New Undergraduate Course Approval Cover Form
Montana State University

This four-page form collects basic information about the proposed new course, provides information on the approval process, and includes all required approvals. Additional information (see INFO sheet) is also required as part of the New Course Packet.

Proposed New Course Information

Requested Rubric, Course Number, Core Designation (if needed): ACT 240

Course Title: Intermediate Basketball
Abbreviated Course Title (≤ 30 chars): Intermediate Basketball
First Semester to be Offered: Fall 2014
Submitted by: Abbey Keene
Submitter’s Contact Info: Phone, Email: 406-994-6278 abbey.keene@montana.edu

Instructor: Shawn Dirden
Department: University Studies
College: University Studies

New Course Review Process

Instructor completes the New Course Packet, with Core information if a Core designation is requested.
Instructor checks for “equivalent” courses in the MUS system and recommends a common or unique course number.

Department Head’s signature indicates that course has been approved by the process used within the Department.

The Chair of the College Curriculum Committee signs to indicate College academic approval.
The College Dean signs to indicate that adequate resources are available to offer the course. Supporting information (Dean’s Statement) is typically required.

The New Course Packet (as PDF) is uploaded to the Provost’s Office server for distribution to other committees.

Course requests are sent to Curriculum and Program Committee (CPC). Core reviews are sent to appropriate Core subcommittee. Committees work in parallel when possible to speed approval process. Special topics courses (291,491) skip the CPC review (limited to two years.)

Provost’s Office reviews the new course request. New courses are submitted to MUS for Common Course Number (CCN) review. Dean and Department informed upon approval.

Approved new course sent to Registrar for inclusion in the Catalog and Schedule of Classes.

Note: This diagram illustrates the typical flow path, but at any review step there can be a request for additional information or modifications. Careful review in early steps is the best way to speed the overall process. * Special topics courses (x91) require fewer signatures, but cannot be offered more than two times without committee review.

APPROVALS

Submitter: Abbey Keene
Department Head: Shawn Dirden
Chair, College Curriculum Comm.: 
Dean: 
Chair, Core Subcommittee (if app.): 
Chair, CPC: 
Assoc. Provost: 

INFORMATION NEEDED FOR COMMON COURSE NUMBERING

The process for identifying a common course number for a new course is as follows:

1. Course learning outcomes are prepared for the new course.
2. The person submitting the new course request looks at the CCN website to see if a course with similar outcomes already exists in the MUS system.
   www.mus.edu/Qtools/CCN/ccn_default.asp
   - If a course exists with at least 80% of the same outcomes, the course is considered "equivalent" to the proposed new course, and the new course should use the existing rubric and course number.
   - If no "equivalent" course is found, the person submitting the new course request should identify a unique course number that has not been used by any other course in the MUS system.
3. The requested rubric and course number are submitted as part of the new course packet.
4. The Provost's Office submits the learning outcomes and the requested rubric and course number to the MUS to have a course number assigned to the course. (This will typically be the requested course number, but it could be changed.)
5. The assigned common course number is reported back to the person submitting the new course request.

**Requested Rubric, Course Number, Core Designation (if needed):**

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>Intermediate Basketball</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbrev. Course Title</td>
<td>Intermediate Basketball</td>
</tr>
<tr>
<td>(≤ 30 char)</td>
<td></td>
</tr>
<tr>
<td>Credits:</td>
<td>1</td>
</tr>
<tr>
<td>Department Offering</td>
<td>University Studies</td>
</tr>
<tr>
<td>College:</td>
<td>University Studies</td>
</tr>
</tbody>
</table>

Is this course "equivalent" to a course in the MUS System?:  

- Students will learn intermediate basketball skills: skill development, 5-on-5 full court format, and conditioning.
- Students will demonstrate an understanding of the rules of basketball.
- Students will learn a greater understanding for basketball strategy.
- Students will engage in regular physical activity by attending class.
INFORMATION REQUIRED BY THE REGISTRAR

The data needed to enter the new course into the MSU Catalog and Schedule of Classes is collected on this page. Once the new course has been approved, this page is automatically forwarded to the Registrar for data entry.

Assigned Rubric, Course Number, Core Designation (if needed):

Course Title (for Catalog):

Course Title (for Schedule of Classes, 30 characters, max.):

First Semester to be Offered:

Restricted Entry/Consent of Instructor Required:

Instructor’s GID (last 4 digits only):

Department Offering Course:

College:

Is the requested course number available? (x4155 to check):

Frequency of course offering:

Semester(s) offered (check all that apply):

Summer Options (check all that apply):

Credits by mode of instruction:

Primary Mode(s) of Delivery:

Time and Location — Call the Registrar’s Office at x4155 to find a time and location for the course.

Assigned Building:

Assigned Room:

Capacity (room capacity, or enrollment “cap”):

Co- and Pre-Requisites — Courses numbered 200 and above are normally expected to have prerequisites. When listing multiple prerequisites, please separate courses with “and” if both are required, or “or” if only one is required.

Course Description — Provide a course description of 40 words or less for the MSU Catalog.

