## NEW COURSE PROPOSAL FORM

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| ACADEMIC AREA: | School of Business and Technology |
| PROGRAM:  | ALL DEGREES |
| PROPOSEd by: | dr. Douglas Nay |
| PRESENTER: | Dr. Douglas Nay |
| SUBMISSION DATE: | 10/4/2013 |
| COURSE PREFIX, NUMBER AND TITLE: | SLS 1949 Work experience internship |

### SECTION I

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| COURSE INFORMATION: | TYPE iN THE APPROPRIATE INFORMATION FOR EACH ITEM: |
| Department | School of Business and Technology |
| COURSE PREREQUISITE(S): | SLS 1331 - Personal Business Skills with a grade of “B” or Higher, successful completion of 30 credit hours of college level coursework, and miNimum GPA of 2.5, Internship application, and permission of the dean |
| DO YOU ANTICIPATE THAT STUDENTS WILL BE TAKING ANY OF THE PREREQUISITES LISTED FOR THIS COURSE IN DIFFERENT PARTS OF THE SAME TERM? | NO |
| MINIMUM GRADE OF prereqUISITE(s): | b |
| COURSE COREQUISITE(S): | None |
| IS ANY COREQUISITE LISTED ON THIS COURSE LISTED AS A COREQUISITE ON ITS PAIRED COURSE? eXAMPLE: CHM 2032 IS A COREQUISITE FOR CHM 2032L AND CHM 2032L IS A COREQUISITE FOR CHM 2032. | -- NA -- |
| COURSE CREDITS OR CLOCK HOURS: | 3 |
| credit type: | COLLEGE CREDIT (TRANSFERABLE) |
| CONTACT HOURS: | 3 |
| COURSE DESCRIPTION: |
| ***It is recommended that students take this course in the last term of their degree program. In order to register for this course, students must complete an internship application with the School of Business and Technology.***This course is designed to provide students with direct work experience and is a cooperative program among the college, Students, and local employers. STUDENTS ARE RESPONSIBLE FOR LOCATING A SUITABLE ORGANIZATION IN WHICH TO OBTAIN THIS Work EXPERIENCE. Students will complete 75 hours of supervised work with an approved internship sponsor. students are required to submit verification of hours worked and provide a written summary report to the professor at the end of the internship. |
| GENERAL TOPIC OUTLINE: |  |
| * Formulate and clarify problems associated with individual workplace, education, and personal development
* Apply analytical reasoning to professional problem solving and decision making
* Demonstrate writing and evaluation skills in describing outside employment/volunteer participation and detailing scope of work completed
* Integrate academic learning and choices into career exploration or progression
* Understand the requirements necessary to create a resume with a well-crafted professional profile tailored to individual achievements, education, and skills
* Demonstrate knowledge of career interests and job survival and success skills
* Recognize various personality styles and how to interact effectively with them in educational, workplace, and personal environments
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**LEARNING OUTCOMES:**

TYPE IN ALL OF THE LEARNING OUTCOMES, ASSESSMENTS AND GEN ED COMPETENCIES AS THEY SHOULD BE DISPLAYED IN THE SYLLABUS

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| LEARNING OUTCOMES | ASSESSMENTS | GENERAL EDUCATION COMPETENCIES |
| Develop a learning plan for the length of the internship including the deliverables for the experience | Successfully develop a Learning Plan that is approved and evaluated by the work supervisorComplete/submit two career assessment instrumentsComplete work calendar with daily entries600-800 word final essay detailing and analyzing the Learning Plan |  |
| Revise student resume based on resume formats and career options |  |
| Determine personal career goals at the end of the internship |  |
| Create work progress diaries throughout the internship |  |
| Articulate and evaluate work goals and progress | COM, CT, TIM |

