

1/1/2005 10:03

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General Counsel

Dear Mr. [Name],

Thank you for your letter of [Date] regarding [Subject].

As discussed, [Details of the matter]

[Further details and analysis]

[Additional information]

[Continuation of the letter]

[Continuation of the letter]

[Continuation of the letter]

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Director of [Department]

Signature, as appropriate

(include title)

UWUCC Co-Chairs

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**I. Catalog Description**

- Course Title: Honors Seminar in Chemistry
- Prefix: CHEM
- Number: 484
- Hours: 1c-0l-1cr
- Prerequisites: admission to honors program and permission of department chairperson
- Co-requisites: CHEM 483
- Description: Honors seminar course in chemistry. Students will attend seminars given by visiting scientists, faculty, graduate students and other undergraduate students. Each honors student will present one or more seminars on a topic current in the chemical literature and/or research that the student is doing in CHEM 483.

**II. Objectives:**

1. Students will evaluate and criticize cutting-edge research in chemistry.
  2. Students will prepare and present seminars on assigned topics or on their own research.
  3. Students will develop the ability to listen critically and to formulate probing questions about research.
- ~~Student will evaluate and discuss the current conventions for dissemination of the results~~

- B - good completion of appropriate requirements (80 – 89 %)
- C - fair completion of appropriate requirements (70 – 79 %)
- D - poor completion of appropriate requirements (60 – 69 %)
- F - non-completion of appropriate requirements (50 – 59 %)

~~Appropriate requirements are: (a) presentation of seminar; (b) participation in activities and~~

## COURSE ANALYSIS QUESTIONNAIRE

### Section A: Details of the Course

- A1 How does this course fit into the programs of the department? For what students is the course designed? (majors, students in other majors, liberal studies). Explain why this content cannot be incorporated into an existing course.

*The course will extend knowledge learned in other departmental courses to areas that are currently the subjects of cutting edge research. The course is designed for majors who have*

*been admitted to honors track. This content cannot be incorporated into an existing course because the department currently does not have an undergraduate seminar course. Also, the content covers a broad range of topics in chemistry and interface areas such as biology, biochemistry, physics, pharmacy, material science, nanotechnology, and forensic. There are no*

*University of Pittsburgh: CHEM 1700 Undergraduate Research Seminar  
West Chester University of Pennsylvania: CHE 491 Seminar in Chemistry*

A7 Is the content, or are the skills, of the proposed course recommended or required by a professional society, accrediting authority, law or other external agency? If so please provide documentation.

*No*

- Equipment – *Audio-visual equipment and internet access are required. Both are available.*
- Laboratory Supplies and other Consumable Goods – *Not required*

*and are available.*

- Travel Funds – *None required.*

C2 Are any of the resources for this course funded by a grant? If so, what provisions have

# Sample Syllabus

NOTE: This course has not been offered previously; the program below is just a

sample of what could be included in the course. The actual course program may vary.

currently involved. The student should be able to justify conclusions and explain why the

techniques used were appropriate for this research.

ALL students will need to provide a preliminary title by \_\_\_\_\_. All students will submit an abstract at least one full week before their formal presentation. The dates of each individual presentation will be determined as early in the semester as possible. The presentation may be held on alternate days and/or alternate times from the formal

meeting time of the course. The contribution to the Student Seminar Presentation score of each of these parts will be as follows

- 5 % TITLE
- 15 % ABSTRACT (due one week prior to the formal presentation)
- 80% PRESENTATION

**Preparation for student seminar presentation:**

A preliminary title is due by \_\_\_\_\_.

A list of appropriate references is due at least two weeks before the presentation. (You may, however, add references after this date). For students presenting a literature-based seminar, the handout "Reading Research Articles" is useful.

An outline of the presentation is due one week prior to the student presentation.

The student is encouraged to practice with presentation styles and options, including PowerPoint, so that the time spent in the preparation of overheads or slides is as productive as possible. This practice will have to take place at times outside of the



Schedule of Seminar Speakers 6/11/77

Date	Speaker	Title of Seminar
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