This course will teach intermediate basketball skills: skill development, rules, terminology, and specific strategies for basketball.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Core Designation (if needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 240</td>
<td>Intermediate Basketball</td>
</tr>
<tr>
<td>First Semester to be Offered:</td>
<td>Fall 2014</td>
</tr>
<tr>
<td>Restricted Entry/Consent of Instructor Required:</td>
<td>Yes No</td>
</tr>
<tr>
<td>Instructor’s GID (last 4 digits only):</td>
<td></td>
</tr>
<tr>
<td>Department Offering Course:</td>
<td>University Studies</td>
</tr>
<tr>
<td>College:</td>
<td>University Studies</td>
</tr>
<tr>
<td>Is the requested course number available? (x4155 to check):</td>
<td>Yes No</td>
</tr>
<tr>
<td>Frequency of course offering:</td>
<td>Annually Alternate Years, starting</td>
</tr>
<tr>
<td>Semester(s) offered (check all that apply):</td>
<td>Summer Fall Spring</td>
</tr>
<tr>
<td>Summer Options (check all that apply):</td>
<td>First 6 weeks Second 6 weeks 12 weeks</td>
</tr>
<tr>
<td>Credits by mode of instruction:</td>
<td>Lecture: Seminar: Independent Study: Lab/Studio: Recitation/Discussion:</td>
</tr>
<tr>
<td>Primary Mode(s) of Delivery:</td>
<td>Face-to-face Web-Enhanced (small on-line comp.) On-Line Only Blended (significant on-line portion)</td>
</tr>
<tr>
<td>Time and Location — Call the Registrar’s Office at x4155 to find a time and location for the course.</td>
<td>M Tu W Th F Sa Su</td>
</tr>
<tr>
<td>Assigned Day(s):</td>
<td>10:00am-10:50am</td>
</tr>
<tr>
<td>Assigned Time(s):</td>
<td></td>
</tr>
<tr>
<td>Assigned Building:</td>
<td>Marga Hosaeus Fitness Center</td>
</tr>
<tr>
<td>Assigned Room:</td>
<td>North Gym</td>
</tr>
<tr>
<td>Capacity (room capacity, or enrollment “cap”):</td>
<td>30</td>
</tr>
</tbody>
</table>

Prerequisite(s): Co-Requisite(s):

Played a minimum of 3 years High School basketball or taken A
DEAN'S STATEMENT

The reviewing committees are being asked to take a closer look at the resources required for each proposed new course. In many cases new courses will replace existing courses and the new course request is effectively resource neutral, however that is not always the case. For example, a new elective course that would result in distributing an existing student population across a larger number of courses would represent a significant increase in expenditures for the new course, and no increase in total student credit hours. A funding mechanism for such a course would need to be identified. The Dean’s Statement is the place to document how the costs of the proposed new course will be covered.
**Activity Class for Credit Beginning Basketball**

<table>
<thead>
<tr>
<th>Credit/Hours</th>
<th>Class Title</th>
<th>Lead Instructor</th>
<th>Email</th>
<th>Office Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ACT 240-001</td>
<td>Shawn Dirden</td>
<td><a href="mailto:Shawn.dirden@montana.edu">Shawn.dirden@montana.edu</a></td>
<td>Upon request</td>
</tr>
</tbody>
</table>

**Course Prerequisite:** Played a minimum of 3 years High School basketball or taken ACT140

**Class Title:** ACT 240-001 Intermediate Basketball  
**Class Begin:** August 25, 2014  
**Class Ends:** December 3, 2014  
**Class Meeting Days/Times:** Monday & Wednesday 10:00 – 10:50AM  
**Location:** North Gym (Rec. Sports & Fitness Center)

**Course Description:** This course will teach intermediate basketball skills: skill development, rules, terminology, and specific strategies for basketball.

**Course Objectives:**
- Students will learn intermediate basketball skills: skill development, 5-on-5 full court format, and conditioning
- Students will demonstrate an understanding of the rules of basketball
- Students will learn a greater understanding for basketball strategy
- Students will engage in regular physical activity by attending class

**Required Materials:**
- Water bottles are suggested.
- Shirt, shorts (or sweat pants), and court shoes (non marking).
- If you require any special equipment: Knees sleeve, ankle braces etc.

**Attendance Policy:**
- Attend class two days per week for the length of the term.
- Up to 3 non-participations will be allowed, no matter what the reason. Starting with the 4th non-participation, the classes will have to be made up. Maximum of 2 classes can be made up.

***All absences include any non-participation: any illness or injury, family emergency, sleeping in, school events, studying for another class, not dressing out properly for class. We do not excuse absences for any reason.

- Make-ups must be made within two weeks of the missed class and all make-ups must be completed by the last week of scheduled class.
➢ Excessive tardiness will be considered an absence: 10 minutes late = 1 tardy, 3 tardies = 1 absence. Also, leaving more than 10 minutes before class is out 3 times is an absence.

Make-Ups: only 2 make-ups allowed of either of the following:
1) With approval from instructor students may attend a Bobcats men’s or women’s home game. You must give me your ticket stub at the next class and a one paragraph summary of the game.
2) With approval from the other instructor, student may attend the other beginning basketball section at 10am (written note from instructor of attendance required).
3) See me for possible make-up options once the Bobcat’s basketball season has ended.

Requirements to pass the class: At the end of the semester each student must have attended 24 (out of 27) activity classes, and passed the mid-term quiz (Only 3 absences allowed to be able to pass the course).

Grading: Pass/Fail

Course Content
A. Review of rules, court, equipment, scoring, and safety
B. Components
   - ball handling
   - passing/bounce pass
   - skills and drills
   - shooting
   - basic offenses and man to man defense
   - pick and roll
   - give and go
   - games that develop basketball skills
   - zone offense and defense
   - full court man pressing principles
   - basketball strategies
   - developing a practice plan for your team

Disabilities: Any known illnesses or disabilities need to be reported to the instructor on the first day of class.

Drop/Withdraw/Refund: See: http://www.montana.edu/registrar/
***Add/Drop forms may only be filled out by the Director of ACT or Assistant Director of ACT (Abbey Keene or Jocelyn Larson)
   - Last day to Add an ACT course is ________________
   - Last day to Drop any course is ________________

This syllabus can be found online for you to refer to at any time: www.montana.edu/getfit

***The instructor reserves the right to change this syllabus at any time***