UNIVERSITY of ALASKA SOUTHEAST

Co-Sponsored Course Agreement Form

Consistent with its accreditation, UAS may grant credit for university-level course that are co-sponsored by various organizations with which UAS has an ongoing relationship. A "co-sponsored course" is one for which most or all of the costs of instruction are borne by some agency or organization other than the University, and the academic integrity of the course is ensured by the University. Entities interested in proposing a co- sponsored course should use this form as a requirements guide for approval of UAS co-sponsored courses.

Agency Contact Information

Agency Name: _____

Contact Name(s): _____

Email(s): _____

Phone Number(s): _____

UAS Contact Information

School/Department: School of Education

Name(s): Claire Helgeson

Email(s): chelgeson@alaska.edu

Phone Number(s): 907-796-6417

Proposed Course Offering (PCO) information:

Academic Department: SOE

Semester / Year: _____

Subject: ED

Course Number: 593

Course Title: _____

Credits [X(x+x)]: _____

Letter or Pass/Fail: Letter

Maximum enrollment: _____

Prerequisite: _____

Stacked with: _____

Start Date: _____

End Date: _____

Days: _____

Times: _____

Building / Room number: _____

Dual enrollment (grades K-12 only): ☐ Yes ☐ No

Will you need access to Blackboard (an added $47 registration fee per student): ☐ Yes ☐ No

**Attach Syllabus to this form.

Instructor costs to be paid by: ☐ Co-Sponsor ☐ UAS Unit ☐ Grant (Grant Name):

Student course administrative registration fee will be paid by: ☐ Student ☐ Co-Sponsoring Agency

*If dates/days/times are complex, please provide a detailed full schedule on a separate sheet of paper and attach to Co-Sponsored Course Agreement Form.

Approved Instructor (has gone through internal UAS adjunct approval process, or is a UAS faculty member)**:**

Name: _____ Phone Number: _____

UAS ID number: _____ Email: _____

The full UAS Policy on Co-Sponsored Courses can be found at: https://www.uas.alaska.edu/provost/docs/academic_affairs/PolicyCo-SponsoredCourses.pdf

Co-Sponsoring Agency to Provide:

- Proposed course offering (PCO) information listed on page 1.
- Instructor information, including resume/CV, transcripts, references, and background check form as requested.
- Attached syllabus to this form with Student Learning Outcomes (SLOs).
- Course registration forms for each student after course is approved; due no later than 20 business days after the first class session if a full semester course, or; 5 business days before the end of course date for short courses. Signature from instructor on registration forms.
- Information on who will pay the student course administrative fee (either the agency or student).
- Program outcomes assessment data or documents, if required in syllabus.
- Ensure instructor enters grades in a timely manner for students registered for credit.

UAS to Provide:

- Copy of UAS Policy on Co-Sponsored Courses.
- Contact information for academic unit.
- Internal review of instructor qualifications via instructor approval form.
- Review of course syllabus to ensure appropriate student learning outcomes are met for both catalog and non-catalog courses.
- After course approval, course registration number (CRN) and course registration forms.
- Assistance as needed with PCO, Syllabus, and other required information.
- Course website and grading information deadlines after course is approved.

Approvals:

Sponsoring Agency

I agree to comply with the UAS Policy on Co-Sponsored Courses and will provide all necessary information in a timely manner.

Sponsoring agency representative: _____
Name and title

Signature & Date: _____

UAS

I have read and confirm that all information regarding proposed course is accurate and I have reviewed this application, conferred with faculty, and confirmed that this proposed co-sponsored course meets the requirements set out in the UAS Policy on Co-Sponsored Courses.

Course Title & Number: _____

Dean/Campus Director: Dr. Angela Lunda, Dean of School of Education, University of Alaska Southeast

Signature & Date: _____

UNIVERSITY of ALASKA SOUTHEAST
SCHOOL OF EDUCATION

University of Alaska Southeast
UAS School of Education

ED S593 COURSE PROPOSAL FORM
Professional Level

FOR OFFICE USE ONLY
Proposal Status:
☐Original ☐Amended
Submitted By: Date Submitted:
Attachments:
☐ **Course Outline/Syllabus** ☐ **Instructor Resume or Vita** ☐ **Agenda**

Course Title* _____
(*Course title should be no longer than 23 characters, including spaces. Abbreviate if possible)

Semester Offered: ☐Spring ☐Summer ☐ Fall Year: _____

Location of Class: _____

City: _____ **Building:** _____ **Room:** _____

Sponsoring Agency: _____

Instructor Information:
Name _____
UA ID#: _____
Address: _____
Phone: _____
Email: _____

Coordinator Information:
Name: _____
Address: _____
Phone: _____
Email: _____
Director Name (SHI Only): _____

Request Online Registration and Instructions: ☐
"Online Registration Only"
And/Or
Send Course Registration Packet to: ☐ **Instructor** ☐ **Coordinator**

Direct Contact (Lecture) Hours:

Note: There must be at least 12.5 Direct Contact (Lecture) Hours per credit.*

Don't forget the 15 minute break for every 3 hour time block which cannot count as direct contact time.

