



Course/Grant Proposals

The mission of ACCEPtS is to enable member institutions to cooperatively offer graduate and undergraduate courses thereby giving students greater access to a diverse curriculum and high quality education in the plant sciences.

Currently, ACCEPtS courses enroll students from the alliance member universities: Louisiana State University, Mississippi State University, Oklahoma State University and the University of Arkansas. Faculty desiring to develop an online/distance education course to be offered through the ACCEPtS program are encouraged to complete and submit this course proposal.

Proposal Guidelines – Proposals should follow submission guidelines or they will be returned. Faculty desiring to teach a course through the ACCEPtS program should submit:

- 1) the attached course proposal form
- 2) a tentative course syllabus
- 3) a proposed budget for course development if requesting funds from ACCEPtS
- 4) grants office contact and information on where to send the check

In an effort to assist faculty in preparing the best possible syllabi for their courses, ACCEPtS has developed the attached set of guidelines for preparation of syllabi. The guidelines cover the general requirements for a syllabus, provides additional suggestions on policies to include, and is designed to help instructors in course development. All syllabi for proposed courses should meet the minimum requirements outlined in the guidelines. A well prepared course pre-proposal and syllabus will increase the probability of the course being approved and will help your colleagues at the alliance member institutions prepare the necessary course proposals to have the course approved by their institution's course and curriculum committees and included in their institution's course catalog. ACCEPtS does not cover any indirect costs (overhead) on its educational grants. Grants may be submitted at any time and will be funded for one year from award date unless otherwise noted.

ACCEPtS Course approval process:

Faculty submits their completed course proposal to the ACCEPtS course coordinator by May 1; the course proposal coordinator E-mails the proposal to the ACCEPtS course proposal committee (ACCEPtS institutional representatives) for comment/review/approval at the annual ACCEPtS coordinator's meeting; the course coordinator communicates with proposing faculty on requested changes or approval; if changes are requested the revisions will be due by July 1 with final approval by the coordinator's by September 1; upon approval of the proposal, the course proposal will be sent to each institution to start the process of preparing the appropriate course proposals for submission to each institution's courses and curriculum committees. The course will then be added to the ACCEPtS course catalog and listed on the ACCEPtS website.

Route all course/grant proposals through your institution's grants office and submit electronically to: Garry McDonald, gmcdonal@uark.edu or Richard Harkess, richard.harkess@msstate.edu.



Course/Grant Proposal

Date: _____

Proposer/Instructor Name: _____

E-mail: _____ Phone: _____

Home Institution _____ Maximum enrollment: _____

Semester proposed for course offering _____ Frequency _____

Home course Prefix _____ Home course No. _____ Credit hours: _____

Course Title: _____

Prerequisites at home institution: _____

Catalog Description of Course:

Faculty Signature Date

Department Head support Date

Institution Sponsored Programs (University Grants office to whom check will be sent)

Contact information (name, address, phone, ...)

Authorized grant office signature date

Attach the following:

- a tentative syllabus including a course outline with method of instruction, topics to be covered, means of assessment, course objectives, grading policy, and other information according to the attached guideline.
- a proposed budget for course development if requesting funds from ACCEPTS.

COURSE PROPOSAL BUDGET

Course Title: _____

<u>Category</u>	<u>Amount</u>
Personnel (NO PERMANENT EMPLOYEES)	
Salaries	\$ _____
Wages	\$ _____
Fringe Benefits (Specify rates) _____	\$ _____
Travel	\$ _____
Contractual Services	\$ _____
Subcontracts	\$ _____
Commodities	\$ _____
Other Costs (specify)	\$ _____
Capital Outlay: Equipment	\$ _____
TOTAL	\$ _____

Budget justification:

ACCEPtS Syllabus Guidelines

Minimum Requirements on all ACCEPtS course syllabi.

General Course Information

- Full and accurate title of the course.
- Course prefix and number.
- Course Prerequisites.
- Course start and end dates as agreed upon by ACCEPtS governing committee.
- Required materials (textbook, lab materials, etc.).

Instructor Contact Information (if specific details are unknown, "TBA" is acceptable for one or more fields)

- Instructor name.
- Office phone number.
- Office address.
- Official email address.
- Times of regularly scheduled office hours or instructor availability policy.
- Preferred method for reaching instructor.
- Contact information for teaching/graduate assistant, etc.

Course Description and Information

- Brief overview of the course.
- Course goals/objectives.
- Expected Learning Outcomes (not the same as objectives. These should be actionable and measurable).
- Numerical grading scale and relationship to letter grades for undergraduate and graduate students. Note: LSU requires +/- grades as provided in the example given below.

Grading scales

Grade	MSU, OSU, UArk	MSU, OSU, UArk	LSU
	<u>Undergraduate</u>	<u>Graduate</u>	<u>Undergraduate and Graduate</u>
A+			97.0 – 100%
A	90.0 – 100%	92.0 – 100%	94.0 – 96.9%
A-			90.0 – 93.9%
B+			87.0 – 89.9%
B	80.0 – 89.9%	82.0 – 91.9%	84.0 – 86.9%
B-			80.0 – 83.9%
C+			77.0 – 79.9%
C	70.0 – 79.9%	70.0 – 79.9%	74.0 – 76.9%
C-			70.0 – 73.9%
D+			67.0 – 69.9%
D	60.0 – 69.9%	60.0 – 69.9%	64.0 – 66.9%
D-			60.0 – 63.9%
F	Below 59.9%	Below 59.9%	Below 59.9%

- Summary description of the components that contribute to the determination of the course grade.
- For undergraduate/graduate split level courses, additional requirements for graduate students.
- Relative value given to each activity in the calculation of course grades (i.e. Midterm=30%; Term Project=20%, etc.)(**Note:** participation + attendance can't count for greater than 10% of the grade).
- Tentative course schedule that clarifies topics, specifies assignment due dates, examination date(s).

- Scheduled exam dates and protocol (i.e. proctored, lock-down browser, ...)
- Final examination information: date, time, method of delivery.

Student Honor Code

Mississippi State has an approved Honor Code that applies to all students. The code is as follows: "As a Mississippi State University student, I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do." Upon accepting admission to Mississippi State University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor Code. Student will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the MSU community from the requirements or the processes of the Honor Code. For additional information, please visit: <http://honorcode.msstate.edu/policy>.

Policy on academic accommodations due to disability. Example standard language:

Student Support Services

Students who need academic accommodations based on a disability should visit the Office of Student Support Services, 01 Montgomery Hall, call 662-325-3335, or visit the website at www.sss.msstate.edu. If you have a documented disability that requires academic accommodations, please notify the instructor as soon as possible. In order to receive accommodations in this course, you must provide a Letter of Accommodation from Student Support Services for coordination of campus disability services available to students with disabilities.

***Title IX**

MSU is committed to complying with Title IX, a federal law that prohibits discrimination, including violence and harassment, based on sex. This means that MSU's educational programs and activities must be free from sex discrimination, sexual harassment, and other forms of sexual misconduct. If you or someone you know has experienced sex discrimination, sexual violence and/or harassment by any member of the University community, you are encouraged to report the conduct to MSU's Director of Title IX/EEO Programs at 325-8124 or by e-mail to titleix@msstate.edu. Additional resources are available at <http://www.msstate.edu/web/security/title9-12.pdf>, or at <http://students.msstate.edu/sexualmisconduct/>.

Suggested Course Policies to include on the syllabus

(Inclusion of these policies will assist faculty in the administration of their course and are highly recommended.)

Online etiquette/behavior.	Online classroom behavior, decorum and civility.
Submission of assignments.	Make up opportunities & missed exam policy.
Late submission policy/penalties.	Group work & student collaboration.

SAMPLE SYLLABUS

PS 4343/6343 Controlled Environment Agriculture Syllabus and Schedule

An ACCEPtS class available to students at the University of Arkansas, Louisiana State University, Mississippi State University and Oklahoma State University.

Institution-specific course names and designators:

University of Arkansas	HORT 4703 Greenhouse Management
Louisiana State University	
Mississippi State University	PSS 4343/6343 Controlled Environment Agriculture
Oklahoma State University	

Objectives and Learning Goals:

This course is designed to provide students with an in-depth understanding of the principles of greenhouses and controlled environments operation and management. Students will learn about greenhouse structural designs (i.e. A-frame versus Quonset, ridge and furrow, etc.) as well as components (i.e. glazing materials, benching systems, etc.). Students will learn how environmental factors (i.e. substrates, fertilizers, water, light, etc.) are monitored and controlled.

Expected Learning Outcomes:

At the conclusion of the course students will be able to ...

- 1) define and describe basic greenhouse designs and structural features.
- 2) describe and recommend different greenhouse benching systems.
- 3) identify and recommend different greenhouse irrigation systems.
- 4) name greenhouse substrate components and explain how to use them to design appropriate substrates.
- 5) understand how the three aspects of light (quantity, quality and duration) are manipulated in the greenhouse environment to control plant growth.
- 6) understand how to read fertilize labels and interpret and use the information on the labels.
- 7) calculate fertilizer parts-per-million.
- 8) explain optimal substrate and tissue mineral nutrition levels and how to conduct on-site pH and electrical conductivity tests.
- 9) recommend plant growth regulators used in greenhouse crops production and how to calculate concentrations and dose rates for plant growth regulators.
- 10) explain important greenhouse atmosphere issues such as ethylene and carbon dioxide concentrations.

At the conclusion of this course, students should know the methods of monitoring and manipulating environmental conditions (light, temperature, fertility, production substrates, etc.) to maximize production and quality and minimize production costs and time.

There will be no formal scheduled classroom meeting time for this class.

Instructor:

Dr. Michael R. Evans
Department of Horticulture
315 Plant Sciences Building
University of Arkansas
Fayetteville, AR 72701
Phone;479-575-3179
E-mail: mrevans@uark.edu
Skype: Mike Evans

Office Hours:

Dr. Evans' office hours are Monday and Tuesday 8:30AM until 10:00AM. During office hours, Dr. Evans will be available to discuss issues or questions that you may have by telephone, e-mail or Skype. Students may feel free to Contact Dr. Evans at this time. However, if you are unable to reach him, please try again later as he may be already working with another student. You may also schedule an appointment at anytime by leaving a phone message or an e-mail. Please leave a date/time that you wish to meet and a return telephone number, and the appointment will be confirmed. For those student located in Fayetteville, you are welcome to visit Dr. Evans in his office if you have issues or questions.

Credits:

You will receive 3 semester credits for this course.

Class Participation:

Students are expected to follow the class schedule under "Learning Unit and Examination Schedule" below. Students are responsible for reading and learning all material presented in the learning units as well as any additional material that Dr. Evans provides through the BlackBoard® exercises. Students must cover the materials in the learning units and complete the self-exams on time. No late selfexaminations will be accepted. Be sure to save the "exam submitted" notice that you receive immediately after completing a self exam. If you do not have a record of your self exam score, no changes can be made to incorrect or missing self exam grades.

Students will be assigned to Learning Teams at the beginning of the semester. Students are expected to fully and actively participate in their assigned Learning Teams. Most of the Blackboard® activities will be designed in such a way as to have students answer questions or solve problems and to post answers or responses on the Blackboard® site as a team (more information about Learning Teams appears under Examinations and Grading). The Blackboard® site will be used to provide discussion and interactive exercises to supplement the content provided in the Greenhouse Management website. Learning Teams are expected to post responses by the designated due date and time.

Required Text:

There are no required texts for this course. The class will use the web-based learning center Greenhouse Management Online. The URL for this site and a password will be provided to students at the beginning of the semester.

Optional Text:

Greenhouse Operation and Management, Fourth Edition. 1991. Paul V. Nelson. Prentice Hall, Englewood Cliffs, NJ

Supplementary Reading:

Dr. Evans may provide additional reading assignments during the semester. All reading assignments are considered testable material.

Methods of Course Content Delivery:

The course content will be delivered using a custom-developed site hosted by the University of Arkansas. The site is Greenhouse Management Online and is located at <http://greenhouse.uark.edu>. The site is password protected and students will be given a password. The website contains approximately 200 pages of text, 300 images and 150 videos that present the information as a series of 12 learning units based upon subject (i.e. structures, benching systems, water quality and irrigation, substrates, etc.). The site also contains recorded lectures and self exams as additional learning and evaluation tools. The Greenhouse Management Online website will be supported by materials and exercises provided through Blackboard. Student teams (assigned at beginning of semester) will use Blackboard to answer "Learning Team Tasks" which are posted generally twice a week. Blackboard will also be used as a communications and testing tool.

At the beginning of the semester, students will be provided access identification and passwords for both the Blackboard site and the Greenhouse Management Online website.

Examinations and Grading:

Students are required to study each learning unit and master the content contained in the learning unit. Students are required to complete the self-examination at the end of each learning unit and to participate in all Learning Team activities on BlackBoard®. Self-examinations may be completed early, but no self-examinations will be accepted after 5:00PM of the due date posted.

