of School/College Date: | | |
| Approved | Disapproved |

| Undergraduate/Graduate Academic Board Chairperson Date: | | |
| Approved | Disapproved |

| Provost or Designee Date: | | |
| Approved | Disapproved |
### 13a. Impacted courses or programs; ACCT A120

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Pages impacted</th>
<th>Date of coordination</th>
<th>Chair/Coordinator contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Business Management, Undergraduate Certificate</td>
<td>137</td>
<td>11/26/2012</td>
<td></td>
</tr>
<tr>
<td>Medical Assisting, AAS</td>
<td>168</td>
<td>11/26/2012</td>
<td></td>
</tr>
<tr>
<td>Bookkeeping Support, Occupational Endorsement Certificate</td>
<td>204</td>
<td>11/26/2012</td>
<td></td>
</tr>
<tr>
<td>Computer Information and Office Systems, AAS</td>
<td>206</td>
<td>11/26/2012</td>
<td></td>
</tr>
</tbody>
</table>
I. Date Initiated

January 7, 2013

II. Course Information

College/School: College of Business and Public Policy
Department: Accounting
Program: Undergraduate Certificate, Small Business Management; Occupational Endorsement Certificate, Bookkeeping Support; Associate of Applied Science, Medical Assisting; Associate of Applied Science, Computer Information and Office Systems

Course Title: Bookkeeping for Business I
Course Number: ACCT A120
Credits: 3
Contact Hours: 3 per week x 15 weeks = 45 hours
0 lab hours
6 hours outside of class per week x 15 weeks = 90 hours

Grading Basis: A-F

Course Description: Basic concepts and procedures of practical bookkeeping. Fundamental principles and practices necessary to record and report financial data in a service and merchandising business for manual systems and computerized systems. Special Note: May be offered as either classroom or open-entry, individualized course.

Course Prerequisites: None
Registration Restrictions: None
Fees: Standard CBPP computer lab fee

III. Course Activities

A. Lecture
B. Discussion
C. Problem-solving presentations
D. Homework assignments
E. Manual forms-based practice set

IV. Course Level Justification

This course introduces a field of knowledge and develops basic skills and concepts.
Outline

A. Introduction to Accounting
   1. Purpose and uses of accounting information
   2. Career opportunities in accounting
   3. Overview of accounting process

B. Overview of the Basic Accounting Equation
   1. Define relationship between assets, liabilities and owner’s equity
   2. Analyze effect of business transactions on the accounting equation
   3. Identify how business transaction affect the financial statements
      a. Income Statement
      b. Balance Sheet
      c. Statement of Owner’s Equity

C. Processing of Transactions
   1. Use of the double entry accounting system
   2. Recording to journals.
   3. Posting to ledger accounts.
   4. Recording of adjusting and correcting entries.
   5. Identifying and correcting errors.

D. Period end Accounting Procedures
   1. Use of a worksheet
   2. Preparation of financial statements
   3. Purpose and preparation of closing entries

E. Accounting for a Merchandising Entity
   1. Introduction of the sales cycle
      a. Use of a sales journal
      b. Posting to the general ledger
      c. Understanding accounts receivable subsidiary ledger and the relationship to the general ledger
      d. Introduction to sales related transactions
         i. Sales on account
         ii. Cash sales
         iii. Credit card sales
         iv. Sales returns and allowances
         v. Sales taxes
         vi. Sales discounts
   2. Introduction of the inventory purchasing cycle
      a. Use of the purchases journal
      b. Posting to the general ledger
      c. Relationship of account payable subsidiary ledger and general ledger
      d. Introduction of common purchase transactions
         i. Purchases on account
         ii. Purchases for cash
         iii. Purchases returns and allowances
         iv. Internal control procedures related to inventory acquisitions
   3. Introduction of the cash receipts cycle
      a. Use of the cash receipts journal
b. Cash over/short account
c. Internal control procedures related to cash receipts
4. Introduction of the cash payments cycle
   a. Use of the cash payment/disbursements journal
   b. Internal control procedures related to cash payments
   c. Introduction to banking procedures
d. Purpose and preparation of bank reconciliations
F. Payroll Calculations, Records and Payments
   1. Overview of major federal laws relating to payroll
   2. Computation of gross earnings
   3. Computation of withholding taxes
      a. Social Security
      b. Medicare
      c. Income tax withholding
      d. Unemployment taxes
   4. Recording of data into payroll journals and employee earnings records
   5. Posting of information to the general ledger
   6. Preparation of federal and state payroll reports
G. Differences Between Accrual and Cash-Basis Accounting
   a. Accrual/deferral adjusting entries
   b. Prepaid/unearned adjusting entries
H. Introduction to the Use of Computerized Accounting Software

VI. Suggested Texts


VII. Bibliography


VIII. Instructional Goals and Student Learning Outcomes

A. Instructional Goals.
   The instructor will:

1. Explain the uses and users of financial information.
2. Discuss the basic financial statements and the information provided on them.
3. Present the fundamental accounting equation and discuss the interrelationships between the components.
4. Explain the process of analyzing business transactions and their effect on the financial statements.
5. Introduce the double-entry accounting system including the journals and ledgers used.
6. Discuss and demonstrate the steps in the accounting cycle.
7. Discuss the importance of internal controls.
8. Discuss the period end adjustment process using the accrual basis of accounting.
9. Discuss the similarities and differences in accounting for a service entity and a merchandising concern.
10. Discuss the basic accounting principles and methods utilized in accounting for cash, inventory, receivables and payroll.
11. Introduce the advantages of utilizing accounting software for the bookkeeping process.

B. Student Learning Outcomes.
   Students will be able to:

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Explain the purpose of and be able to prepare the three primary financial statements.</td>
<td>Tests, quizzes, homework, and practice set</td>
</tr>
<tr>
<td>2. Discuss and demonstrate the effect of business transactions on the accounting equation, using the double entry accounting system for a service and merchandising concern.</td>
<td>Tests, quizzes, homework, and practice set</td>
</tr>
<tr>
<td>3. Discuss and demonstrate the steps in the accounting cycle, including the use of special journals and subsidiary ledgers.</td>
<td>Tests, quizzes, homework, and practice set</td>
</tr>
<tr>
<td>4. Discuss and identify internal control weaknesses.</td>
<td>Tests, quizzes, and homework</td>
</tr>
<tr>
<td></td>
<td>Identify, analyze, and record business transactions using the accrual basis of accounting.</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>6.</td>
<td>Analyze basic asset account balances and prepare period end adjusting and closing entries.</td>
</tr>
<tr>
<td>7.</td>
<td>Complete the period end adjusting process utilizing a worksheet.</td>
</tr>
<tr>
<td>8.</td>
<td>Calculate gross payroll and related employee and employer payroll taxes, along with required reports.</td>
</tr>
<tr>
<td>9.</td>
<td>Demonstrate an understanding of the advantages of using accounting software.</td>
</tr>
</tbody>
</table>
1a. School or College  
CB CBPP

1b. Division  
ADBP Division of Business Programs

1c. Department  
ACCT

2. Course Prefix | 3. Course Number | 4. Previous Course Prefix & Number | 5a. Credits/CEUs | 5b. Contact Hours (Lecture + Lab)
---|---|---|---|---
ACCT | A210 | N/A | 3 | (3+0)

6. Complete Course Title  
Income Tax Preparation

Abbreviated Title for Transcript (30 character)

7. Type of Course  
☑ Academic  ☐ Preparatory/Development  ☐ Non-credit  ☐ CEU  ☐ Professional Development

8. Type of Action:  ☐ Add  ☐ Change  ☐ Delete
If a change, mark appropriate boxes:
- Prefix
- Credits
- Title
- Grading Basis
- Course Description
- Test Score Prerequisites
- Other Restrictions
- Class
- Level
- College
- Major
- Other Updated CCG (please specify)

9. Repeat Status No  # of Repeats  Max Credits

10. Grading Basis  ☑ A-F  ☐ P/NP  ☐ NG

11. Implementation Date  semester/year  
From: Fall/2013  To: 9999

12.  ☐ Cross Listed with  ☐ Stacked with  Cross-Listed Coordination Signature

13a. Impacted Courses or Programs: List any programs or college requirements that require this course.
Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at [www.uaa.alaska.edu/governance](http://www.uaa.alaska.edu/governance).

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Catalog Page(s)</th>
<th>Impacted</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. AAS, Accounting</td>
<td>135</td>
<td></td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed): Lynn Koshiyama  
Initiator Signed Initials: _________  Date:__________

13b. Coordination Email  Date: 11/26/2012  
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison  Date: 11/26/2012

14. General Education Requirement  
Mark appropriate box:
- Oral Communication
- Written Communication
- Quantitative Skills
- Social Sciences
- Natural Sciences
- Humanities
- Fine Arts
- Integrative Capstone

15. Course Description (suggested length 20 to 50 words)
Preparation of individual income tax returns, manually and computerized (using the latest in tax preparation software). Tax research and tax planning with emphasis on primary and administrative sources of income tax law. Emphasis is on the sources and interpretation of the tax laws and principles as well as how they apply to individuals.

16a. Course Prerequisite(s) (list prefix and number)  
[(ACCT A101 and A102) or ACCT A201] and CIS A110 with a minimum grade of C

16b. Test Score(s)  
N/A

16c. Co-requisite(s) (concurrent enrollment required)  
N/A

16d. Other Restriction(s)
- ☐ College
- Major
- Class
- Level

16e. Registration Restriction(s) (non-codable)  
None

17. ☑ Mark if course has fees Standard CBPP computer lab fee and a special tax service subscription fee.

18. ☐ Mark if course is a selected topic course

19. Justification for Action  
Added minimum grade of C to prerequisites and updated the bibliography.

Initiator (faculty only)  Lynn Koshiyama  Date  
Initiator (TYPE NAME)  

Approved  Disapproved  
Dean/Director of School/College  Date  

Approved  Disapproved  
Undergraduate/Graduate Academic Board Chairperson  Date  

Approved  Disapproved  
Provost or Designee  Date  

189
I. Date Initiated

January 7, 2013

II. Course Information

College/School: College of Business and Public Policy
Department: Accounting
Program: Associate of Applied Science, Accounting
Course Title: Income Tax Preparation
Course Number: ACCT A210
Credits: 3
Contact Hours: 3 per week x 15 weeks = 45 hours
0 lab hours
6 hours outside of class per week x 15 weeks = 90 hours
Grading Basis: A - F

Course Description: Preparation of individual income tax returns, manually and computerized (using the latest in tax preparation software). Tax research and tax planning with emphasis on primary and administrative sources of income tax law. Emphasis is on the sources and interpretation of the tax laws and principles as well as how they apply to individuals.

Course Prerequisites: {[(ACCT A101 and A102) or ACCT A201)] and CIS A110} with a minimum grade of C

Registration Restrictions: None

Fees: Standard CBPP computer lab fee and a special tax service subscription fee.

III. Course Activities

A. Discussion
B. Lecture
C. In-class exercises
D. Software instruction
E. Tax return preparation project (manual and computerized)

IV. Course Level Justification

This course covers federal income tax law, stare decisis common law, IRS publications and how they apply to a taxpayer in the preparation of their tax return. Course requires 100/200-level prerequisites.

V. Outline

A. The Individual Income Tax Return
   1. History and objectives of the tax system
   2. Reporting and taxable entities
   3. Tax formula
   4. Personal and dependency exemptions
5. Standard deduction

B. Gross Income
   1. Nature of gross income
   2. Income sources
   3. Items specifically included in gross income
   4. Items specifically excluded in gross income

C. Business Income and Expenses
   1. Rental income and expenses
   2. Passive loss limitations
   3. Bad debts
   4. Retirement Accounts
   5. Reporting requirements

D. Self Employed and Employee Expenses
   1. Travel and transportation
   2. Office in the home
   3. Entertainment expenses
   4. Schedule C

E. Itemized Deductions
   1. Schedule A
   2. Medical expenses
   3. Contributions
   4. Miscellaneous deductions

F. Credits and Special Taxes
   1. Refundable credits
   2. Nonrefundable credits
   3. Education credits
   4. Foreign credits
   5. Other miscellaneous credits

G. Accounting Periods and Methods and Depreciation
   1. Accounting periods and methods
   2. Depreciation and cost recovery
   3. Amortization and intangibles
   4. Luxury automobile limitations

H. Capital Gains and Losses
   1. Capital assets
   2. Holding period
   3. Netting capital gains and losses
   4. Depreciation recapture
   5. Section 1231 gains and losses
   6. Like kind exchanges
   7. Casualty gains and losses

I. Partnership Taxation
   1. Nature of partnership taxation
2. Partnership income reporting

J. Corporate Income Tax
   1. Corporate tax rates
   2. Schedule M-1
   3. Filing requirements and estimate tax

K. Tax Administration and Tax Planning
   1. The Internal Revenue Service
   2. Interest and penalties
   3. Statute of Limitations
   4. The Taxpayer Bill of Rights
   5. Tax planning

L. Working with Tax Law/Research
   1. Tax administration
   2. Tax sources
   3. Tax services and internet income tax websites

VI. Suggested Text


VII. Bibliography


VIII. Instructional Goals and Student Learning Outcomes

<table>
<thead>
<tr>
<th>A. Instructional Goals. The instructor will:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Explain the areas where the U.S. tax code and generally accepted accounting principles differ.</td>
</tr>
<tr>
<td>2. Explain the effects of taxation on business and personal financial matters.</td>
</tr>
</tbody>
</table>
3. Describe the implications of evolving tax law on society in general and on the individual's finances specifically.

