## change of COURSE PROPOSAL FORM

|  |  |
| --- | --- |
| Academic area: | School of Business and Technology |
| PROGRAM: | AS BUSINESS ADMINISTRATION AND MANAGEMENT |
| PROPOSEd by: | Douglas Nay |
| PRESENTER: | Douglas Nay |
| SUBMISSION DATE: | 11/1/2013 |
| CURRENT COURSE PREFIX, NUMBER AND TITLE: | **man 1949: management internship i** |

### SECTION I

|  |  |
| --- | --- |
| TYPE(S) OF COURSE CHANGE: | TYPE PROPOSED CHANGE HERE FOR EACH ITEM CHECKED: |
|  | lecture/lab course must have “c” / lab course must have “l” |
|  | type new COURSE TITLE HERE |
|  | ENTER NEW SCHOOL, DIVISION, OR DEPARTMENT |
|  | geb 1011 And (ACG 2011 or ACG 2021), both WITH A GRADE OF “B” OR HIGHER, SUCCESSFUL COMPLETION OF 24 CREDIT HOURS of program spcific coursework, MINIMUM GPA OF 2.5, internship application, and permisson 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 |
|  | LIST ALL COREQUISITES IN SEQUENTIAL ORDER |
| **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 -- |
|  | Click here to ENTER THE NUMBER of CREDITS OR cLOCK HOURS |
|  | SELECT A CREDIT TYPE |
|  | Click here to enter CONTACT HOURS |
|  | SELECT GRADE MODE |
|  | |
| ***It is recommended that students take this course near the end 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 Basic management 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. | |
|  | |
| Click here to enter topic outline. Feel free to use bullets to format the outline. | |

****

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

|  |  |  |
| --- | --- | --- |
| 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 supervisor  Complete/submit two career assessment instruments  Complete work calendar with daily entries  600-800 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)

|  |  |
| --- | --- |
| If you intend to restrict student registration based on the students’ major(s), enter all applicable major restriction codes: | NA |
| Is this an “International or Diversity Focus” course? | -- NO CHANGE -- |
| Is this a General Education course? | -- NO CHANGE -- |
| Is this a Writing Intensive course? | -- NO CHANGE -- |
| Is this an Honors Course? | -- NO CHANGE -- |
| 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  If “Yes”, what is the maximum number of credits a student can earn for this course? If “No”, enter NA. | NO  NA |
| Will these changes have an impact on other courses, programs, departments, or budgets? | NO |
| If “Yes”, please explain or submit comments below, if no enter NA | |
| NA | |
| If “Yes”, have you discussed this proposal with anyone (from other departments, programs, or other institutions) regarding the impact? Were any agreements made? | |
| NA | |

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

**PROVIDE JUSTIFICATION FOR EACH CHANGE ON THIS PROPOSED CURRICULUM ACTION (OTHER EXPLANATORY INFORMATION):**

The Change in prequisites and course description will ensure students have the proper skill set needed for the internship opportunity.

**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:

dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE #2 NEEDED FOR EFFECTIVE TERM EXCEPTION:

VICE PRESIDENT, ACADEMIC AFFAIRS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FACULTY ENDORSEMENTS:**PLEASE SEPARATE FACULTY MEMBERS WITH A COMMA



**DEPARTMENT CHAIR / PROGRAM COORDINATOR ENDORSEMENT:**

 12/31/2013

**DEAN ENDORSEMENT:**

 12/31/2013

**DEANS’ COUNCIL Representative:**

 PLEASE SELECT TODAY’S DATE

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

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

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents