

Form for Requesting Modes of Inquiry Coding for Inter-Institutional Course

INFORMATION

DEADLINE for Submission of Coding Requests

Students who wish to submit a request for Modes of Inquiry coding of an inter-institutional 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 of an Inter-Institutional Course

Prior to taking the course, you should obtain the approval from your academic dean for credit for the course under consideration. If you do not already have such approval, please check <http://t-reqs.trinity.duke.edu/inter.html> for the necessary form.

Then, if you are thinking of applying for Modes of Inquiry for a particular course, while taking the course you should be considering the Modes of Inquiry coding criteria that appear later in the following Modes form and you should be locating 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 that term.

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) 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 INTER-INSTITUTIONAL COURSE

Name of Student (print last, first, MI) _____ Date _____

Student ID# _____ Student's Major(s) _____

Graduation Date _____ Student's E-mail _____

Name of Visited Institution _____

Location _____ Dates Attended: From _____ To _____

Department, Course Number, Title, and Description of the inter-institutional course as they appear in the official Bulletin of that institution.

URL where this course is described (if available): <http://> _____
(Attach printout of the URL)

Name and department of Duke DUS who approved the inter-institutional course.

DUS _____ Dept. _____

Name of Duke Academic Dean who approved the course for graduation credit.

Amount of course credit approved for the course by your academic dean: 1 cc _____ 0.5 cc _____

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.**

- ___ 1. 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.**
- ___ 2. 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.
- ___ 3. 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.
- ___ 4. 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.)
- ___ 5. [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 transfer 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. **PLACE CHECK MARKS** in front of the specified criteria for each of the requested Modes of Inquiry below for **CCI, EI, STS** that you believe are met by the transfer 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 but interface with society addressed consistently

4. **R, W, FL**: SEE THE FOLLOWING SECTIONS

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

W (All of the following)

Consult the guidelines for writing-in-the-disciplines courses posted

<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

FL

I. (COMPLETE 1 of following)

___ The course was approved for transfer to Duke with a course number of 888 by the DUS of the appropriate foreign language department and your academic dean if it was taken in the United States, or through the Study Abroad Office, if taken abroad. Having taken the course, you believe that it meets all of the criteria specified on its departmental web site for equivalency to the following Duke course numbered below the 100 level and thus should be eligible for FL code.

Duke department and course number of the equivalent language course:

OR

___ The course was approved for transfer to Duke with a course number of 999 by the DUS of the appropriate foreign language department and your academic dean if it was taken in the United States, or through the Study Abroad Office, if taken abroad. Having taken the course, you believe that it meets all of the criteria specified on the web site of the appropriate language department for a FL code for a course at the 100 level in the following Duke language department (specify department):

II. **ENDORSEMENT BY DEPARTMENT:** 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 an 888 course in French, German, Italian, Portuguese, or Spanish) in the Duke department that approved transfer credit for the course for which you are seeking FL coding.

1. For each of the criteria listed on the web site of the appropriate foreign language department, your justification should briefly explain how the transfer 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 (if any) and the semesters you were enrolled in them: _____
3. If the Director of Undergraduate Studies (or the Director of Language Program – if it is an 888 course in French, German, Italian, Portuguese, or Spanish) recommends an FL code for the course, ask the Director to indicate that by signing and dating the section below.

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 _____

Should the #888 or 999 number of the course be changed to a specific Duke equivalent? YES _____ NO _____

If YES, to what number should it be changed? _____

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-----

<p><i>ACTIONS TAKEN BY CODING COMMITTEE</i></p> <p>Modes of Inquiry designations that are approved for this transfer course (circle):</p> <p>NONE, CCI, EI, STS, FL, R, W</p> <hr/> <p>Associate Dean _____ Date _____ for the Committee on Coding of Transfer Courses</p>	
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