4. Demonstrate the use of tax preparation software and comprehensive tax services materials.

5. Help students make informed decisions on tax issues and tax preparation matters.

B. Student Learning Outcomes. Students will be able to:

<table>
<thead>
<tr>
<th></th>
<th>Student Learning Outcomes. Students will be able to:</th>
<th>Assessment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Effectively utilize a comprehensive research service in the research of tax problems.</td>
<td>Homework, in-class assignments</td>
</tr>
<tr>
<td>2.</td>
<td>Prepare an individual Federal income tax return.</td>
<td>Homework, in-class assignments, comprehensive tax returns</td>
</tr>
<tr>
<td>3.</td>
<td>Understand tax planning and tax strategies to minimize tax liability.</td>
<td>Homework, in-class assignments, tax planning and research projects</td>
</tr>
<tr>
<td>4.</td>
<td>Apply the fundamentals of tax law and tax procedures.</td>
<td>Homework, in-class assignments, comprehensive tax returns, and written exams</td>
</tr>
<tr>
<td>1a. School or College</td>
<td>CB CBPP</td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>1b. Division</td>
<td>ADBP Division of Business Programs</td>
<td></td>
</tr>
<tr>
<td>1c. Department</td>
<td>ACCT</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Course Prefix</th>
<th>3. Course Number</th>
<th>4. Previous Course Prefix &amp; Number</th>
<th>5a. Credits/CEUs</th>
<th>5b. Contact Hours (Lecture + Lab)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT</td>
<td>A222</td>
<td>N/A</td>
<td>3</td>
<td>(3+0)</td>
</tr>
</tbody>
</table>

6. Complete Course Title
Introduction to Computerized Accounting
Intro to Computerized Acct
Abbreviated Title for Transcript (30 character)

7. Type of Course
- [x] Academic
- [ ] Preparatory/Development
- [ ] Non-credit
- [ ] CEU
- [ ] Professional Development

8. Type of Action: [ ] Add or [ ] Change or [ ] Delete

If a change, mark appropriate boxes:
- [ ] Prefix
- [ ] Course Number
- [ ] Contact Hours
- [ ] Title
- [ ] Repeat Status
- [x] Grading Basis
- [ ] Cross-Listed/Stacked
- [x] Course Description
- [ ] Course Prerequisites
- [ ] Co-requisites
- [ ] Test Score Prerequisites
- [ ] Registration Restrictions
- [ ] Other Restrictions
- [ ] Class
- [ ] Level
- [ ] College
- [ ] Major
- [x] Other Updated CCG (please specify)

9. Repeat Status No  # of Repeats Max Credits

10. Grading Basis
- [x] A-F
- [ ] P/NP
- [ ] NG

11. Implementation Date semester/year
- From: Fall/2013
- To: /9999

12. [ ] Cross Listed with
- [ ] Stacked with

Cross-Listed Coordination Signature

13a. Impacted Courses or Programs: List any programs or college requirements that require this course.
Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Catalog Page(s) Impacted</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Accounting, AAS</td>
<td></td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>2. Small Business Management, Undergraduate Certificate</td>
<td></td>
<td>11/26/2012</td>
<td>Tom Dalrymple</td>
</tr>
<tr>
<td>3. ACCT A230</td>
<td></td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
</tr>
</tbody>
</table>

Initiator Name (typed): Stasia Straley
Initiator Signed Initials: __________________ Date: __________________

13b. Coordination Email 
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

Date: 11/26/2012

13c. Coordination with Library Liaison
Date: 11/26/2012

14. General Education Requirement
Mark appropriate box:
- [ ] Oral Communication
- [ ] Written Communication
- [ ] Quantitative Skills
- [ ] Humanities
- [ ] Fine Arts
- [ ] Social Sciences
- [ ] Natural Sciences
- [ ] Integrative Capstone

15. Course Description (suggested length 20 to 50 words)
Introduction to processing accounting information using commercial accounting software. Compare manual to computerized recording and processing of accounting transactions. Includes maintenance of chart of accounts and master files; processing sales, receivables, cash receipts, purchases, payables, and cash payments. Preparation of financial statements and other reports in computerized software systems and spreadsheet applications.

16a. Course Prerequisite(s) (list prefix and number) ([ACCT A101 and A102] or ACCT A201) and CIS A110) with a minimum grade of C
16b. Test Score(s)
N/A
16c. Co-requisite(s) (concurrent enrollment required) N/A

16d. Other Restriction(s)
- [x] College
- [ ] Major
- [ ] Class
- [ ] Level

16e. Registration Restriction(s) (non-codable)
None

17. [x] Mark if course has fees Standard CBPP computer lab fee; Accounting material fee
18. [ ] Mark if course is a selected topic course

19. Justification for Action
Added minimum grade of C to prerequisites. Updated course description, outline, instructional goals, student outcomes, assessment methods, and bibliography.
<table>
<thead>
<tr>
<th>Role</th>
<th>Approved</th>
<th>Disapproved</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiator (faculty only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stasia Straley</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiator (TYPE NAME)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disapproved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean/Director of School/College</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disapproved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate/Graduate Academic Board Chairperson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disapproved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provost or Designee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disapproved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Chairperson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disapproved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curriculum Committee Chairperson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disapproved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
I. Date Initiated
   September 2, 2012

II. Course Information
   College/School: College of Business and Public Policy
   Department: Accounting
   Program: Associate of Applied Science. Accounting; Undergraduate Certificate, Small Business Management
   Course Title: Introduction to Computerized Accounting
   Course Number: ACCT A222
   Credits: 3.0
   Contact Hours: 3 per week x 15 weeks = 45 hours
   0 lab hours
   6 hours outside of class per week x 15 weeks = 90 hours
   Grading Basis: A - F
   Course Description: Introduction to processing accounting information using commercial accounting software. Compare manual to computerized recording and processing of accounting transactions. Includes review of accounting cycle, maintenance of chart of accounts and master files; processing sales, receivables, cash receipts, purchases, payables, and cash payments. Preparation of financial statements and other reports in computerized software systems and spreadsheet applications.
   Course Prerequisites: {[(ACCT A101 and A102) or ACCT A201] and CIS A110} with a minimum grade of C
   Registration Restrictions: None
   Fees: Standard CBPP computer lab fee; Accounting material fee

III. Course Activities
   A. Lectures
   B. Software demonstrations
   C. In-class tutorials
   D. Exercises

IV. Course Level Justification
   This course uses knowledge gained in principles of financial accounting courses to explain and demonstrate how to process and report accounting information using commercial accounting software.
V. Outline
A. Introduction
   1. Manual vs. computerized accounting and transaction cycles
   2. Review of accounting cycle
   3. Internal control and data security
   4. Introduction to accounting software
   5. Comparisons of different accounting software programs

B. Accounting for Service Businesses
   1. Sales, receivables, and customer master files
   2. Purchases, payables, and vendor master files
   3. Cash receipts and disbursements
   4. End-of-period adjustments
   5. Financial reporting

C. Accounting for Merchandising Businesses
   1. Sales, receivables, and sales item master files
   2. Purchases, payables, and inventory master files
   3. Cash receipts and disbursements
   4. End-of-period adjustments
   5. Financial reporting

D. Payroll (Optional)
   1. Create a paycheck
   2. Edit an employee master file
   3. Payroll reporting

E. Computerizing a Manual Accounting System (Optional)
   1. Preparing for conversion
   2. Creating a new company
   3. Setting up chart of accounts and opening balances
   4. Setting up customers, vendors, inventory, and sales data
   5. Processing transactions and analyzing results

VI. Suggested Text


VII. Bibliography


VIII. **Instructional Goals and Student Learning Outcomes**

<table>
<thead>
<tr>
<th>A. Instructional Goals.</th>
<th>The instructor will:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review the accounting cycle and the operation of an accounting system comparing and contrasting manual vs. computerized systems.</td>
<td></td>
</tr>
<tr>
<td>2. Discuss the importance of internal controls and data security in a computerized accounting environment.</td>
<td></td>
</tr>
<tr>
<td>3. Demonstrate the process to add or edit data in the chart of accounts, customer master files, and vendor master files.</td>
<td></td>
</tr>
<tr>
<td>4. Illustrate the processing of transactions for a service entity and the preparation of financial reports.</td>
<td></td>
</tr>
<tr>
<td>5. Demonstrate the process to add or edit data in the sales item and inventory item master files.</td>
<td></td>
</tr>
<tr>
<td>6. Illustrate the processing of transactions for a merchandising entity and the preparation of financial reports.</td>
<td></td>
</tr>
<tr>
<td>7. Provide an overview of the payroll function in a computerized accounting system (optional).</td>
<td></td>
</tr>
<tr>
<td>8. Discuss the issues and illustrate the steps involved in converting from a manual accounting system to a computerized system (optional).</td>
<td></td>
</tr>
<tr>
<td>9. Demonstrate how to export from a computerized accounting system to a spreadsheet application such as Excel.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Student Outcomes.</th>
<th>Assessment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will be able to:</td>
<td>Practice set, homework, quiz, final exam</td>
</tr>
<tr>
<td>1. Demonstrate understanding of the major components of the operating cycle.</td>
<td></td>
</tr>
<tr>
<td>2. Explain the importance of internal controls and data security.</td>
<td>Homework, quiz, final exam</td>
</tr>
<tr>
<td>3. Maintain the chart of accounts, set up customer and vendor files, and process transactions for a service entity.</td>
<td>Homework, quiz, comprehensive project, end-of-chapter problems, final exam</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>4.</strong> Set up sales item and inventory item files and process transactions for a merchandising entity.</td>
<td>Homework, quiz, comprehensive project, end-of-chapter problems, final exam</td>
</tr>
<tr>
<td><strong>5.</strong> Analyze unadjusted account balances and prepare end of period adjusting entries.</td>
<td>Homework, quiz, comprehensive project, end-of-chapter problems, final exam</td>
</tr>
<tr>
<td><strong>6.</strong> Produce, edit, and analyze various financial reports in the computerized accounting software and in a spreadsheet application, such as Excel.</td>
<td>Homework, quiz, comprehensive project, end-of-chapter problems</td>
</tr>
<tr>
<td><strong>7.</strong> Utilize the basic features of the payroll function in a computerized accounting system (optional).</td>
<td>Homework, quiz, end-of-chapter problems</td>
</tr>
<tr>
<td><strong>8.</strong> Set up a new company and convert the manual accounting records to a computerized accounting system (optional).</td>
<td>Homework, quiz, end-of-chapter problems</td>
</tr>
</tbody>
</table>
Course Action Request  
University of Alaska Anchorage  
Proposal to Initiate, Add, Change, or Delete a Course

1a. School or College  
CB CBPP

1b. Division  
ADBP Division of Business Programs

1c. Department  
ACCT

2. Course Prefix  
ACCT

3. Course Number  
A225

4. Previous Course Prefix & Number  
N/A

5a. Credits/CEUs  
3

5b. Contact Hours  
(Lecture + Lab) (3+0)

6. Complete Course Title  
Payroll Accounting

Abbreviated Title for Transcript (30 character)

7. Type of Course  
☒ Academic ☐ Preparatory/Development ☐ Non-credit ☐ CEU ☐ Professional Development

8. Type of Action:  
☐ Add or ☒ Change or ☐ Delete

If a change, mark appropriate boxes:

☒  Prefix  ☐ Course Number  ☐ Credits  ☐ Title  ☐ Repeat Status  ☐ Grading Basis  ☐ Cross-Listed/Stacked  ☒ Course Description  ☐ Course Prerequisites  ☒ Test Score Prerequisites ☒ Co-requisites  ☐ Other Restrictions  ☒ Registration Restrictions  ☒ Class  ☒ Level  ☐ College  ☐ Major  ☐ Other Updated CCG (please specify)

9. Repeat Status No  
# of Repeats  
Max Credits

10. Grading Basis  
☒ A-F ☐ P/NP ☐ NG

11. Implementation Date  
From: Fall/2013 To: 9999

12. ☐ Cross Listed with  
☐ Stacked with  
Cross-Listed Coordination Signature

13a. Impacted Courses or Programs:  
List any programs or college requirements that require this course.

Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Catalog Page(s)</th>
<th>Impacted</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting, AAS</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13b. Coordination Email  
Date: 11/26/2012

13c. Coordination with Library Liaison  
Date: 11/26/2012

submitted to Faculty Listserv:  (uaa-faculty@lists.uaa.alaska.edu)

14. General Education Requirement  
Mark appropriate box:

☐ Oral Communication ☐ Written Communication ☐ Quantitative Skills ☐ Humanities
☐ Fine Arts ☐ Social Sciences ☐ Natural Sciences ☐ Integrative Capstone

15. Course Description (suggested length 20 to 50 words)

Introduces students to federal and state laws and regulations that affect payroll and employment practices. Topics covered include calculation of wages, withholding taxes, health, retirement, and other voluntary deductions and preparation of payroll tax reports. Also includes recording and posting payroll information to accounting records manually and using computerized software.

16a. Course Prerequisite(s) (list prefix and number)  
[(ACCT A101 and A102) or ACCT A201] and CIS A110 with a minimum grade of C

16b. Test Score(s)  
N/A

16c. Co-requisite(s) (concurrent enrollment required)  
N/A

16d. Other Restriction(s)  
☐ College ☐ Major ☐ Class ☐ Level

16e. Registration Restriction(s) (non-codable)  
None

17. ☒ Mark if course has fees  
Standard CBPP computer lab fee

18. ☐ Mark if course is a selected topic course

19. Justification for Action  
Added minimum grade of C to prerequisites. Updated course description, instructional goals, student outcomes, assessment methods and bibliography.

Initiator (faculty only)  
Stasia Straley

Initiator (TYPE NAME)  

Approved ☐ Disapproved ☐

Dean/Director of School/College  
Date

Approved ☐ Disapproved ☐

Undergraduate/Graduate Academic  
Board Chairperson  
Date

Approved ☐ Disapproved ☐

Provost or Designee  
Date

0
COURSE CONTENT GUIDE
UNIVERSITY OF ALASKA ANCHORAGE
COLLEGE OF BUSINESS AND PUBLIC POLICY

I. Date Initiated
   January 7, 2013

II. Course Information
   College/School: College of Business and Public Policy
   Department: Accounting
   Program: Associate of Applied Science, Accounting
   Course Title: Payroll Accounting
   Course Number: ACCT A225
   Credits: 3
   Contact Hours: 3 per week x 15 weeks = 45 hours
                  0 lab hours
                  6 hours outside of class per week x 15 weeks = 90 hours
   Grading Basis: A - F
   Course Description: Introduces students to federal and state laws and
                      regulations that affect payroll and employment practices. Topics covered include
                      calculation of wages, withholding taxes, health, retirement, and other voluntary
                      deductions and preparation of payroll tax reports. Also includes recording and
                      posting payroll information to accounting records manually and using
                      computerized software.
   Course Prerequisites: {[(ACCT A101 and A102) or ACCT A201] and CIS
                        A110} with a minimum grade of C
   Registration Restrictions: None
   Fees: Standard CBPP computer lab fee

III. Course Activities
   A. Lecture
   B. Guest speakers
   C. In-class exercises

IV. Course Level Justification
   This course covers the application of federal and state laws and regulations to the
   calculation and reporting of payroll transactions. It requires an understanding of
   principles of financial accounting. This course requires 100-level prerequisites.

V. Outline
   A. Introduction to the Payroll Process and Profession
      1. Overview of federal laws that impact payroll practice
      2. Overview of state laws that impact payroll practice
   B. Computing Wages and Salaries
      1. Minimum wage and overtime laws
2. Recording employee time worked
3. Computing regular and overtime wages

C. Federal Payroll Taxes
1. Social Security
2. Federal income tax
3. Federal unemployment taxes
4. Depository requirements
5. Reporting requirements

D. State and Local Payroll Taxes
1. State unemployment taxes
2. State and local income taxes
3. Depository and reporting requirements
4. Presentation by Alaska Department of Labor

E. Other Payroll Deductions and Taxes
1. Worker’s Compensation
2. Health insurance, group term life insurance
3. Retirement programs
4. Cafeteria plans
5. Garnishments and child support deductions
6. Presentation by retirement professional

F. Accounting for Payroll
1. Completing the payroll register
2. Making the payroll journal entry
3. Posting the employee earnings record
4. Posting the general ledger
5. Recording the deposits and other payments

G. Introduction to Manual Payroll Project

H. Introduction to Payroll Computer Software
1. Setting up payroll taxes and other deductions
2. Setting up wage categories and general ledger accounts
3. Setting up employee master files
4. Calculating employee paychecks
5. Editing and printing Payroll Reports

I. Computerized Payroll Project

VI. Suggested Text

VII. Bibliography


VIII. Instructional Goals and Student Learning Outcomes

<table>
<thead>
<tr>
<th>A. Instructional Goals. The instructor will:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduce the students to the major laws and regulations affecting the payroll profession.</td>
</tr>
<tr>
<td>2. Illustrate the calculation of regular and overtime wages for a variety of methods and pay periods.</td>
</tr>
<tr>
<td>3. Explain the withholding, depository, and reporting requirements for Social Security, Medicare, and federal income taxes.</td>
</tr>
<tr>
<td>4. Explain the withholding, depository, and reporting requirements for federal and state unemployment taxes.</td>
</tr>
<tr>
<td>5. Introduce students to a variety of other non-tax payroll deductions.</td>
</tr>
<tr>
<td>6. Explain and illustrate how payroll information is entered into the accounting records.</td>
</tr>
<tr>
<td>7. Introduce and demonstrate the procedures to set up and process payroll transactions and reports in commercial accounting software.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Student Learning Outcomes. Students will be able to:</th>
<th>Assessment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrate an understanding of the federal and Alaska minimum wage, overtime, and child labor laws.</td>
<td>Homework, quizzes, payroll projects, comprehensive exam</td>
</tr>
<tr>
<td>2. Calculate regular wages and overtime wages for a variety of payroll periods and systems.</td>
<td>Homework, quizzes, payroll projects, comprehensive exam</td>
</tr>
</tbody>
</table>
3. Calculate the employee withholdings and comply with depository and reporting requirements for the following taxes: federal income, Social Security, Medicare, and state unemployment.  
   Homework, quizzes, payroll projects, comprehensive exam

4. Demonstrate an understanding of the depository and reporting requirements for employer payroll taxes such as Social Security and federal and state unemployment.  
   Homework, quizzes, payroll projects, comprehensive exam

5. Calculate other types of payroll withholdings such as union dues, health and retirement benefits, cafeteria plans, and garnishments.  
   Homework, quizzes, comprehensive exam

6. Calculate gross pay and all withholdings and maintain all payroll records for a small business.  
   Manual payroll project

7. Set up all employee and tax files and maintain all payroll records for a small business using computerized accounting software.  
   Computerized payroll project
<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>1b. Division</th>
<th>1c. Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>CB CBPP</td>
<td>ADBP Division of Business Programs</td>
<td>ACCT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Course Prefix</th>
<th>3. Course Number</th>
<th>4. Previous Course Prefix &amp; Number</th>
<th>5a. Credits/CEUs</th>
<th>5b. Contact Hours (Lecture + Lab)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT</td>
<td>A230</td>
<td>N/A</td>
<td>3</td>
<td>(3+0)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Complete Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workpaper Preparation and Presentation</td>
</tr>
<tr>
<td>Abbreviated Title for Transcript (30 character)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Type of Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Academic</td>
</tr>
<tr>
<td>☐ Preparatory/Development</td>
</tr>
<tr>
<td>☐ Non-credit</td>
</tr>
<tr>
<td>☐ CEU</td>
</tr>
<tr>
<td>☐ Professional Development</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Type of Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Add</td>
</tr>
<tr>
<td>☒ Change</td>
</tr>
<tr>
<td>☐ Delete</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. Repeat Status No</th>
<th># of Repeats</th>
<th>Max Credits</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>10. Grading Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ A-F</td>
</tr>
<tr>
<td>☐ P/NP</td>
</tr>
<tr>
<td>☐ NG</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. Implementation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: Fall/2013</td>
</tr>
<tr>
<td>To: 9999</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. Cross Listed with</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Stacked</td>
</tr>
<tr>
<td>☐ Cross-Listed Coordination Signature</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13a. Impacted Courses or Programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>List any programs or college requirements that require this course.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Catalog Page(s)</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Accounting, AAS</td>
<td>11/26/2012</td>
<td>C. Patrick Fort</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiator Name (typed):</th>
<th>Stasia Straley</th>
<th>Initiator Signed Initials:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>13b. Coordination Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: 11/26/2012</td>
</tr>
<tr>
<td>submitted to Faculty Listserv: <a href="mailto:uaa-faculty@lists.uaa.alaska.edu">uaa-faculty@lists.uaa.alaska.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13c. Coordination with Library Liaison</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: 11/26/2012</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>14. General Education Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark appropriate box:</td>
</tr>
<tr>
<td>☐ Oral Communication</td>
</tr>
<tr>
<td>☐ Written Communication</td>
</tr>
<tr>
<td>☐ Quantitative Skills</td>
</tr>
<tr>
<td>☐ Humanities</td>
</tr>
<tr>
<td>☐ Social Sciences</td>
</tr>
<tr>
<td>☐ Natural Sciences</td>
</tr>
<tr>
<td>☐ Integrative Capstone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15. Course Description (suggested length 20 to 50 words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emphasizes preparation and analysis of workpapers to support year-end corporate financial statements. Includes an in-depth analysis of major balance sheet accounts and a study of financial statement presentation formats and requirements.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16a. Course Prerequisite(s) (list prefix and number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ACCT A101 and ACCT A102 and ACCT A222 and CIS A110) with a minimum grade of C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16b. Test Score(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16c. Co-requisite(s) (concurrent enrollment required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16d. Other Restriction(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ College</td>
</tr>
<tr>
<td>☐ Major</td>
</tr>
<tr>
<td>☐ Class</td>
</tr>
<tr>
<td>☐ Level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16e. Registration Restriction(s) (non-codable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>17. Mark if course has fees Standard CBPP computer lab fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>18. Mark if course is a selected topic course</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>19. Justification for Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated guidelines for evaluation, instructional goals, student outcomes, assessment methods and bibliography.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiator (faculty only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stasia Straley</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiator (TYPE NAME)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Approved</td>
</tr>
<tr>
<td>☐ Disapproved</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dean/Director of School/College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Undergraduate/Graduate Academic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Board Chairperson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Provost or Designee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>
I. Date Initiated

   January 7, 2013

II. Course Information

   College/School: College of Business and Public Policy
   Department: Accounting
   Program: Associate of Applied Science, Accounting
   Course Title: Workpaper Preparation and Presentation
   Course Number: ACCT A230
   Credits: 3.0
   Contact Hours: 3 per week x 15 weeks = 45 hours
                  0 lab hours
                  6-9 hours outside of class per week x 15 weeks = 90 to 135 hours
   Grading Basis: A - F
   Course Description: Emphasizes preparation and analysis of workpapers to support year-end corporate financial statements. Includes an in-depth analysis of major balance sheet accounts and a study of financial statement presentation formats and requirements.
   Course Prerequisites: (ACCT A101 and ACCT A102 and ACCT A222 and CIS A110) with a minimum grade of C
   Registration Restrictions: None
   Fees: Standard CBPP computer lab fee

III. Course Activities

   A. Discussion
   B. In-class exercises
   C. Semester-long project
   D. Preparation of financial statements and footnotes

IV. Course Level Justification

   The course draws from concepts developed in previous accounting courses and prepares students for job-oriented tasks associated with the preparation of year-end working papers to support the financial statements. Students will be required to trace transaction data through the accounting system, which requires a strong understanding of the accounting cycle and familiarity with accounting software packages.
V. Outline

A. Introduction to Financial Statement Preparation
   1. History of accounting standard setting process
   2. Overview of the financial statement process
   3. Financial statement formats
   4. Cash vs. accrual basis of accounting
   5. Preparation of a working trial balance

B. Analyze Current Asset Accounts
   1. Internal control and cash
   2. Accounts receivable and bad debt expense
   3. Prepaid assets
   4. Inventory

C. Analyze Property, Plant, and Equipment Accounts
   1. Financial accounting vs. tax methods of depreciation
   2. Salvage value and useful life determination
   3. Land
   4. Buildings
   5. Equipment

D. Analyze Liabilities
   1. Current vs. long-term liabilities
   2. Accounts payable
   3. Accrued liabilities
   4. Dividends payable
   5. Notes and mortgages payable
   6. Contingent liabilities

E. Analyze Owner Equity Accounts
   1. Sole proprietorships and partnerships
   2. Corporations
   3. Retained earnings
   4. Dividends declared

F. Financial Statement Preparation and Analysis
   1. Compilations, reviews, and audits
   2. Comparative balance sheet
   3. Comparative income statement
   4. Comparative statement of retained earnings
   5. Comparative statement of cash flows
   6. Financial statement analysis techniques
   7. Financial statement disclosures
VI. Suggested Text

Any current introductory financial accounting text.

VII. Bibliography


VIII. Instructional Goals and Student Learning Outcomes

<table>
<thead>
<tr>
<th>A. Instructional Goals.</th>
<th>The instructor will:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Discuss the history of the accounting standard-setting process, and the similarities and differences between compilations, reviews, and audits.</td>
</tr>
<tr>
<td>2.</td>
<td>Present and review the various types and formats of financial statements: balance sheet, income statement, statement of retained earnings, and statement of cash flows.</td>
</tr>
<tr>
<td>3.</td>
<td>Demonstrate the process for reviewing and analyzing transactions, including the tracing of information through the accounting system using journals and ledgers.</td>
</tr>
<tr>
<td>4.</td>
<td>Discuss and provide examples of documentation and communication of financial information.</td>
</tr>
<tr>
<td>5.</td>
<td>Explain the process of converting cash basis accounting data to accrual basis financial statements.</td>
</tr>
<tr>
<td>6.</td>
<td>Explain the various workpaper presentation methods available to document the analysis and adjustments of, cash, receivables, inventory, prepaid expenses, property, plant, and equipment, current liabilities, long-term liabilities, and owner equity.</td>
</tr>
</tbody>
</table>
7. Discuss the requirements for the preparation of financial statements and footnotes.

8. Discuss the importance of a working knowledge of Excel in an accounting career.

<table>
<thead>
<tr>
<th>B. Student Learning Outcomes. Students will be able to:</th>
<th>Assessment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Explain the reporting differences between compilations, reviews, and audits.</td>
<td>Quiz, comprehensive semester-long project</td>
</tr>
<tr>
<td>2. Demonstrate an understanding of the accounting cycle and the role ledgers and journals play in documenting transactions.</td>
<td>Quiz, manual practice set</td>
</tr>
<tr>
<td>3. Analyze account balances, using supporting documentation and information contained in journals and ledgers.</td>
<td>Quiz, in-class exercise, comprehensive semester-long project</td>
</tr>
<tr>
<td>4. Prepare appropriate documentation to support account balances.</td>
<td>Comprehensive semester-long project</td>
</tr>
<tr>
<td>5. Communicate results of account analysis through workpaper preparation techniques.</td>
<td>Comprehensive semester-long project</td>
</tr>
<tr>
<td>6. Convert cash basis data to accrual basis financial statements.</td>
<td>Quiz, in-class exercise, comprehensive semester-long project</td>
</tr>
<tr>
<td>7. Convert accrual basis information to cash flow information.</td>
<td>Quiz, in-class exercise, comprehensive semester-long project</td>
</tr>
<tr>
<td>8. Prepare workpapers using a spreadsheet application such as Excel.</td>
<td>Manual practice set, comprehensive semester-long project</td>
</tr>
</tbody>
</table>
Course Action Request
University of Alaska Anchorage
Proposal to Initiate, Add, Change, or Delete a Course

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>CB CBPP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1b. Division</td>
<td>ADBP Division of Business Programs</td>
</tr>
<tr>
<td>1c. Department</td>
<td>ACCT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Course Prefix</th>
<th>ACCT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Course Number</td>
<td>A295</td>
</tr>
<tr>
<td>4. Previous Course Prefix &amp; Number</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5a. Credits/CEUs</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>5b. Contact Hours (Lecture + Lab)</td>
<td>(0+9)</td>
</tr>
</tbody>
</table>

6. Complete Course Title
Entry-Level Accounting Internship
Entry-Level Acct Internship
Abbreviated Title for Transcript (30 character)

7. Type of Course
- [x] Academic
- [ ] Preparatory/Development
- [ ] Non-credit
- [ ] CEU
- [ ] Professional Development

8. Type of Action:
- [ ] Add
- [x] Change
- [ ] Delete

If a change, mark appropriate boxes:
- Prefix
- Course Number
- Credits
- Title
- Repeat Status
- Grading Basis
- Cross-Listed/Stacked
- Course Description
- Co-requisites
- Test Score Prerequisites
- Registration Restrictions
- Other Restrictions
- Class
- Level
- College
- Major
- Other Updated bibliography (please specify)

9. Repeat Status
- Yes
- # of Repeats: 1
- Max Credits: 6

10. Grading Basis
- [x] A-F
- [x] P/np
- [ ] NG

11. Implementation Date
- Semester/year: Fall/2013 to 9/999

12. Cross Listed with

13a. Impacted Courses or Programs: List any programs or college requirements that require this course.
Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Catalog Page(s) Impacted</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Accounting, AAS</td>
<td>Courtesy Coordination</td>
<td>11/02/2012</td>
<td>C. Patrick Fort</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Initiator Name (typed): Lynn Koshiyama
Initiator Signed Initials: ___________
Date: ___________

13b. Coordination Email
Date: 11/26/2012
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison
Date: 11/26/2012

14. General Education Requirement
Mark appropriate box:
- Oral Communication
- Written Communication
- Quantitative Skills
- Social Sciences
- Natural Sciences
- Fine Arts
- Humanities
- Integrative Capstone

15. Course Description (suggested length 20 to 50 words)
Work experience in an approved bookkeeping or clerical position with supervision and training in various phases of accounting.

Special Note: May be repeated for credit, but only 3 credits will apply to degree requirements.

16a. Course Prerequisite(s) (list prefix and number)
- ACCT A101 and ACCT A102 and ENGL A111 and
- COMM A111 or A235 or A241]) with a minimum grade of C.

16b. Test Score(s)
N/A

16c. Co-requisite(s) (concurrent enrollment required)
N/A

16d. Other Restriction(s)
- College
- Major
- Class
- Level

16e. Registration Restriction(s) (non-codable)
Permission of College of Business and Public Policy Accounting Faculty Internship Coordinator; Cumulative GPA of 2.75 or higher; must be an AAS Accounting major.

17. Mark if course has fees Standard CBPP lab fees and Standard Career Services Center (CSC) Internship fee

18. Mark if course is a selected topic course

19. Justification for Action
- Changed prerequisites and updated bibliography.
<table>
<thead>
<tr>
<th>Initiator (faculty only)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lynn Koshiyama</td>
<td></td>
</tr>
</tbody>
</table>

Initiator (TYPE NAME) | Date |
----------------------|------|

<table>
<thead>
<tr>
<th>Dean/Director of School/College</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department Chairperson</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Undergraduate/Graduate Academic Board Chairperson</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Curriculum Committee Chairperson</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Provost or Designee</th>
<th>Date</th>
</tr>
</thead>
</table>

[Box for Approved or Disapproved]
I. Date Initiated: January 7, 2013

II. Course Action Request Information
College/School: College of Business and Public Policy
Department: Accounting
Program: AAS Accounting
Course Title: Entry-Level Accounting Internship
Course Number: ACCT A295
Credits: 3 credits
Contact Hours: 225 contact hours of employment are required. Hours per week will vary between 10 – 20 hours depending on employer’s needs and student’s class schedule. Summer hours may exceed 20 hours per week.
Grading Basis: Pass/No Pass
Course Description: Work experience in an approved bookkeeping or clerical position with supervision and training in various phases of accounting. Special Note: May be repeated for credit but only 3 credits will apply to degree requirements.
Course Prerequisites: [ACCT A101 and ACCT A102 and ENGL A111 and (COMM A111 or A235 or A237 or A241)] with a minimum grade of C.
Registration Restrictions: Permission of the College of Business and Public Policy Accounting Faculty Internship Coordinator; Cumulative GPA of 2.75 or higher; must be an AAS Accounting major.
Fees: Standard CBPP lab fees and Standard Career Services Center (CSC) Internship fee

III. Course Activities
A. Work experience in an approved position with supervision and training in various phases of accounting.
B. Specific activities are developed and approved by employer, faculty, student, and Career Services Center Internship Coordinator.
C. Each internship must include a Learning Agreement which includes:
   1. Learning objectives to be accomplished
   2. How objectives will be accomplished
   3. How achievement of objectives will be evaluated
IV. **Course Level Justification**
These internships will utilize the knowledge gained from the basic accounting foundation courses and allow the student to integrate this knowledge with the clerical and bookkeeping tasks found in most paraprofessional accounting positions.

V. **Outline**
A. **Overview of the Internship Program**
   1. Clarify student's occupational interest
   2. Develop updated resume
   3. Meet with the Accounting Faculty Internship Coordinator and a Career Services Center representative
   4. Attend program orientation

B. **Interview Process and Selection**
   1. Review proper interviewing technique
   2. Interview with the potential employer

C. **Training Goals and Learning Objectives**
   1. Develop learning objectives with assistance of Career Services Center Internship Coordinator
   2. Meet with Accounting Faculty Internship Coordinator to review learning objectives for approval

VI. **Suggested Texts**
None required

VII. **Bibliography**


### VIII. Instructional Goals and Student Learning Outcomes

#### A. Instructional Goals.

**The instructor will:**

1. Meet with students and help them explore career and occupational interests.
2. Assist students in developing an updated resume.
3. Assist students in preparing for the student/employer interview.
4. With the Career Services Internship Coordinator and employer, assist in developing the learning objectives that include specific academic content.
5. Review learning objectives with student.
6. Support the student during the internship and help the student develop attitudes and work habits pertinent to successful job performance.
7. Meet with the Career Services Center representative, employer, and student to discuss the student’s job performance.
8. Review and assess student’s written final report.

#### B. Student Learning Outcomes.

**Students will be able to:**

<table>
<thead>
<tr>
<th></th>
<th>Assessment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop resume writing skills</td>
<td>Completed resume will be reviewed by CSC, Accounting faculty coordinator and employer</td>
</tr>
<tr>
<td>2. Develop job interviewing skills</td>
<td>Employer evaluations</td>
</tr>
<tr>
<td>3. Learn new business and accounting skills contingent on the business and position in which they are employed</td>
<td>Employer evaluations and student’s final written report</td>
</tr>
<tr>
<td>4. Develop work habits for successful job performance</td>
<td>Employer evaluations and student’s final written report</td>
</tr>
<tr>
<td>5. Gain insight into various potential career paths in accounting</td>
<td>Student’s final written report</td>
</tr>
</tbody>
</table>
Consumer-firm relationship analyzed through the application of concepts drawn from contemporary behavioral science to concrete business cases and practices. Relevant concepts from fields of cultural anthropology, sociology, and psychology applied to problems encountered in marketing to various consumer groups.

Consumer-firm relationship analyzed through the application of concepts drawn from contemporary behavioral science to concrete business cases and practices. Relevant concepts from fields of cultural anthropology, sociology, and psychology applied to problems encountered in marketing to various consumer groups.

Consumer-firm relationship analyzed through the application of concepts drawn from contemporary behavioral science to concrete business cases and practices. Relevant concepts from fields of cultural anthropology, sociology, and psychology applied to problems encountered in marketing to various consumer groups.

Consumer-firm relationship analyzed through the application of concepts drawn from contemporary behavioral science to concrete business cases and practices. Relevant concepts from fields of cultural anthropology, sociology, and psychology applied to problems encountered in marketing to various consumer groups.

Consumer-firm relationship analyzed through the application of concepts drawn from contemporary behavioral science to concrete business cases and practices. Relevant concepts from fields of cultural anthropology, sociology, and psychology applied to problems encountered in marketing to various consumer groups.

Consumer-firm relationship analyzed through the application of concepts drawn from contemporary behavioral science to concrete business cases and practices. Relevant concepts from fields of cultural anthropology, sociology, and psychology applied to problems encountered in marketing to various consumer groups.

Consumer-firm relationship analyzed through the application of concepts drawn from contemporary behavioral science to concrete business cases and practices. Relevant concepts from fields of cultural anthropology, sociology, and psychology applied to problems encountered in marketing to various consumer groups.
I. Date Initiated: January 7, 2013

II. Course Information

College/School: College of Business and Public Policy
Department: Business Administration
Program: Bachelor of Business Administration, Marketing; Aviation Technology, BS; Hospitality and Restaurant Management, BA
Course Title: Consumer Behavior
Course Number: BA A381
Credits: 3
Contact Hours: 3 per week x 15 weeks = 45 hours
0 lab hours
6 hours outside of class per week x 15 weeks = 90 hours
Grading Basis: A - F

Course Description: Consumer-firm relationship analyzed through the application of concepts drawn from contemporary behavioral science to concrete business cases and practices. Relevant concepts from fields of cultural anthropology, sociology, and psychology applied to problems encountered in marketing to various consumer groups.

Course Prerequisites: BA A343 with a minimum grade of C.
Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing
Fees: Standard CBPP computer lab fee.

