

## Form for Requesting Modes of Inquiry Coding for Courses Taken by Robertson Scholars at UNC-CH

### INFORMATION

#### **Deadline for Submission of Coding Requests**

Robertson Scholars who wish to submit a request for Modes of Inquiry coding of a UNC-CH course must do so by the last day of classes of the semester in which the course is taken. The request should be submitted to the Transfer Course Coding Committee, 011 Allen Building.

#### **Instructions for Requesting Modes of Inquiry Coding for a Robertson course**

If you plan to apply for Modes of Inquiry for a particular course, while enrolled you should consider the MOI coding criteria that appear later in the following Modes application, then locate examples that illustrate how the course actually fulfills these criteria. The following form should be used to request Modes of Inquiry code(s) for the course by the last day of classes of the term in which you take the course.

In considering your request, the coding committee will be guided by the faculty directive that “only a relatively small number of non-Duke courses will receive a Mode of Inquiry designation.” (Page 11 of the Report of the Curriculum 2000 Review Committee available at [http://www.aas.duke.edu/trinity/c2k-review/c2k\\_final\\_022504.pdf](http://www.aas.duke.edu/trinity/c2k-review/c2k_final_022504.pdf)) For your course to become one of those granted a Mode of Inquiry designation, you will need to provide, for each of your coding requests, a clear and compelling justification that is supported by examples from course materials.

#### **Required Documentation**

See the application below for information about the types of supporting documentation you must provide. That documentation will form the basis for justifying your coding request.

--SCROLL DOWN FOR APPLICATION--

**APPLICATION FOR MODE(S) OF INQUIRY CODE FOR COURSES TAKEN  
BY ROBERTSON SCHOLARS AT UNC-CHAPEL**

Name of Student (print last, first, MI) \_\_\_\_\_ Date \_\_\_\_\_

Student ID# \_\_\_\_\_ Student's E-mail \_\_\_\_\_

Term Course Taken \_\_\_\_\_

**Department, Course Number, Title, and Description** of course as they appear in the official UNC-CH Bulletin.

(Please Print) \_\_\_\_\_

URL where this course is described (if available): http:// \_\_\_\_\_

Amount of credit carried by UNC course: 2 sh \_\_\_\_\_ 3 sh \_\_\_\_\_ 4 sh \_\_\_\_\_

**I. Required Documentation**

Please provide the following supporting documentation, which forms the basis for justifying a coding request. **Put checkmark in front of each item to confirm that you have included it.**

\_\_\_\_ A statement justifying your request for each code you want (see section "Justification" below). If requesting FL – also see instructions in FL section below about points you need to address in your statement.

\_\_\_\_ Copy of the course syllabus. If the instructor did not provide a syllabus, prepare and submit an outline of topics and sub-topics that were covered in the course.

\_\_\_\_ Copy of the title page(s) and the tables of contents of textbook(s), lab manuals (if applicable), and any other assigned books utilized in the course. If a source has both a detailed and an abbreviated table of contents, provide the more detailed contents. Circle the chapters in each source that were covered in the transfer course.

\_\_\_\_ Copies of selected pages from any materials used in the course that you feel contain salient examples that will help you justify a request for coding. Course materials include the items listed above, plus handouts, your class notes, homework, exams, papers written for the course, on-line reading assignments, etc. (Note: each page requires a proper citation indicating its source.)

\_\_\_\_ **(Only If you are applying for a W and/or R code)** A copy of the written materials you submitted for the course.

**II. Justification for Requested Modes of Inquiry Designations**

1. Below is a listing of the Modes of Inquiry codes and criteria that must be met in order to justify receiving the code.

\*\***CIRCLE** a maximum of three codes that you are requesting for this course\*\*

**CCI, EI, STS, R, W, FL**

2. **On an attached piece of paper, PROVIDE A CLEAR AND COMPELLING EXPLANATION** of how the UNC course specifically fulfills each of the criteria you have checked for each code you are requesting. Support each explanation with at least two salient examples chosen from the documentation you are providing. To assist the committee in locating your examples in your documentation, highlight or underline their locations, place a unique locator number in the left margin adjacent to each highlighted example, and refer to specific locator numbers in your explanation.

**3. CCI, EI, STS: PLACE CHECK MARKS** in front of the specified criteria for each of the requested Modes of Inquiry below for the codes that you believe are met by the UNC-CH course.

**CCI (Check both of following)**

- Investigates culture/identity/difference as socially constructed AND EITHER (check 1)
- Significant comparative component
- In-depth examination of the ideals, assumptions, and/or conflicts of a given culture

**EI (Check if 1 of following is CENTRAL FOCUS of course)**

- Ethical arguments and beliefs within cultures or religions, or within philosophical, dramatic, or literary texts or traditions
- Ethical and political issues and controversies within particular historical, disciplinary, professional, or policy context [simply political issues not adequate as criteria; focus is on ethics]
- Combination of coursework and service experiences with reflection and writing on ethical issues

**STS (Check 1 of following)**

- Impact of scientific/technological developments on society
- Social/economic roots of scientific/technological field
- Focus on science and/or technology with interface with society addressed consistently

**4. R, W, FL: See the following sections**

**Research - R (Both of the following)**

Research intensive courses must satisfy 2 criteria: student is an active participant in discovery, critical evaluation, and application of knowledge, and produces a major document or its equivalent.

- Describe the nature of the research that satisfied the requirement
- Describe the nature and scope of the major document and its equivalent

**Writing - W (All of the following)**

Consult the guidelines for writing-in-the-disciplines courses posted at <http://uwp.aas.duke.edu/wid/guidelines.html> before briefly describing:

- The number and type of writing assignments, the expected length (in pages) of each draft, and the number of revisions (if any) required
- How students learn to reflect on and improve their work as writers
- How students learn about the uses of writing in the disciplines they are studying
- The portion of the course grade based on writing

**Foreign Language - FL**

- **Endorsement by Department**

**If you hope to receive FL credit for a course and it is not on the pre-approved list, it is best to review class content with the DUS in the appropriate department or program prior to enrolling in the course.**

Take the following supporting documentation to either the office of a) the Director of Undergraduate Studies or b) the Director of the Language Program (if it is a course in French, German, Italian, Portuguese, or Spanish).

1. For each of the criteria listed on the web site of the appropriate foreign language department, your justification should briefly explain how the course fulfilled that criterion (e.g., contact hours), and each explanation should be supported by at least two examples from the documentation you are providing.

2. List the courses in this language that you have taken at Duke and the terms in which you were enrolled:

\_\_\_\_\_

**TO THE DEPARTMENT IF IT RECOMMENDS FL CODING FOR THIS COURSE:**

I have reviewed the materials for the course entitled \_\_\_\_\_  
and recommend an FL code for it. (If so, please check YES \_\_\_\_\_)

Does this course have a specific Duke equivalent? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, what number? \_\_\_\_\_

If NO, is the course at the lower or upper level (please circle appropriate choice)? LOWER UPPER

Print Name/Signature \_\_\_\_\_

Department/Date \_\_\_\_\_

**III. Submission of Request Form**

Please attach all supporting documentation with appropriate sections highlighted and with their assigned locator numbers in the left margins. Submit the completed form with all attachments to 011 Allen Building. Note: attachments will not be returned, but will remain part of your request file (supplementary materials submitted may be returned after final action on the application).

**IV. Notification**

You will be notified by email of the action taken by the committee. If you are granted any Mode of Inquiry designation(s) for the course, the committee will notify the Registrar so that it can be recorded on your transcript.

-----END OF APPLICATION-----

***ACTIONS TAKEN BY CODING COMMITTEE***

Modes of Inquiry designations that are approved for this transfer course (circle):

**NONE, CCI, EI, STS, FL, R, W**

\_\_\_\_\_  
Associate Dean

for the Committee on Coding of Transfer Courses

\_\_\_\_\_  
Date