Date	Times	Hours (A) *
(example) Mon: 9/12/11	*8 AM – 12 PM*	*3.75*
		Total Hours:

***Note: Hours (A) total must match Content Topics Table, (A) Direct Contact (Lecture) Hours column total.**
***Note: These Hours (A) should also match the Agenda submitted with this proposal.**

Below is the title and course description that will be visible to students and the public.

Final Assignment Due Date: _____

Full Course Title: _____

Course Description: (3-5 Sentences)

(A) Direct Contact (Lecture) Hours Description:
Note: There must be at least 12.5 Direct Contact (Lecture) Hours per credit.

Course Topics	(A) Direct Contact (Lecture) Hours
	Total:

Participant Total Hours/Credit:
(Minimum 12.5 Direct Contact Hours per credit)

☐ **One (1) Credit = Twelve & one-half (12.5) hours to twenty-four & one-half (24.5) hours**
☐ **Two (2) Credits = Twenty-five (25) hours to thirty-seven (37) hours**
☐ **Three (3) Credits = Thirty-seven & one-half (37.5) hours to forty-nine & one-half (49.5) hours**

Class size: Minimum: _____ Maximum:_____ No limit: ☐ Closed Enrollment: ☐

Grading: ***(Please note that all grades are due 5 days after the final date of the course)***
☐ Pass/No Pass
☐ Letter Grade

Payment
☐ Please check here if your organization will be paying for the registered students. To remit payment, please call UAS Student Accounts Office at 907-796-6267 after **all** students have been registered.

Instructional Goals and Defined Outcomes:

1. Knowledge or skills the students will have gained upon completing the course in 3-5 sentences.

Assessment of Student Performance (beyond attendance):

2. How will students **demonstrate** that objectives were met?

3. Describe the **products and performances** resulting from the teaching and learning activities.

4. Describe how students will be expected to **integrate** the knowledge and skills they have gained in this course into their professional practice.

5. For ED courses (per UAS Academic Catalog) **"students are expected to put in two hours of outside effort for every one hour in class in accordance with the standard Carnegie unit of credit."** Describe the "outside effort" (i.e. homework, practice, implement, etc.) and hours (1 credit=25 hours, 2 credits=50 hours, and 3 credits=75 hours).

Reminder: Copies of course evaluations are to be provided to the University at the end of this course. Course syllabi are required to be submitted with this Course Proposal Form.

Please email completed course proposal form to UAS a minimum of 2 weeks prior to start date of the course to ensure time to process through UAS system

UAS JUNEAU
Claire Helgeson
Executive Assistant to the Dean
11066 Auke Lake Way
Juneau, AK 999801
(907) 796-6417 Phone
(907) 796-6550 Fax
chelgeson@alaska.edu

I acknowledge that the information provided on this form is true and correct to the best of my knowledge.

Date: _____

Print name of Instructor/Coordinator: _____

Signature of Instructor/Coordinator: _____

FOR OFFICE USE ONLY:

Determination: ☐ **Approved** ☐ **Denied** **Date:** _____

Dr. Angela Lunda, Dean of School of Education, University of Alaska Southeast

Signature of Director or designee: _____

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska/nondiscrimination.

UAS Proposed Course Offering

Semester / Year: _____ Dean's Signature: _____ Date: _____

Department: SOE Provost's Signature: _____ Date: _____

CRN	Subject	Course #	Section	Title	Cred	(a+b)	Grade	Cap	Prereq	XL/Stack
	ED	593					P/NP			N/A

Instructor	UA ID#	Fee	New (y/n)	Fund/Org	Fee Purpose
		90	Y	105010/72001	CO-SPONSORED FEE

Begin Date	End Date	Days	Start Time	End Time	Bldg/Room
			ARR	ARR	

Notes:

Final Assignment Due:

Delivery Coding

- ☐ F: In person
- ☐ O: Online - No set time
- ☐ C: In person and online
- ☐ U: In person or online
- ☐ S: Online - set time

Meeting time

- ☐ Yes
- ☐ No

Pacing

- ☐ Instructor
- ☐ Self

Special Flat Fee

- ☑ Co-Sponsored?
- ☐ Dual Enrollment?

Text ☐ No Text Required

Title: _____

Edition: _____

Publisher: _____

ISBN: _____

Course Description / Other Notes:

Revised 9/1/22