III. Course Activities

A. Lecture
B. Discussion
C. Guest lecturers

IV. Course Level Justification

Students apply previous course work. The course requires familiarity with the basic principles, underlying theories, concepts, and vocabulary of marketing.
V. **Outline**

A. Consumer Motivation
B. Personality
C. Perception
D. Consumer Learning and Attitude Change
E. The Self
F. Communication and Consumer Behavior
G. Reference Groups and Family
H. Social Class and Consumer Behavior
I. The Influence of Culture
J. Subculture and Consumer Behavior

VI. **Suggested Text**


VII. **Bibliography**


VIII. **Instructional Goals and Student Learning Outcomes**

<table>
<thead>
<tr>
<th>A. Instructional Goals. The instructor will:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Present the history and the foundations of the consumer decision-making process</td>
</tr>
<tr>
<td>2. Describe the decision rules in low-involvement buying situations</td>
</tr>
<tr>
<td>3. Present marketing strategies and research framework related to consumer purchase decisions</td>
</tr>
<tr>
<td>Students will be able to:</td>
</tr>
<tr>
<td>---------------------------</td>
</tr>
<tr>
<td>1. Articulate the decision-making process of individual buyers and families, including the student’s decision-making process</td>
</tr>
<tr>
<td>2. Specify internal and external factors that impact the decision-making process</td>
</tr>
<tr>
<td>3. Describe consumer research methods</td>
</tr>
<tr>
<td>4. Diagnose ethical issues and social concerns related to consumer behavior issues</td>
</tr>
<tr>
<td>5. Describe the significance of consumer behavior and its relevance to the discipline of marketing</td>
</tr>
<tr>
<td>6. Analyze and interpret market information related to consumers</td>
</tr>
<tr>
<td>7. Apply theories of consumer behavior to making appropriate and effective marketing management decisions</td>
</tr>
</tbody>
</table>
Course Action Request
University of Alaska Anchorage
Proposal to Initiate, Add, Change, or Delete a Course

1a. School or College: CB CBPP
1b. Division: ADBP Division of Business Programs
1c. Department: Business Administration

2. Course Prefix: BA
3. Course Number: A420
4. Previous Course Prefix & Number: N/A
5a. Credits/CEUs: 3
5b. Contact Hours: (Lecture + Lab) (3+0)
6. Complete Course Title:
Marketing Research

7. Type of Course: [ ] Academic [ ] Preparatory/Development [ ] Non-credit [ ] CEU [ ] Professional Development

8. Type of Action: [ ] Add [ ] Change [ ] Delete
If a change, mark appropriate boxes:
- Prefix
- Credits
- Title
- Grading Basis
- Course Description
- Test Score Prerequisites
- Other Restrictions
- Class Level
- College Major
- Other Update CCG (please specify)

9. Repeat Status No

10. Grading Basis: [x] A-F [ ] P/NC [ ] NG

11. Implementation Date:
From: Fall/2013 To: 9999

12. [ ] Cross Listed [ ] Stacked

13a. Impacted Courses or Programs: List any programs or college requirements that require this course.
Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Catalog Page(s) Impacted</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Logistics and Supply Chain Management, BBA</td>
<td>141</td>
<td>11/19/2012</td>
<td>Darren Prokop</td>
</tr>
<tr>
<td>Marketing, BBA</td>
<td>141</td>
<td>11/19/2012</td>
<td>Ed Forrest</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed): Yong Cao
Initiator Signed Initials: _______ Date: ____________

13b. Coordination Email: Date: 12/07/2012
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison: Date: 12/07/2012

14. General Education Requirement
Mark appropriate box: [ ] Oral Communication [ ] Written Communication [ ] Quantitative Skills [ ] Humanities
[ ] Fine Arts [ ] Social Sciences [ ] Natural Sciences [ ] Integrative Capstone

15. Course Description (suggested length 20 to 50 words)
Examines the marketing research function and its role in the managerial decision-making process. Course will include an overview of the marketing research process. Includes conducting primary and secondary data collection, analysis of statistical data, and preparing a written and oral research report.

16a. Course Prerequisite(s) (list prefix and number) (BA A343 and [BA A375 or ECON A312 or ECON A429]) with a minimum grade of C
16b. Test Score(s): N/A
16c. Co-requisite(s) (concurrent enrollment required): N/A

16d. Other Restriction(s):
[ ] College [ ] Major [ ] Class [ ] Level

16e. Registration Restriction(s) (non-codable)
College of Business & Public Policy majors must be admitted to upper-division standing.

17. [x] Mark if course has fees Standard CBPP computer lab fee

18. [ ] Mark if course is a selected topic course

19. Justification for Action
Added minimum grade of C to prerequisites. Updated text and bibliography.

Initiator (faculty only)
Yong Cao
Initiator (TYPE NAME)

Approved [ ] Disapproved [ ] Date
Dean/Director of School/College Date

Approved [ ] Disapproved [ ] Date
Department Chairperson

Approved [ ] Date
Board Chairperson

Approved [ ] Date
Provost or Designee

219
I. Date Initiated
   January 7, 2013

II. Course Information
   College/School: College of Business and Public Policy
   Department: Business Administration
   Program: Bachelor of Business Administration, Marketing; Bachelor of Business Administration, Global Logistics and Supply Chain Management
   Course Title: Marketing Research
   Course Number: BA A420
   Credits: 3
   Contact Hours: 3 per week x 15 weeks = 45 hours
                  0 lab hours
                  6 hours outside of class per week x 15 weeks = 90 hours
   Grading Basis: A - F
   Course Description: Examines the marketing research function and its role in the managerial decision-making process. Course will include an overview of the marketing research process. Includes conducting primary and secondary data collection, analysis of statistical data, and preparing a written and oral research report.
   Course Prerequisites: (BA A343 and [BA A375 or ECON A312 or ECON A429]) with a minimum grade of C.
   Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing.
   Fees: Standard CBPP computer lab fee

III. Course Activities
   A. Lectures and discussion
   B. Guest lecturers
   C. Case studies

IV. Course Level Justification
   Requires prior knowledge of statistics; elementary probability and sampling distributions; estimation of means, proportions, and simple regression coefficients.
V. **Outline**

   A. Marketing Research Definition, Industry, History, Role, and Scope
   B. The Market Research Process and Problem
   C. Primary and Secondary Research
   D. Focus Groups
   E. Questionnaire Design, Variable Scaling, and Measurement
   F. Descriptive Statistics, Cross Tabulation, and Association
   G. Regression Analysis
   H. Factor Analysis
   I. Stepwise Discrimination

VI. **Suggested Text**


VII. **Bibliography**


VIII. **Instructional Goals and Student Learning Outcomes**

<table>
<thead>
<tr>
<th>A. Instructional Goals. The instructor will:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Describe marketing problems and explain how to formulate correct procedures to solve research problems</td>
</tr>
<tr>
<td>2. Present correct procedures to collect relevant data and conduct primary and secondary research</td>
</tr>
<tr>
<td>3. Demonstrate statistical procedures to analyze the data and deliver the research findings</td>
</tr>
</tbody>
</table>
### B. Student Learning Outcomes.

**Students will be able to:**

<table>
<thead>
<tr>
<th></th>
<th>Assessment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify marketing problems and formulate correct procedures to solve the problems</td>
<td>Exam and Project</td>
</tr>
<tr>
<td>2. Specify steps and procedures for conducting primary and secondary research</td>
<td>Exam and Project</td>
</tr>
<tr>
<td>3. Apply correct procedure to collect relevant data</td>
<td>Quiz</td>
</tr>
<tr>
<td>4. Apply statistical procedures to analyze the data and present the research findings</td>
<td>Project</td>
</tr>
</tbody>
</table>
Course Action Request  
University of Alaska Anchorage 
Proposal to Initiate, Add, Change, or Delete a Course

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>1b. Division</th>
<th>1c. Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH College of Health</td>
<td>ADSN Division of Nursing</td>
<td>NS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Course Prefix</th>
<th>3. Course Number</th>
<th>4. Previous Course Prefix &amp; Number</th>
<th>5a. Credits/CEUs</th>
<th>5b. Contact Hours (Lecture + Lab)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS</td>
<td>A333</td>
<td>N/A</td>
<td>3</td>
<td>(3+0)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Complete Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethics and the Practice of Nursing</td>
</tr>
<tr>
<td>Abbreviated Title for Transcript (30 character)</td>
</tr>
<tr>
<td>Ethics and the Practice of Nsg</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Type of Course</th>
<th>8. Type of Action:</th>
<th>9. Repeat Status No</th>
<th># of Repeats</th>
<th>Max Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>Add</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. Grading Basis</th>
<th>11. Implementation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-F</td>
<td>From: Summer/2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. Cross Listed with</th>
<th>13a. Impacted Courses or Programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>List any programs or college requirements that require this course.</td>
</tr>
</tbody>
</table>

Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at [www.uaa.alaska.edu/governance](http://www.uaa.alaska.edu/governance).

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Catalog Page(s) Impacted</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiator Name (typed):</th>
<th>Maria Sistrom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiator Signed Initials:</td>
<td>___</td>
</tr>
<tr>
<td>Date:</td>
<td>__________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13b. Coordination Email</th>
<th>Date: February 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>submitted to Faculty Listserv:</td>
<td>(<a href="mailto:uaa-faculty@lists.uaa.alaska.edu">uaa-faculty@lists.uaa.alaska.edu</a>)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13c. Coordination with Library Liaison</th>
<th>Date: 2/1/2012</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>14. General Education Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark appropriate box:</td>
</tr>
<tr>
<td>Oral Communication</td>
</tr>
<tr>
<td>Fine Arts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15. Course Description (suggested length 20 to 50 words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explores theories and principles of ethics and applies them to nursing practice. Provides a foundation for nurses to practice ethically, analyze ethical problems, and advocate for the provision of responsible, appropriate and equitable health services. Promotes the centrality of the caring relationship, as well as dignity and respect for patients, colleagues, and the profession of nursing.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16a. Course Prerequisite(s) (list prefix and number)</th>
<th>16b. Test Score(s)</th>
<th>16c. Co-requisite(s) (non-codable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16d. Other Restriction(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16e. Registration Restriction(s) (non-codable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission to RN/BS program or current State of Alaska RN licensure</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>17. Mark if course has fees</th>
<th>18. Mark if course is a selected topic course</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>19. Justification for Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focuses on principles of ethics for the practice of nursing.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiator (faculty only)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria Sistrom</td>
<td></td>
</tr>
<tr>
<td>Initiator (TYPE NAME)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiator Signed Initials:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved</th>
<th>Disapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dean/Director of School/College</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Undergraduate/Graduate Academic</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Board Chairperson</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Provost or Designee</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

223
Course Content Guide
School of Nursing
Baccalaureate Program

I. Date of Initiation: Spring 2012

II. Course Information
A. College/School: College of Health/School of Nursing
B. Course Prefix: NS
C. Course Number: A333
D. Title: Ethics and the Practice of Nursing
E. Credits: 3 (3 + 0)
F. Grading Basis: A-F
G. Implementation Date: Summer 2013

H. Course Description: Explores theories and principles of ethics and applies them to nursing practice. Provides a foundation for nurses to practice ethically, analyze ethical problems, and advocate for the provision of responsible, appropriate and equitable health services. Promotes the centrality of the caring relationship, as well as dignity and respect for patients, colleagues, and the profession of nursing.

I. Course Prerequisite(s): N/A

J. Corequisite(s): N/A

K. Registration Restrictions: Admission to RN/BS program or current State of Alaska RN licensure

L. Course Fees: ✗ Yes ☐ No

III. Instructional Goals, Student Learning Outcomes, and Assessment Measures

A. Instructional Goals - The instructor will:
   1. Facilitate exploration and communication of ethical theories and principles
   2. Provide frameworks for, and practice with, ethical analysis and decision-making
   3. Encourage development of moral reasoning and professional ethical standards
   4. Facilitate analysis of landmark and contemporary cases in nursing and
bioethics
5. Foster understanding of bioethical implications of health policy
6. Demonstrate application of general principles of bioethics to the practice of nursing

B. Student Learning Outcomes/Assessment Measures

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon successful completion of the course, the student will be able to:</td>
<td>This outcome will be assessed by the following:</td>
</tr>
<tr>
<td>1. Examine personal ethical and moral belief systems</td>
<td>Values exercise and peer group discussion</td>
</tr>
<tr>
<td>2. Articulate the major ethical theories and explain their assumptions</td>
<td>Small group case-study analyses, quizzes</td>
</tr>
<tr>
<td>3. Identify the key values of health care and ethical decision-making</td>
<td>Professional codes of ethics comparison, discussion board, quizzes</td>
</tr>
<tr>
<td>4. Apply moral reasoning to specific nursing care situations and professional relations</td>
<td>Peer group discussion, case-study analyses</td>
</tr>
<tr>
<td>5. Propose and evaluate solutions to ethical problems encountered in nursing practice</td>
<td>Peer group discussion, case-study analyses</td>
</tr>
<tr>
<td>6. Analyze historical and contemporary ethical problems in nursing, health care practice, research, and policy</td>
<td>Case presentation, final paper</td>
</tr>
<tr>
<td>7. Apply clinical reasoning and principles of bioethics in the daily practice of caring for patients</td>
<td>Case presentation, final paper, exams</td>
</tr>
</tbody>
</table>

IV. Course Level Justification
Junior (300) level courses are placed to address beginning to advancing practice skills in nursing consistent with the progression of other nursing courses and building upon previous interdisciplinary and basic studies.

