Implementation Form – Capstone Certificates

Name of Capstone Certificate: Geographic Information Systems Certificate (UNCS 358)

This form must accompany a certificate proposal. It is used by administrative offices to assist departments and programs with implementation.

Faculty Program Director: Dr. A-Xing Zhu
Primary Faculty/Staff Contact: Karen Tuerk, GIS Certificate Program Manager
Home Department/Academic Unit (Name/UDDS): Geography/A482942
Approval Date: 1998
School/College: Letters and Science
Approval Date: 1998
GFEC Approval Date: October 1998
UAPC Approval Date: October 1998
Implementation Term (typically the fall term after UAPC approval): Spring 1999
Person/office responsible for maintaining requirements in DARS:
That person will be Karen Tuerk, GIS Certificate Program Office (no prior experience with DARS).
Year that first program review is scheduled (usually 5 years after implementation): Reviewed in 2009

Plan Code (assigned by the Registrar’s Office): CAP 358
Plan Descr (assigned by the Registrar’s Office): Capstone Certificate in Geographic Information Systems
CIP Code (assigned by Academic Planning and Analysis): 45.0702

Curriculum:
A list of required and elective courses is attached.
(Also attached is our 2010 program self-study.)

Projected enrollment:
Approximately 20 new students per year.

Credit total required: The program is a minimum of 20/21 credits depending on the elective chosen. If students bring in coursework taken as an undergrad, they must still take a minimum of 16 credits, attained by taking an additional elective.

Confirm that all credits required to be taken in residence at UW-Madison: Yes
Confirm that all core/required courses are approved through Divisional Committee: Yes
Confirm that courses in curriculum are offered on a regular basis and have space for students in this program: Yes
Confirm that a minimum of 9-12 courses are numbered 300 or above: Yes

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Confirm that courses taken as pass/fail or audit are not allowed  Yes
Confirm that special topics courses are only used if all instances count for the certificate:  Yes
Will you use the typical minimum GPA requirement of 3.0 for all course work for the certificate?  Yes
If no, specify other requirements:
Will exceptions to requirements be allowed? Occasionally a student has received permission to substitute an elective with permission if is in more in line with their goals. (eg. taking GIS for Planners from URPL).
Confirm that the department/program understands that the Capstone is open only to non-degree seeking Special Students who hold a Bachelor’s Degree  Yes
Confirm that the department/program understands that DARS is the document of record for Capstone Certificates and that the department/program must coordinate with the Registrar’s Office, who is the unit that is the DARS encoder for all Capstone programs.  Yes
Confirm that the department/program has a process in place to monitor student progress and to notify the Registrar’s Office when students complete the certificate requirements  Yes
Describe this process: Student progress is monitored by the GIS Certificate Program Manager. The Program Manager maintains close contact with all program students. She holds an orientation session meeting with students the first week of classes to outline expectations and guidelines, monitors enrollment and grades, helps place students in appropriate internship opportunities and serves as general advisor for program, internship and employment issues. The Program Manager is responsible for issuing certificate warrants once students have successfully completed program courses, internship and GPA requirements, and contacting the registrar to notify them of student completion.
Confirm that the proposal includes a plan that describes how the faculty will regularly evaluate student learning. The Program Manager provides regular feedback from students to program faculty. Feedback is attained in various ways including alumni surveys.
Specify overlap provisions – name degree/major or certificate programs that a student may have previously earned that disqualify them from being admitted to the Capstone: Students who graduate with a Cartography/GIS undergraduate degree are not eligible to enroll in GIS Certificate as there is too much course overlap.
Will this program be run on Program Revenue?  Yes
If yes, indicate which fund will be used  131