Texas A&M University
Departmental Request for a New Course
Undergraduate • Graduate • Professional
• Submit original form and attach a course syllabus.

R. Autenrieth

1. This request is submitted by the Department of Chemical Engineering

2. Course prefix, number and complete title of course: CHEN 695-Graduate Mentoring Seminar

3. Catalog course description (not to exceed 50 words): Develop student skills in assessment; expose students to education in classroom setting.

4. Prerequisite(s): 4 CHEN core grad courses, grad advisor approval

5. Is this a variable credit course? □ Yes ☑ No If yes, from _____ to _____

6. Is this a repeatable course? ☑ Yes □ No If yes, this course may be taken _____ times.
Will this course be repeated within the same semester? □ Yes ☑ No

7. This course will be:
   a. required for students enrolled in the following degree programs(s) (e.g., B.A. in history)
      MS, PhD in Chemical Engineering. Once for MS, twice for PhD
   b. an elective for students enrolled in the following degree program(s) (e.g., M.S., Ph.D. in geography)

8. If other departments are teaching or are responsible for related subject matter, the course must be coordinated with these departments. Attach approval letters.

9. Prefix | Course # | Title (excluding punctuation) | CHEN 695 GRADUATE MENTORING

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Approval recommended by:

Michael Pishko
Department Head - Type Name & Sign Date

Chair, College Review Committee

Date

Department Head - Type Name & Sign (if cross-listed course)

Date

Dean of College

Date

Submitted to Coordinating Board by:

Date

Associate Director, Curricular Services

Effective Date

Questions regarding this form should be directed to Sandra Williams at 845-8201 or sandra-williams@tamu.edu.

Copy: Section A

1 of 4 B3
Texas A&M University
Departmental Request for a New Course
Undergraduate • Graduate • Professional
• Submit original form and attach a course syllabus.

1. This request is submitted by the Department of Chemical Engineering
2. Course prefix, number and complete title of course: CHEN 695 - Graduate Mentoring Seminar
3. Course description (not more than 50 words): This seminar will involve the graduate students in the classroom teaching efforts of the Department. The students will develop skills in assessment, teaching, and interacting with students in the classroom.

4. Prerequisite(s): 4 CHEN core grad courses, grad advisor approval
   Cross-listed with
   Cross-listed courses require the signature of both department heads.
5. Is this a variable credit course? ☑ Yes ☐ No If yes, from _____ to _______
6. Is this a repeatable course? ☑ Yes ☐ No If yes, this course may be taken 2 times. Will the course be repeated within the same semester/term? ☑ Yes ☐ No
7. Has this course been taught as a 289/489/689? ☑ Yes ☐ No If yes, how many times? 2 Indicate the number of students enrolled for each academic period it was taught. Fall 2008 (20), Spring 2009 (21)
8. This course will be:
   a. required for students enrolled in the following degree program(s) (e.g., B.A. in history) MS, PhD in chemical engineering. Once for MS, twice for PhD
   b. an elective for students enrolled in the following degree program(s) (e.g., M.S., Ph.D. in geography)
9. If other departments are teaching or are responsible for related subject matter, the course must be coordinated with these departments. Attach approval letters.

Prefix | Course # | Title (excluding punctuation) |
--------|----------|-----------------------------|
CHEN    | 695      | Graduate Mentoring          |

Lect. | Lab | SCH | Subject Matter Content Code | Admin. Unit | Acad. Year | FICE Code |
01 | 00 | 01 | 11 | 40 | 70 | 10 | 06 | 05 | 90 | 10 | 11 |

Approval recommended by:

Head of Department [Signature] 3/13/09
Chair, College Review Committee [Signature] 3/12/09
Dean of College [Signature] 3/12/09
Director of Academic Support Services [Signature] Date

Submitted to Coordinating Board by:

Dean of College [Signature] 3/12/09

Questions regarding this form should be directed to Sandra Williams at 845-8836.
OAR/AS – 04/07
Fall 2009  
CHEN 695
Graduate Mentoring Seminar

Catalog Data:  CHEN 695. Graduate Mentoring Seminar. Prerequisites:
Completion of four CHEN core graduate courses, approval of the Graduate Advisor

Class  
T 2:20 – 3:10, CHEN 112

Textbook:  How People Learn, National Academy Press

Instructor:  D. F. Shantz, JEB 249 (845-3492), Email: shantz@chemail.tamu.edu

Goals:  This seminar course will help graduate students develop a variety of skills 
that will complement their formal research and coursework training. 
These skills can be subdivided into two general areas: 1) improvement of 
communication and interaction skills with students in a formal classroom 
setting, and 2) improving/developing students’ technical writing and 
presentation skills and other skills to help complete the students formal 
education.

Grading Policy:
This course is pass/fail (S/U). The student will be evaluated: 1) by the faculty member 
whose class they are assigned to, 2) the students in that course via class evaluations, 
and 3) the CHEN 695 coordinator. The weighting of these assessments will be 
approximately equal, with the CHEN 695 coordinator making the final decision of 
pass/fail.

American with Disabilities Act Policy Statement
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that 
provides comprehensive civil rights protection for persons with disabilities. Among other 
things, this legislation requires that all students with disabilities be guaranteed a 
learning environment that provides for reasonable accommodation of their disabilities. If 
you believe you have a disability requiring an accommodation, please contact the 
Department of Student Life, Services for Students with Disabilities, in B118 Cain Hall or 
call 845-1637.

Scholastic Dishonesty
As commonly defined, plagiarism consists of passing off one’s own the ideas, work, 
 writings, etc., which belong to another. In accordance with this definition, you are 
committing plagiarism if you copy the work of another person and turn it in as your own, 
even if you should have the permission of that person. Plagiarism is one of the worst 
academic sins, for the plagiarist destroys the trust among colleagues without which 
research cannot be safely communicated. If you have questions regarding plagiarism, 
please consult the latest issue of the Texas A&M University Student Rules, under the 
section "Scholastic Dishonesty".

CHEN 695 Fall 2009: Graduate Mentoring Seminar
**Expectations of students**

Each student will be assigned to assist with one of the core CHEN undergraduate or graduate courses. The Associate Head for Graduate Programs will make these assignments well in advance. This assistance will take the form of attending class, helping the instructor by holding two-three office hours per week, and coordinating homework assessment. The seminar topics outlined below were developed to facilitate students in this process and help graduate students develop skills in and an appreciation for classroom instruction.

**Office Hours:**
I plan to have an open-door policy for this course

**Tentative schedule of Topics (Chronologically)**

1. Introduction/overview, faculty and student expectations
2. Different learning types
4. How do instructors prepare a lecture (or what makes a good lecture?)?
5. Interacting with students in an educational setting
6. Problem solving with students – how to get them engaged
7. How to hold an effective review session
8. Conflict mediation with students regarding assessment
9. How to write an effective exam
10. How to evaluate exam performance
11. Electronic versus "conventional" lecture media – what are the pros and the cons?
12. Helping students develop (and apply) analytical math skills.

**Policy Issues:**

- Some of the seminar topics (e.g. technical writing) will involve short assignments outside of class. They will be due the week after they are assigned
- Attendance is mandatory.
- Out of courtesy to your fellow students and me please come to class on time. Also mute cell phones in class.
- I strongly encourage the use of email as a way to disseminate information. If you have questions please email me and I will try to respond promptly. I will also build a class email list for addressing general questions.