V. Course Outline
1. Introduction to bioethics
   1.1. Values clarification
1.2. Moral norms and character
1.3. Theory and principles
1.4. The caring relationship
1.5. Professional codes of ethics
1.6. Moral justification: methods and decision-making

2. Ethical decision-making in nursing
2.1. Consent and refusal
2.2. Reproduction issues
2.3. Genetics and genomics
2.4. End of life issues

3. Ethical nursing practice
3.1. Confidentiality
3.2. Quality assurance and medical errors
3.3. Patient advocacy
3.4. Ethical communication and comportment

4. Ethical nursing research
4.1. History and landmark case studies
4.2. Protection of human subjects

5. Ethical policy
5.1. Healthcare reform and access to care
5.2. Influences of the healthcare and pharmaceuticals industries
5.3. Public, preventive and population health

VI. Suggested Texts


VII. Bibliography & Suggested Readings


This is the first in a 3 course series focusing on personal and professional values in nursing. Explores theories and principles of ethics and applies them to nursing practice. Provides a foundation for nurses to practice ethically, analyze ethical problems, and advocate for the provision of responsible, appropriate and equitable health services. Promotes the centrality of the caring relationship, and the profession of nursing.

13a. Impacted Courses or Programs: List any programs or college requirements that require this course.

13b. Coordination Email Date: February 2012

13c. Coordination with Library Liaison Date: 2/1/2012

15. Course Description (suggested length 20 to 50 words)

This is the first in a 3 course series focusing on personal and professional values in nursing. Explores theories and principles of ethics and applies them to nursing practice. Provides a foundation for nurses to practice ethically, analyze ethical problems, and advocate for the provision of responsible, appropriate and equitable health services. Promotes the centrality of the caring relationship, as well as dignity and respect for patients, colleagues, and the profession of nursing.

16a. Course Prerequisite(s) (list prefix and number) N/A

16b. Test Score(s) N/A

16c. Co-requisite(s) (concurrent enrollment required) NS A204, NS A216, NS A300

16d. Other Restriction(s) [ ] College [ ] Major [ ] Class [ ] Level

16e. Registration Restriction(s) (non-codable) Admission to baccalaureate nursing program

17. [ ] Mark if course has fees

18. [ ] Mark if course is a selected topic course

19. Justification for Action

Focuses on principles of ethics for the practice of nursing.

Initiator (faculty only)

Maria Sistrom

Initiator (TYPE NAME)

Approved

Disapproved

Dean/Director of School/College

Date

Department Chairperson

Date

Undergraduate/Graduate Academic

Board Chairperson

Date

Curriculum Committee Chairperson

Disapproved

Provost or Designee

Date
I. **Date of Initiation:** Spring 2012

II. **Course Information**
   A. **College/School:** College of Health/School of Nursing
   B. **Course Prefix:** NS
   C. **Course Number:** A334a
   D. **Title:** Ethics and the Practice of Nursing: Personal and Professional Values
   E. **Credits:** 1 (1 + 0)
   F. **Grading Basis:** A-F
   G. **Implementation Date:** Summer 2013
   
   H. **Course Description:** This is the first in a 3 course series focusing on personal and professional values in nursing. Explores theories and principles of ethics and applies them to nursing practice. Provides a foundation for nurses to practice ethically, analyze ethical problems, and advocate for the provision of responsible, appropriate and equitable health services. Promotes the centrality of the caring relationship, as well as dignity and respect for patients, colleagues, and the profession of nursing.

   I. **Course Prerequisite(s):** N/A

   J. **Co-requisite(s):** NS A 204, NS A216, NS A300

   K. **Registration Restrictions:** Admission to baccalaureate nursing program

   L. **Course Fees:** ☑ Yes ☐ No

III. **Instructional Goals, Student Learning Outcomes, and Assessment Measures**

   A. **Instructional Goals - The instructor will:**
      1. Aid students in identifying personal belief systems.
      2. Elaborate upon major ethical theories and their assumptions
      3. Present key values of ethical health care decision-making
B. Student Learning Outcomes/Assessment Measures

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon successful completion of the course, the student will be able to:</td>
<td>This outcome will be assessed by the following:</td>
</tr>
<tr>
<td>1. Examine personal ethical and moral belief systems</td>
<td>Values exercise and peer group discussion</td>
</tr>
<tr>
<td>2. Articulate the major ethical theories and explain their assumptions</td>
<td>Small group case-study analyses, quizzes</td>
</tr>
<tr>
<td>3. Identify the key values of health care and ethical decision-making</td>
<td>Professional codes of ethics comparison, discussion board, quizzes</td>
</tr>
</tbody>
</table>

IV. Course Level Justification
Junior (300) level courses are placed to address beginning to advancing practice skills in nursing consistent with the progression of other nursing courses and building upon previous interdisciplinary and basic studies.

V. Course Outline
1. Introduction to bioethics
   1.1. Values clarification
   1.2. Moral norms and character
   1.3. Theory and principles
   1.4. The caring relationship
   1.5. Professional codes of ethics
   1.6. Moral justification: methods and decision-making

VI. Suggested Texts


VII. Bibliography & Suggested Readings


Course Action Request
University of Alaska Anchorage
Proposal to Initiate, Add, Change, or Delete a Course

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>1b. Division</th>
<th>1c. Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH College of Health</td>
<td>ADSN Division of Nursing</td>
<td>NS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Course Prefix</th>
<th>3. Course Number</th>
<th>4. Previous Course Prefix &amp; Number</th>
<th>5a. Credits/CEUs</th>
<th>5b. Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS</td>
<td>A334b</td>
<td>N/A</td>
<td>1</td>
<td>(Lecture + Lab)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Complete Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Ethics: Communications</td>
</tr>
<tr>
<td>Abbreviated Title for Transcript (30 character)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Type of Course</th>
<th>8. Type of Action:</th>
<th>9. Repeat Status No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>Add or Change or Delete</td>
<td># of Repeats</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. Grading Basis</th>
<th>11. Implementation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-F</td>
<td>semester/year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. Cross Listed with N/A</th>
<th>13a. Impacted Courses or Programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>List any programs or college requirements that require this course.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13b. Coordination Email</th>
<th>14. General Education Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: February 2012</td>
<td>Mark appropriate box:</td>
</tr>
<tr>
<td></td>
<td>Oral Communication</td>
</tr>
<tr>
<td></td>
<td>Written Communication</td>
</tr>
<tr>
<td></td>
<td>Quantitative Skills</td>
</tr>
<tr>
<td></td>
<td>Humanities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15. Course Description (suggested length 20 to 50 words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is the second in a 3 course series focusing on communication. Explores theories and principles of ethics and applies them to nursing practice. Provides a foundation for nurses to practice ethically, analyze ethical problems, and advocate for the provision of responsible, appropriate and equitable health services. Promotes the centrality of the caring relationship, as well as dignity and respect for patients, colleagues, and the profession of nursing.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16a. Course Prerequisite(s) (list prefix and number)</th>
<th>16b. Test Score(s)</th>
<th>16c. Co-requisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS A334a with a grade of C or better</td>
<td>N/A</td>
<td>(concurrent enrollment required)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16d. Other Restriction(s)</th>
<th>16e. Registration Restriction(s) (non-codable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Admission to baccalaureate nursing program</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>17. Mark if course has fees</th>
<th>18. Mark if course is a selected topic course</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>19. Justification for Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focuses on principles of ethics for the practice of nursing.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiator Name (typed): Maria Sistrom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiator Signed Initials: _________</td>
</tr>
<tr>
<td>Date: __________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiator (faculty only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria Sistrom</td>
</tr>
<tr>
<td>Initiator (TYPE NAME)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approval</th>
<th>Disapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dean/Director of School/College</td>
</tr>
<tr>
<td></td>
<td>Undergraduate/Graduate Academic</td>
</tr>
<tr>
<td></td>
<td>Provost or Designee</td>
</tr>
</tbody>
</table>

| 232 |
Course Content Guide
School of Nursing
Baccalaureate Program

I. Date of Initiation: Spring 2012

II. Course Information
   A. College/School: College of Health/School of Nursing
   B. Course Prefix: NS
   C. Course Number: A334b
   D. Title: Ethics and the Practice of Nursing: Communications
   E. Credits: 1 (1+0)
   F. Grading Basis: A-F
   G. Implementation Date: Summer 2013
   H. Course Description: This is the second in a 3 course series focusing on
      communication. Explores theories and principles of ethics and applies
      them to nursing practice. Provides a foundation for nurses to practice
      ethically, analyze ethical problems, and advocate for the provision of
      responsible, appropriate and equitable health services. Promotes the
      centrality of the caring relationship, as well as dignity and respect for
      patients, colleagues, and the profession of nursing.
   I. Course Prerequisite(s): NS A334a with a grade of C or better
   J. Co-requisite(s): N/A
   K. Registration Restrictions: Admission to baccalaureate nursing program
   L. Course Fees: ☒ Yes ☐ No

III. Instructional Goals, Student Learning Outcomes, and Assessment Methods

   A. Instructional Goals - The instructor will:
      1. Provide frameworks for, and practice with, ethical analysis and decision-
         making
      2. Encourage development of moral reasoning and professional ethical
         standards
      3. Facilitate analysis of landmark and contemporary cases in nursing and
         bioethics
B. Student Outcomes/Assessment Procedures

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon successful completion of the course, the student will be able to:</td>
<td>This outcome will be assessed by the following:</td>
</tr>
<tr>
<td>1. Identify the key values of health care and ethical decision-making</td>
<td>Professional codes of ethics comparison, discussion board, quizzes</td>
</tr>
<tr>
<td>2. Apply moral reasoning to specific nursing care situations and professional relations</td>
<td>Peer group discussion, case-study analyses</td>
</tr>
<tr>
<td>3. Propose and evaluate solutions to ethical problems encountered in nursing practice</td>
<td>Peer group discussion, case-study analyses</td>
</tr>
</tbody>
</table>

IV. Course Level Justification
Junior (300) level courses are placed to address beginning to advancing practice skills in nursing consistent with the progression of other nursing courses and building upon previous interdisciplinary and basic studies.

V. Course Outline
1. Ethical decision-making in nursing
   1.1. Consent and refusal
   1.2. Reproductive issues
   1.3. Genetics and genomics
   1.4. End of life issues
2. Ethical nursing practice
   2.1. Confidentiality
   2.2. Quality assurance and medical errors
   2.3. Patient advocacy
   2.4. Ethical communication and comportment

VI. Suggested Texts


VII. Bibliography & Suggested Readings


### Course Action Request

**University of Alaska Anchorage**  
**Proposal to Initiate, Add, Change, or Delete a Course**

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>1b. Division</th>
<th>1c. Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH College of Health</td>
<td>ADSN Division of Nursing</td>
<td>NS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Course Prefix</th>
<th>3. Course Number</th>
<th>4. Previous Course Prefix &amp; Number</th>
<th>5a. Credits/CEUs</th>
<th>5b. Contact Hours (Lecture + Lab)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS</td>
<td>A334c</td>
<td>N/A</td>
<td>1</td>
<td>(1+0)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethics and the Practice of Nursing: Case Studies</td>
<td>Academic</td>
<td>Add or Delete</td>
<td># of Repeats</td>
<td>A-F</td>
<td>Semester/year</td>
</tr>
<tr>
<td>Nursing Ethics: Case studies</td>
<td></td>
<td></td>
<td>Max Credits</td>
<td></td>
<td>From: Summer/2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. Cross Listed with N/A</th>
<th>13a. Impacted Courses or Programs:</th>
<th>13b. Coordination Email</th>
<th>13c. Coordination with Library Liaison</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>List any programs or college requirements that require this course.</td>
<td>Date: February 2012</td>
<td>Date: 2/1/2012</td>
</tr>
<tr>
<td></td>
<td>Please type into fields provided in table. If more than three entries, submit a separate table.</td>
<td>submitted to Faculty Listserv: (<a href="mailto:uaa-faculty@lists.uaa.alaska.edu">uaa-faculty@lists.uaa.alaska.edu</a>)</td>
<td></td>
</tr>
</tbody>
</table>

**Initiator** (Maria Sistrom)  
Initiator Signed Initials: _________  
Date: __________________

**Coordination Email** (Maria Sistrom)  
Date: __________________

<table>
<thead>
<tr>
<th>14. General Education Requirement</th>
<th>15. Course Description</th>
<th>16a. Course Prerequisite(s)</th>
<th>16b. Test Score(s)</th>
<th>16c. Co-requisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark appropriate box:</td>
<td>(suggested length 20 to 50 words)</td>
<td>NS A334b with a grade of C or better</td>
<td>N/A</td>
<td>(concrodent enrollment required)</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>Written Communication</td>
<td>Quantitative Skills</td>
<td>Humanities</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Social Sciences</td>
<td>Natural Sciences</td>
<td>Integrative Capstone</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16d. Other Restriction(s)</th>
<th>16e. Registration Restriction(s)</th>
<th>17. Mark if course has fees</th>
<th>18. Mark if course is a selected topic course</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>Major</td>
<td>Class</td>
<td>Level</td>
</tr>
</tbody>
</table>

**Justification for Action**  
Focuses on principles of ethics for the practice of nursing.

**Initiator (faculty only)** | **Initiator (TYPE NAME)** |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria Sistrom</td>
<td>_________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved</th>
<th>Disapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dean/Director of School/College</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved</th>
<th>Disapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate/Graduate Academic</td>
<td>Board Chairperson</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved</th>
<th>Disapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provost or Designee</td>
<td>Date</td>
</tr>
</tbody>
</table>