### SECTION II (Must complete each item below)

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| ICS CODE FOR THIS COURSE:  | ADVANCED AND PROFESSIONAL - 1.18.49 - INTERDISCIPLINARY |
| IF YOU INTEND TO RESTRICT STUDENT REGISTRATION BASED ON THE STUDENTS’ MAJOR(S), ENTER ALL APPLICABLE MAJOR RESTRICTION CODE(S)—Enter “NA” OR MAJOR code(S):  | NA |
| GRADE MODE: | STANDARD GRADING |
| IS THIS AN “INTERNATIONAL OR DIVERSITY FOCUS” COURSE?  | NO |
| IS THIS A GENERAL EDUCATION COURSE?  | NO |
| IS THIS A WRITING INTENSIVE COURSE?  | NO |
| iS THIS AN HONORS COURSE? | NO |
| IS THIS A REPEATABLE\* COURSE? (A repeatable course may be taken more than one time for additional credits. For example, MUT 2641, a 3-credit hour course, can be repeated 1 time and a student can earn a maximum of 6 credits.)\*not the same as Multiple Attempts or Grade Forgiveness  | NO |
| IF “YES”, WHAT IS THE MAXIMUM NUMBER OF CREDITS A STUDENT CAN EARN FOR THIS COURSE? if “NO”, ENTER “na”.  | na |
| DO YOU EXPECT TO OFFER THIS COURSE THREE TIMES OR LESS (experimental)? | NO |
| WILL this course HAVE AN IMPACT ON OTHER COURSES, PROGRAMS, DEPARTMENTS, or budgets?  | NO |
| IF “YES,” please eXPLAIN or submit comments (ENTER “NA” or COMMENTS): | na |
| IF “YES,” HAVE YOU DISCUSSED THIS PROPOSAL WITH ANYONE (FROM OTHER DEPARTMENTS, PROGRAMS, or other institutions) REGARDING THE IMPACT? WERE ANY AGREEMENTS MADE (ENTER “NA” OR COMMENTS)?  | na |

### sECTION III (MUST COMPLETE EACH ITEM BELOW)

**PROVIDE JUSTIFICATION FOR EACH CHANGE ON THIS PROPOSED CURRICULUM ACTION (OTHER EXPLANATORY INFORMATION)—ENTER “na” OR TEXT:**

SLS 1949 HAS A PRINCIPLE OBJECTIVE OF applying and developing those EMPLOYABILITY and foundational SKILLS introduced in SLS 1331 in an actual organizational setting. this course will provide an INTERNSHIP MECHANISM for students who need work experience, but who have not necessarily decided on a career path or academic discipline. this internship is designed for AA degree seeking students and for students who are the recipients of certain scholarships that have an internship requirement. AS degree seeking students interested in an internship opportunity will find a program-specific internship to be more appropriate.

**nOTE:** Changes for the Fall 2014 Term must be submitted by the January 2014 deadline and approved no later than the February 2014 Curriculum Committee meeting prior to the start of the next academic year. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate dean as well as the Vice President, Academic Affairs to begin in either the spring or summer term.

**TERM IN WHICH PROPOSED ACTION WILL TAKE PLACE:**

FALL 2014

NA

**oRDER OF APPROVAL FOR EXCEPTIONS IS AS FOLLOWS:**

SIGNATURE #1 NEEDED FOR EFFECTIVE TERM EXCEPTION:

SIGNATURE #2 NEEDED FOR EFFECTIVE TERM EXCEPTION:

**FACULTY ENDORSEMENTS:**PLEASE SEPARATE FACULTY MEMBERS WITH A COMMA (,)



**DEPARTMENT CHAIR / PROGRAM COORDINATOR ENDORSEMENT:**

 12/31/2013

**DEAN ENDORSEMENT:**

 12/31/2013

**DEANS’ COUNCIL Review – verified by:**

 PLEASE SELECT TODAY’S DATE

**FOR CURRICULUM COMMITTEE MEETING DATE: February 28, 2014**

Completed curriculum proposals must be uploaded to the dropbox by the deadline. Please refer to the *Curriculum Committee Critical Dates for Submission for Proposals* document available in the document manager in the MyEdisonState Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents