

New Policy for 5000-level classes, effective Summer semester 2015

Approved by MENG Steering November 17, 2014

- i. Depending on MENG Program needs on a semester-to-semester basis, faculty who choose not to cross-list their undergraduate classes with the graduate program may do so on a case-by-case basis. Faculty must request this exemption in writing to the MENG Program Director.
- ii. All faculty who do teach dual designation (3000/5000 or 4000/5000-level classes) are required to submit a syllabus to MENG Steering for Review one semester before the class is taught. The syllabus should contain both the undergraduate program of study and that for graduate students. Faculty should follow the syllabus guidelines/checklist provided on the MENG website. Faculty teaching these classes will continue to receive a stipend of \$300 if MENG students are enrolled in the class.
- iii. Faculty should set expectations with MENG graduate students that two outside of class meetings will be held to discuss their work. Meetings should be arranged at a time acceptable to the faculty member and student, and could be conducted during a faculty member's regularly scheduled office hours.
- iv. Students taking a 5000-level class should expect to do 3 hours of work outside of class for every hour in class (Note: Current expectations for 6000-level classes are 3-4 hours of work outside of class for every hour in class).
- v. Faculty teaching 5000-level classes should communicate to MENG students that they will generally do substantial work for the class beyond that required of undergraduates; by its complexity or length the work will sufficiently differentiate from that done by undergraduates. Suggestions for supplemental graduate-level work might include: additional reading of primary texts, reading of secondary texts, oral presentations, an annotated bibliography, a longer paper requiring secondary sources in addition to those required for undergraduate work.
- vi. Faculty should consult the MENG website for suggestions describing the types of assignments that could be used for graduate students in the dual-designation classes.