

HUMANITIES 414 COURSE GUIDELINES

CORE SYLLABUS

The lectures and assigned readings are chosen by HUM 414 faculty each semester. Each instructor will design a syllabus relying on the core assignments. Sections are expected to follow the sequence of the core as listed.

PAPERS AND WRITTEN ASSIGNMENTS

414 instructors will assign a minimum of 12 pages of out-of-class written work, though generally it is expected that more writing will be necessary in order for the instructor to assess the skills objectives identified for the course. The writing assignments can take the form of a single term-paper or may be divided into separate smaller assignments over the entire semester. 414 instructors hold students to a level of academic sophistication appropriate for a senior-level course. It is expected that students who have fulfilled the 75-hour pre-requisite will have already undertaken a project involving library research and therefore HUM 414 instructors are not bound to include library research in their writing assignments. All 414 instructors should evaluate both the content and the style of student writing assignments and should encourage students to make use of the UNCA Writing Center in Karpen Hall where appropriate.

OUTSIDE ACTIVITY/COMMUNITY EXPERIENCE

In keeping with the idea that a senior capstone course ought to encourage some form of participation in one's community, HUM 414 instructors should include an outside activity or community experience on their syllabi. This assignment could take the form of required cultural events or a Service Learning assignment. Historically, Humanities 414 instructors have experimented, with good effect, with a variety of options including: a group service project, individual student service projects, a single cultural event and assigned essay, or multiple cultural events with assigned "write-ups". Some instructors allow only on-campus, program-designated cultural events, while others have given credit for off-campus functions.

SUPPLEMENTAL TEXT

414 instructors will include at least one additional text of substantial length in their assigned readings. While most instructors use this opportunity to assign a contemporary novel or work of fiction, occasionally instructors will assign a work of non-fiction if it permits a deeper exploration of some of the themes in the course. Supplemental texts should be of a number and length that complements, but does not interfere with, the student's ability to read the core material.

ORAL PRESENTATION

In keeping with the course objectives, students should have at least one opportunity to present prepared remarks to the entire class. This exercise could take the form of a presentation on the assigned course material or a discussion of ideas from outside texts and sources. At least part of the oral presentation should involve making an argument and anticipating and address opposing views so as to cultivate the student's capacity to express complex explanations and abstract ideas.

UTILIZATION OF AV RESOURCES AND TEACHING TECHNOLOGY

414 instructors are encouraged to make use of campus technology resources as such tools are particularly appropriate for a course which pays critical attention to the meaning of technology and information literacy the contemporary world.

FIELD TRIPS AND CLASS OUTINGS

Off-camps field trips are not required but encouraged as a means of varying student learning opportunities. 414 instructors have, on occasion, used this option to visit museums, historic sites, or attend local musical or theatrical performances. Inclusion of a class field trip would necessitate sufficient advance planning to secure funding and transportation. The procedure for obtaining permission for a field trip involves getting Director approval and then completing a form applying for available funds through Academic Affairs. The Coordinator and the other program staff can assist with such arrangements.

Plagiarism

The HUM 414 course abides by the campus-wide policy of plagiarism. An explanatory paragraph about the policy should be included on the core syllabus listed on the web and should also be included on every instructor's syllabus.

Examinations and quizzes

414 instructors should give at least one midterm examination or take-home writing assignment in addition to the final. Additionally, all 414 instructors should give at least one assignment for which the student received a grade before the end of the withdrawal period as listed in the UNCA academic calendar. All courses will hold a final exam. Instructors who have assigned a term paper or other major project may be satisfied that the students have already a comprehensive assignment therefore the decision to make the final exam comprehensive will be determined by the individual instructor.

Attendance policies

All students and all instructors, (excepting the evening sections) are expected to attend the Common Session lectures on Fridays. Instructors will use their own discretion as to the means by which student attendance is monitored. Some instructors give weekly quizzes or assignments pertaining to the Common Session material. Others use sign-up sheets at each lecture. If it becomes necessary for an instructor to be absent for a Common Session lecture then that instructor should notify the students by ONEPORT and notify the Coordinator, who will make arrangements for carrying out that instructor's attendance policy. If there are grade penalties for absences, these will be determined by each instructor individually. Sections vary as to how attendance is weighted in the course grade, but generally instructors include it as part of a percentage of "class participation".

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