237
I. Date of Initiation: Spring 2012

II. Course Information
   A. College/School: College of Health/School of Nursing
   B. Course Prefix: NS
   C. Course Number: A334c
   D. Title: Ethics and the Practice of Nursing: Case Studies
   E. Credits: 1 (1 + 0)
   F. Grading Basis: A-F
   G. Implementation Date: Summer 2013
   H. Course Description: This is the third in a 3 course series focusing on nursing case studies. Explores theories and principles of ethics and applies them to nursing practice. Provides a foundation for nurses to practice ethically, analyze ethical problems, and advocate for the provision of responsible, appropriate and equitable health services. Promotes the centrality of the caring relationship, as well as dignity and respect for patients, colleagues, and the profession of nursing.
   I. Course Prerequisite(s): NS A334b with a grade of C or better
   J. Corequisite(s): N/A
   K. Registration Restrictions: Admission to baccalaureate nursing program
   L. Course Fees: ☑ Yes    ☐ No

III. Instructional Goals, Student Learning Outcomes, and Assessment Measures
   A. Instructional Goals - The instructor will:
      1. Facilitate analysis of landmark and contemporary cases in nursing and bioethics
      2. Foster understanding of bioethical implications of health policy
      3. Demonstrate application of general principles of bioethics to the practice of nursing
B. Student Learning Outcomes/Assessment Measures

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon successful completion of the course, the student will be able to:</td>
<td>This outcome will be assessed by the following:</td>
</tr>
<tr>
<td>1. Apply moral reasoning to specific nursing care situations and professional relations</td>
<td>Peer group discussion, case-study analyses</td>
</tr>
<tr>
<td>2. Propose and evaluate solutions to ethical problems encountered in nursing practice</td>
<td>Peer group discussion, case-study analyses</td>
</tr>
<tr>
<td>3. Analyze historical and contemporary ethical problems in nursing, health care practice, research, and policy</td>
<td>Case presentation, final paper</td>
</tr>
<tr>
<td>4. Apply clinical reasoning and principles of bioethics in the daily practice of caring for patients</td>
<td>Case presentation, final paper, exams</td>
</tr>
</tbody>
</table>

IV. Course Level Justification
Junior (300) level courses are placed to address beginning to advancing practice skills in nursing consistent with the progression of other nursing courses and building upon previous interdisciplinary and basic studies.

V. Course Outline
1. Ethical nursing practice
   1.1. Confidentiality
   1.2. Quality assurance and medical errors
   1.3. Patient advocacy
   1.4. Ethical communication and comportment
2. Ethical nursing research
   2.1. History and landmark case studies
   2.2. Protection of human subjects
3. Ethical policy
   3.1. Healthcare reform and access to care
   3.2. Influences of the healthcare and pharmaceuticals industries
   3.3. Public, preventive and population health
VI. Suggested Texts


VII. Bibliography & Suggested Readings


Course Action Request  
University of Alaska Anchorage  
Proposal to Initiate, Add, Change, or Delete a Course

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>1b. Division</th>
<th>1c. Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH College of Health</td>
<td>ADSN Division of Nursing</td>
<td>Nursing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Course Prefix</th>
<th>3. Course Number</th>
<th>4. Previous Course Prefix &amp; Number</th>
<th>5a. Credits/CEUs</th>
<th>5b. Contact Hours (Lecture + Lab)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS</td>
<td>A408</td>
<td>NA</td>
<td>2</td>
<td>(2+0)</td>
</tr>
</tbody>
</table>

6. Complete Course Title  
Complex Health Disruptions: Nursing Therapeutics  
Abbreviated Title for Transcript (30 character)  
Complx Hlth Disrup: Nsg Ther

7. Type of Course  
- Academic  
- Preparatory/Development  
- Non-credit  
- CEU  
- Professional Development

8. Type of Action:  
- Add  
- Change  
- Delete

If a change, mark appropriate boxes:  
- Prefix  
- Credits  
- Contact Hours  
- Course Number  
- Repeat Status  
- Grading Basis  
- Cross-listed/Stacked  
- Course Description  
- Co-requisites  
- Test Score Prerequisites  
- Registration Restrictions  
- Other Restrictions  
- College  
- Major  
- Class  
- Level  
- Other (please specify)

9. Repeat Status choose one  
- # of Repeats  
- Max Credits

10. Grading Basis  
- A-F  
- P/NP  
- NG

11. Implementation Date  
- semester/year  
- From: Spring/2013  
- To: /  

12. Cross Listed with  
- Stacked with  
- Cross-Listed Coordination Signature

13a. Impacted Courses or Programs:  
List any programs or college requirements that require this course.

Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Catalog Page(s) Impacted</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science, Nursing Science Registered Nurse Option</td>
<td>178-179</td>
<td>1/15/12</td>
<td>Catherine Sullivan</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed): Catherine Sullivan  
Initiator Signed Initials: _______  
Date: __________________

13b. Coordination Email  
Date: 12/5/11  
submitted to Faculty Listserv: (uoa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison  
Date: 1/15/12

14. General Education Requirement  
Mark appropriate box:  
- Oral Communication  
- Written Communication  
- Quantitative Skills  
- Humanities  
- Fine Arts  
- Social Sciences  
- Natural Sciences  
- Integrative Capstone

15. Course Description (suggested length 20 to 50 words)  
Emphasis on health disruptions with complex pathophysiology and/or psychological adjustments of clients of all ages and their families. Nursing management includes a high level of collaboration with other health care providers utilizing previously learned nursing therapeutics from prerequisite courses and nursing experience.

16a. Course Prerequisite(s) (list prefix and number)  
A grade of C or better in NS A314 and a grade of P in NS A314L.

16b. Test Score(s)  
16c. Co-requisite(s) (concurrent enrollment required)  
NS A408L

16d. Other Restriction(s)  
- College  
- Major  
- Class  
- Level

16e. Registration Restriction(s) (non-codable)

17. Mark if course has fees

18. Mark if course is a selected topic course

19. Justification for Action  
Students eligible for the RN-BS track had the advanced medical-surgical content and clinical experience presented in NS A408 and NS A408L in their original program. Deletion of these courses will give them credit for prior learning. RN-BS students will be granted course credit for NS A406 and NS A406L, which are the equivalent courses in the generic BS track.
<table>
<thead>
<tr>
<th>Initiator (faculty only)</th>
<th>Date</th>
<th>Dean/Director of School/College</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catherine Sullivan</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initiator (TYPE NAME)

<table>
<thead>
<tr>
<th>Approved</th>
<th>Disapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Chairperson</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Disapproved</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Curriculum Committee Chairperson</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Disapproved</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Undergraduate/Graduate Academic Board Chairperson</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Disapproved</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Provost or Designee</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Disapproved</td>
<td></td>
</tr>
</tbody>
</table>

243
# Course Action Request

**University of Alaska Anchorage**  
**Proposal to Initiate, Add, Change, or Delete a Course**

## 1. School or College  
CH College of Health

## 2. Course Prefix  
NS

## 3. Course Number  
A408L

## 4. Previous Course Prefix & Number  
NA

## 5. Credits/CEUs  
2

## 6. Complete Course Title  
Complex Health Disruptions Lab: Nursing Therapeutics

## 7. Type of Course  
- [x] Academic  
- [ ] Preparatory/Development  
- [ ] Non-credit  
- [ ] CEU  
- [ ] Professional Development

## 8. Type of Action:  
- [ ] Add  
- [ ] Change  
- [X] Delete

If a change, mark appropriate boxes:
- [ ] Prefix  
- [ ] Credits  
- [ ] Course Number  
- [ ] Contact Hours  
- [ ] Title  
- [ ] Repeat Status  
- [ ] Grading Basis  
- [ ] Cross-Listed/Stacked  
- [ ] Course Description  
- [ ] Co-requisites  
- [ ] Test Score Prerequisites  
- [ ] Course Prerequisites  
- [ ] Other Restrictions  
- [ ] Registration Restrictions  
- [ ] Class  
- [ ] Level  
- [ ] College  
- [ ] Major  
- [ ] Other (please specify)

## 9. Repeat Status:  
- [ ] Choose one  
- [ ] # of Repeats  
- [ ] Max Credits

## 10. Grading Basis  
- [ ] A-F  
- [ ] P/NP  
- [ ] NG

## 11. Implementation Date  
- [ ] semester/year

## 12. Cross Listed with  
- [ ] Stacked with  
- [ ] Cross-Listed Coordination Signature

## 13. Impacted Courses or Programs:  
List any programs or college requirements that require this course.

Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at [www.uaa.alaska.edu/governance](http://www.uaa.alaska.edu/governance).

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Catalog Page(s) Impacted</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science, Nursing Science Registered Nurse Option</td>
<td>176-179</td>
<td>1/15/12</td>
<td>Catherine Sullivan</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed): Catherine Sullivan  
Initiator Signed Initials: _________  
Date:__________

## 14. General Education Requirement  
Mark appropriate box:  
- [ ] Oral Communication  
- [ ] Written Communication  
- [ ] Fine Arts  
- [ ] Social Sciences  
- [ ] Natural Sciences  
- [ ] Integrative Capstone

## 15. Course Description  
(suggested length 20 to 50 words)

Clinical experience to build skills and reinforce student learning in NS A408.

## 16. Course Prerequisite(s)  
A grade of C or better in NS A314 and a grade of P in NS314L.

## 17. Mark if course has fees

## 18. Mark if course is a selected topic course

## 19. Justification for Action  
Students eligible for the RN-BS track had the advanced medical-surgical content and clinical experience presented in NS A408 and NS A408L in their original program. Deletion of these courses will give them credit for prior learning. RN-BS students will be granted course credit for NS A406 and NS A406L, which are the equivalent courses in the generic BS track.

Initiator (faculty only)  
Catherine Sullivan  
Date

Initiator (TYPE NAME)  
[ ] Approved  
[ ] Disapproved

Department Chairperson  
Date

[ ] Approved  
[ ] Disapproved

Curriculum Committee Chairperson  
Date

[ ] Approved  
[ ] Disapproved  
[ ] Approved  
[ ] Disapproved

Undergraduate/Graduate Academic Dean/Director of School/College  
Date

Board Chairperson  
Date

Provost or Designee  
Date
# Course Action Request

**University of Alaska Anchorage**  
Proposal to Initiate, Add, Change, or Delete a Course

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>1b. Division</th>
<th>1c. Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>choose one</td>
<td>choose one</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Course Prefix</th>
<th>3. Course Number</th>
<th>4. Previous Course Prefix &amp; Number</th>
<th>5a. Credits/CEUs</th>
<th>5b. Contact Hours (Lecture + Lab)</th>
</tr>
</thead>
</table>

### 6. Complete Course Title

Abbreviated Title for Transcript (30 character)

### 7. Type of Course

- [ ] Academic
- [ ] Preparatory/Development
- [ ] Non-credit
- [ ] CEU
- [ ] Professional Development

### 8. Type of Action

- [ ] Add
- [ ] Change
- [ ] Delete

**If a change, mark appropriate boxes:**

- [ ] Prefix
- [ ] Credits
- [ ] Title
- [ ] Grading Basis
- [ ] Course Description
- [ ] Test Score Prerequisites
- [ ] Other Restrictions
- [ ] Class
- [ ] Level
- [ ] College
- [ ] Major
- [ ] Other (please specify)

### 9. Repeat Status

- [ ] choose one
- [ ] # of Repeats
- [ ] Max Credits

### 10. Grading Basis

- [ ] A-F
- [ ] P/NP
- [ ] NG

### 11. Implementation Date

- [ ] semester/year
  - From: /  
  - To: /

### 12. Cross Listed

- [ ] with

### 13a. Impacted Courses or Programs

- List any programs or college requirements that require this course.

Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at [www.uaa.alaska.edu/governance](http://www.uaa.alaska.edu/governance).

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Initiator Name (typed):** ____________________________  
**Initiator Signed Initials:** ______________  
**Date:** __________________

### 13b. Coordination Email

Date: __________________  
Submitted to Faculty Listserv: [uaa-faculty@lists.uaa.alaska.edu](mailto:uaa-faculty@lists.uaa.alaska.edu)

### 13c. Coordination with Library Liaison

Date: __________________

### 14. General Education Requirement

- [ ] Oral Communication
- [ ] Written Communication
- [ ] Quantitative Skills
- [ ] Humanities
- [ ] Fine Arts
- [ ] Social Sciences
- [ ] Natural Sciences
- [ ] Integrative Capstone

### 15. Course Description

*Required (suggested length 20 to 50 words)*

### 16a. Course Prerequisite(s)

(list prefix and number or test code and score)

### 16b. Co-requisite(s)

(concurrent enrollment required)

### 16c. Other Restriction(s)

- [ ] College
- [ ] Major
- [ ] Class
- [ ] Level

### 16d. Registration Restriction(s)

(non-codable)

### 17. Mark if course has fees

- [ ]

### 18. Mark if course is a selected topic course

- [ ]

### 19. Justification for Action

__________________________  
**Initiator (faculty only)**  
**Date** __________________

- [ ] Approved
- [ ] Disapproved

**Dean/Director of School/College**  
**Date** __________________

- [ ] Approved
- [ ] Disapproved

**Undergraduate/Graduate Academic**  
**Date** __________________

- [ ] Approved
- [ ] Disapproved

**Board Chair**  
**Date** __________________

- [ ] Approved
- [ ] Disapproved

**Provost or Designee**  
**Date** __________________

- [ ] Approved
- [ ] Disapproved

**College/School Curriculum Committee Chair**  
**Date** __________________

- [ ] Approved
- [ ] Disapproved
The
University of Alaska Anchorage
Curriculum Handbook
for
Faculty

Revised November 2012
Section 4 - Prefixes

Responsibility for prefixes and their associated courses are assigned to academic departments. All proposals to add, change, inactivate or transfer a prefix must originate with the academic program currently assigned to the prefix.

