

March 5, 2003

TO: Director of Student Services and Associate Dean of Undergraduate Affairs  
College of Computing  
FROM: Leigh Bottomley, Academic Professional, Office of the Undergraduate Vice Provost  
RE: New Course Numbers for Undergraduate Research

I am proposing that new course numbers be used to denote undergraduate research at Georgia Tech. The following course numbers have been suggested by the registrar and institutional research for your College:

*1. Courses to denote students that are doing **undergraduate research for pay** in any given semester.*

**CS 2698-Undergraduate Research--Audit, non-billable; 1-12 credit hours.** This course number would be used to for freshmen and sophomore that are doing faculty mentored **undergraduate research for pay** in any given semester. Course should be setup for permit only and have the faculty mentor listed as the primary instructor.

**CS 4698-Undergraduate Research--Audit, non-billable; 1-12 credit hours.** This course number would be used to denote juniors and seniors that are doing faculty mentored **undergraduate research for pay** in any given semester. Course should be setup for permit only and have the faculty mentor listed as the primary instructor.

These courses are setup exactly like the current COOP and INTN (internships) courses and offer a way to identify and track students involved in this type of learning. Students do not actually receive credit for audit classes.

1 credit hour = ~ 4hours research/week. Students working full time in the summer will be able to be identified as students, have access to residence halls, be classified as students for insurance purposes.

Students will have this course on their transcript faculty doing this type of teaching will have a record of this type of mentoring/teaching!

Suggested that faculty submit a brief "final report" to the undergraduate administrator of your college. Good way to keep track of how this type of teaching/mentoring is carried out in your college and provide a type of evaluation since the course would be listed as a GT undergraduate course.

1. Courses to denote students that are doing undergraduate research for credit in any given semester.

**CS 2699-Undergraduate Research—Letter grade or Pail/Fail; 1-12 credit hours.** This course number would be used to denote freshmen and sophomore that are doing **undergraduate research for course credit** in any given semester. Course should be setup for permit only and have the faculty mentor listed as the primary instructor.

**CS 4699-Undergraduate Research—Letter grade or Pail/Fail; 1-12 credit hours.** This course number would be used to denote junior and seniors that are doing **undergraduate research for course credit** in any given semester. Course should be setup for permit only and have the faculty mentor listed as the primary instructor.

1 credit hour = ~ 4hours research/week. Students working full time in the summer will be able to be identified as students, have access to dorm rooms, have insurance.

These courses would be used in lieu of:

- o CS 4901,02,03

Can still use Special Problems Course numbers for real “special problems”

Faculty will submit a grade as before on BANNER

#### Advantages to new Course Numbering System:

1. President and Provost want to increase undergraduate research all over campus. No current way to track and identify undergraduates doing research for pay. New numbers will dove-tail into the current COOP & INTN numbers used to denote other types of experiential and out-of-class learning experience for undergraduates. Only difference is that these numbers will reside in your academic unit.
2. Currently most Schools/Colleges use a variety of course numbers to denote U/G research for course credit only. Very hard to keep track of and only half of the real story!
3. Graduate students already have definite course numbers that reflect this type of teaching activity. Similar system should be used for undergraduates. Offers a way for students and faculty to be recognized for this type of learning and teaching effort.

#### Disadvantages to new Course Numbering System:

1. College will have to create the new courses in BANNER one time with a section for each faculty member listed somehow, similar to graduate courses.
2. Faculty and students will have to be educated in new numbering system so they will use them.