When signing on to complete a self-exam, be sure to enter your full name. The score will automatically be e-mailed to Dr. Evans and recorded. Students should keep a print of the scored page as a record in case discrepancies occur. Only the first self-exam score received will be recorded. Dr. Evans will e-mail confirmations that your self-exam score was received and recorded.

There will be 2 written examinations during the semester with each having a possible 150 points. There will be a comprehensive final examination as scheduled by the University that will have a possible 200 points. Learning unit content, BlackBoard® discussions and Learning Team exercises are all potentially testable materials. Examinations will be in a multiple choice format and will be conducted through Blackboard® using a secure browser. You should check the lecture schedule for the examination dates. Self-examinations (11 in total) will be worth up to 20 points each for a total of up to 220 points.

Each examination will be worth up to 150 points (total of 300 points).

The final examination will be comprehensive and worth up to 200 points.

There will be a total of 720 potential points. Grades will be based up the percentage of points earned. Students may earn extra credit points through their Learning Team Blackboard® exercises. Although many will, not all of these exercises will have potential extra credit points attached. Usually, these points will be competitive (teams will compete for a limited number of extra credit points) and time restricted. Therefore, students should pay close attention to these exercise and fully participate in all Blackboard® activities (students should check the Blackboard® site at least on and every-other-day basis). Extra credit points earned through Learning Team Tasks will be added to the earn point total.

A - 90 - 100
B - 80 - 89
C - 70 - 79
D - 60 - 69
F - 59 and below

LSU Undergraduate and Graduate

A+ 97.0 – 100%
A 94.0 – 96.9%
A- 90.0 – 93.9%
B+ 87.0 – 89.9%
B 84.0 – 86.9%
B- 80.0 – 83.9%
C+ 77.0 – 79.9%
C 74.0 – 76.9%
C- 70.0 – 73.9%
D+ 67.0 – 69.9%
D 64.0 – 66.9%
D- 60.0 – 63.9%
F Below 59.9%

Other Important Notes:

Students should set aside specific study times for this class. Students who are most successful with this type of class typically have established times that they devote to the class. Don't wait until the day before a self-exam is due to study the content. Students should be sure to stay on schedule.

Written examinations will be proctored by the home institution. Students will be notified as to the date, time and location of the written examinations.

No hats or caps are allowed during examinations. Students wearing hats or caps during examinations will not be allowed to take the examination and will receive a grade of "0%" for that examination.

Any student found to be using materials during an examination (i.e. notes, text, etc.) not specifically permitted by the instructor or assisting other students during examinations will receive a grade of "0%" for that examination and may be subject to further disciplinary actions by the University.

If you need an accommodation due to a disability, please make arrangements to discuss this with me during the first two weeks of class.

We will follow each University's inclement weather policy in regards to the written examinations. However, weather will not affect the schedule for learning units and self exams. Students know the schedule in advance and should plan accordingly.

No late self-exams will be accepted. Self exams are due by 5:00PM (central time) of the due date noted.

Honor Code:

There will be zero tolerance for cheating, plagiarism, or other academic misconduct as defined in the University Academic Honesty policy.

"As a student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do."

Policy on academic accommodations due to disability.

If you have a documented disability that requires academic accommodations, please notify the instructor as soon as possible. In order to receive accommodations in this course, you must provide a Letter of Accommodation from Student Support Services for coordination of campus disability services available to students with disabilities.

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All policies of each student's home institution shall be followed.

Learning Unit and Examination Schedule:

- Week 1 - Begin Design and Construction Unit
 - Week 2 - Design and Construction self-examination one due.
- Begin Benching Systems learning unit
 - Week 3 - Benching Systems learning unit due
- Begin Glazing Materials learning unit
 - Week 4 - Glazing Materials self-examination due
- Begin Lighting learning unit
 - Week 5 - Lighting self-exam due
- Begin Heating learning unit
 - Week 6 - Heating unit self-exam due
- Begin Cooling learning unit
 - Week 7 - Cooling learning unit due and Examination One
 - Week 8 - Begin Substrates learning unit
 - Week 9 - Substrates learning unit due
- Begin Mineral Nutrition learning unit
 - Week 10 - Mineral Nutrition learning unit self-exam due
- Begin Irrigation Systems learning unit
 - Week 11 - Irrigation Systems learning unit self-exam due
 - Week 13 - Examination Number Two
- Begin Growth Regulators learning unit
 - Week 14 - Growth Regulators self exam due
 - Week 15 - Begin Atmospheres learning unit
- Atmospheres learning unit due
- Final Exam - to be announced