4.1 Changes to or Replacement of a Prefix

The school/college must discuss the change or replacement of prefix with the OAA before the proposal is presented to the UAB/GAB for review. OAA contact persons are the Vice Provost for Undergraduate Academic Affairs or the Assistant Vice Provost (ayoaa@ualaska.edu, ph 907-786-1054).

1. The following must be submitted to the Governance Office (aygov@ualaska.edu):
   a. A cover memo summarizing the proposal.
   b. Signed Program/Prefix Action Request (PAR; www.ualaska.edu/governance/coordination/index.cfm)
      If the change of prefix affects a degree or certificate, a separate signed PAR must be submitted for each program change, together with revised catalog copy in Word using the track changes function. A Word copy of the current catalog is available on the Governance website (www.ualaska.edu/governance).

2. Coordination should take place early in the curriculum process and consists of two steps:
   a. Coordination memo or email. Coordination is required when the change of prefix has any impact on another course or program. The faculty initiator must contact the department chair/director of every affected program and provide documentation of the changes to the affected programs upon request. Proof of coordination must be provided to the Governance Office.
      A list of impacted courses, programs and catalog references can be found by an electronic search of the UAA catalog using keywords such as MATH A172. A spreadsheet (www.ualaska.edu/governance/coordination/index.cfm) is required listing the reference and the impact (program requirements, electives, selectives, course prerequisite, corequisites).
   b. The faculty initiator is also required to send an email to uaa-faculty@lists.ualaska.edu explaining the addition or inactivation of the prefix. The coordination email must include contact information, as well as, and must be sent at least 10 working days before being presented at UAB/GAB.
      - School and department (PAR boxes 1a and 1b),
      - Complete Program Title (PAR box 2),
      - Type of Program (PAR box 3),
      - Type of Action (Add/Change/Delete) (PAR box 4),
      - justication for action (PAR box 8),
      - any other relevant information.
      The email must be sent at least 10 working days before being presented at UAB/GAB.

3. Approval of changes to or replacement of a prefix follows the curriculum approval process outlined in Section 3.
4.2 Addition of a Prefix

The school/college must discuss the addition of a prefix with the OAA before the proposal is presented to the UAB/GAB for review. OAA contact persons are the Vice Provost for Undergraduate Academic Affairs and the Assistant Vice Provost (ayoaa@uaa.alaska.edu, ph 907-786-1054).

A new prefix must be requested from the Office of the Registrar. Email address is aypublications@uaa.alaska.edu

1. The following must be submitted to the Governance Office (aygov@uaa.alaska.edu):
   a. A cover memo summarizing the proposal.
   b. Signed PAR (www.uaa.alaska.edu/governance/coordination/index.cfm).
   c. If the addition of the prefix affects a degree or certificate, a separate signed PAR must be submitted for each program change, together with revised catalog copy in Word using the track changes function. A Word copy of the current catalog is available on the Governance website (www.uaa.alaska.edu/governance/).

2. Coordination should take place early in the curriculum process and consists of two steps:
   a. Coordination memo or email. Coordination is required when the new prefix has any impact on another course or program. The faculty initiator must contact the department chair/director of every affected program and provide documentation of the changes to the affected programs upon request. Proof of coordination must be provided to the Governance Office.
   b. The faculty initiator is also required to send an email to uaa-faculty@lists.uaa.alaska.edu explaining the addition of the prefix. The email must include contact information, as well as:
      • School and department (PAR boxes 1a and 1b),
      • Complete Program Title (PAR box 2),
      • Type of Program (PAR box 3),
      • Type of Action (Add/Change/Delete) (PAR box 4),
      • justification for action (PAR box 8),
      • any other relevant information.

The email must be sent at least 10 working days before being presented at UAB/GAB.

3. Approval of addition of a prefix follows the curriculum approval process outlined in Section 3.

4.3 Inactivation of a Prefix

The school/college must discuss the inactivation of a prefix with the OAA before the proposal is presented to the UAB/GAB for review. OAA contact persons are the Vice Provost for Undergraduate Academic Affairs and the Assistant Vice Provost (ayoaa@uaa.alaska.edu, ph 907-786-1054).

1. The following must be submitted to the Governance Office (aygov@uaa.alaska.edu):
   a. A cover memo summarizing the proposal.
   b. Signed PAR (www.uaa.alaska.edu/governance/coordination/index.cfm).

   If the inactivation of the prefix affects a degree or certificate, a separate signed PAR must be submitted for each program change, together with revised catalog copy in Word using the track changes function.
changes function. A Word copy of the current catalog is available on the Governance website (www.uaa.alaska.edu/governance/).

2. Coordination should take place early in the curriculum process and consists of two steps:

   a. Coordination memo or email. Coordination is required when the inactivated prefix has any impact on another course or program. The faculty initiator must contact the department chair/director of every affected program and provide documentation of the changes to the affected programs upon request. Proof of coordination must be provided to the Governance Office.

      A list of impacted courses, programs and catalog references can be found by an electronic search of the UAA catalog using keywords such as MATH A172. A spreadsheet is required listing the reference and the impact (program requirements, electives, selectives, course prerequisite, corequisites).

   b. The faculty initiator is also required to send an email to uaa-faculty@lists.uaa.alaska.edu explaining the addition or inactivation of the prefix. The email must include contact information, as well as:  and must be sent at least 10 working days before being presented at UAB/GAB.

      - School and department (PAR boxes 1a and 1b),
      - Complete Program Title (PAR box 2),
      - Type of Program (PAR box 3),
      - Type of Action (Add/Change/Delete) (PAR box 4),
      - justification for action (PAR box 8),
      - any other relevant information.

      The email must be sent at least 10 working days before being presented at UAB/GAB.

3. Approval to inactivate a prefix follows the curriculum approval process outlined in Section 3.

4.4 Transfer of a Prefix

A proposal to transfer responsibility for a prefix and its associated courses to an academic department other than the department currently assigned to the prefix requires approval from the Provost. The proposal consists of a memorandum of understanding between the departments stating the requested action and the reason for the action. The memorandum is to be signed by the department chairs of the two departments and the dean/director of each department. The memorandum of understanding is forwarded to OAA for consideration. Proposals approved by the Provost are forwarded to the Office of the Registrar to update relevant records.

Section 5 - Courses

5.1 Changes or Revisions to a Course

It is advisable to write the Course Content Guide (CCG) first. The information from the CCG can then be pasted into the CAR. Before developing the CCG, the following need to be considered in addition to the course content: type of
Section 7 - Programs

7.1 Minor Revisions to Programs

*Minor Revisions to Programs are changes that do not
’substantially alter the student learning outcomes of the program’*

Also refer to UA Regulation 10.04.02 [www.alaska.edu/bor/policy-regulations/](http://www.alaska.edu/bor/policy-regulations/)

Minor program revisions are approved through the standard curriculum review process at UAA as outlined in section 3. The final approval rests with the Provost. Reviews by the SAC, the BOR and NWCCU are not necessary.

The school/college must discuss the proposal to determine the magnitude of the change and the document requirements with the OAA.

OAA contact persons are Accreditation Liaison Officer and either the Vice Provost for Undergraduate Academic Affairs for undergraduate programs or the Vice Provost for Research and Graduate Studies for graduate programs ([ayoaa@uaa.alaska.edu](mailto:ayoaa@uaa.alaska.edu)).

1. The following must be submitted to the Governance Office ([aygov@uaa.alaska.edu](mailto:aygov@uaa.alaska.edu)):
   a. PAR signed by the faculty initiator, the department chair, the curriculum committee chair, and the dean or director or designee ([www.uaa.alaska.edu/governance/coordination/index.cfm](http://www.uaa.alaska.edu/governance/coordination/index.cfm)). A faculty member may sign no more than two signature lines on the PAR. Exceptions to this rule may be permissible with supporting documentation.
   b. Complete program catalog copy in Word using the track changes function including student learning outcomes for the program. A Word copy of the current catalog is available on the Governance website ([www.uaa.alaska.edu/records/catalogs/catalogs.cfm](http://www.uaa.alaska.edu/records/catalogs/catalogs.cfm)).
   c. All course CARs and CCGs for new and revised courses.
   d. Four-Year Course Offering Plan for the program.
   e. Signed Resource Implication Form.
   f. Signed Fee Request Form (for new, deleted or revised fees).
   g. Programs designated as Gainful Employment programs must also complete additional documentation for the Financial Aid office.

2. Coordination should take place early in the process and consists of three steps:
   a. Coordination memo or email. Coordination is required when the revision has any impact on another course or program. The faculty initiator must contact the department chair/director of every affected program and provide documentation of the changes to the affected programs upon request. Examples are when courses are deleted/added to a program or when prerequisites/registration restrictions are changed. Proof of coordination must be provided to the Governance Office.
   b. The faculty initiator is also required to send an email to [uaa-faculty@lists.uaa.alaska.edu](mailto:uaa-faculty@lists.uaa.alaska.edu) explaining the revision. The email must include contact information, as well as and must be sent at least 10 working days before being presented at UAB/GAB.
      - School and department (PAR boxes 1a and 1b),
      - Complete Program Title (PAR box 2),
      - Type of Program (PAR box 3).
The email must be sent at least 10 working days before being presented at UAB/GAB.

c. The faculty initiator is required to send the CARs and CCGs to the library liaison for that department (http://consortiumlibrary.org/find/subject_liaison_librarians).

The program approval process is outlined in section 3.

7.2 Programs which have MATH, ENGL, and/or COMM requirements

7.2.1 Programs which have MATH program requirements:

It is recommended that programs with specific MATH requirements use the following language in specifying the requirement:

“MATH A or any MATH course for which MATH A is in the prerequisite chain.”

Rationale: In programs with specific mathematics requirements (e.g., MATH A105), students can meet those requirements with either

a. A course specifically required by the program (e.g., MATH A105) or
b. A higher-level mathematics course (e.g., MATH A200) that has the specifically –required course (e.g., MATH A105) in its pre-requisite chain.

Rationale: This change will allow students who have taken MATH A200 to use this course in a program that requires MATH A105 without going through the petition process. Rewriting the requirement as indicated will reduce the number of petitions students must submit.

7.2.2 Programs which have ENGL A111 as a specific major requirement:

It is recommended that programs with a specific ENGL requirements use the following language in specifying the requirement:

“ENGL A111 or ENGL A1W- Written Communication GER.”

Rationale: In programs with ENGL A111 as a specific major requirement, students can meet that requirement with either

a. ENGL A111 or
b. Transfer course which meets Written Communication GER

Rationale: This change will allow use of transfer course work which meets Written Communication GER standards without going through the petition process. Rewriting the requirement as indicated will reduce the number of petitions students must submit.
• After coordination is complete, in Box 6a; type in the department, schools, or colleges coordinated with; type the faculty initiator’s name; write in the faculty initiator’s initials and the date.

Box 6b. Coordination Email Submitted to Faculty Listserv
Initiating faculty are required to send an email notification to faculty listserv at: uaa-faculty@lists.uaa.alaska.edu giving a brief overview of the proposal including:

- School and department (PAR boxes 1a and 1b),
- Complete Program Title (PAR box 2),
- Type of Program (PAR box 3),
- Type of Action (Add/Change/Delete) (PAR box 4),
- justification for action (PAR box 8),
- any other relevant information.

The email must be sent at least 10 working days before being presented at UAB/GAB.

1. Description of the proposed action
2. Any other relevant information.

Do not send proposals as attachments when sending email notices to the faculty listserv since large files can cause problems.

Box 6c. Coordination with Library Liaison
Coordination with the library liaison should occur early in the curriculum process. The faculty initiator is required to send the PAR to the library liaison for that department (http://consortiumlibrary.org/find/subject_liaison_librarians), with a copy of the email sent to the Governance Office. Type in the date of coordination to indicate that the coordination has been done.

Box 7. Title and Program Description
Include a description of the intent of the program in the form of an attached cover memo. A program proposal must also include catalog copy with text changes and a clean copy of how the new catalog text will appear.

Box 8. Justification for Action
Insert the need for and/or reasoning behind the proposed action, such as student or community interest or how the proposal strengthens existing offerings.