## change of COURSE PROPOSAL FORM

**ACADEMIC AREA:** BUSINESS AND TECHNOLOGY

**PROGRAM:** AA GENERAL EDUCATION

**PROPOSEd by**: Dr. Douglas Nay and Professor Lana Hoffman

**PRESENTER:** Dr. Douglas Nay

**SUBMISSION DATE:** 8/30/2012

**CURRENT COURSE PREFIX, NUMBER AND TITLE:**

### GEB 1949 bUSINESS iNTERNSHIP ISECTION 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”

 Internship work experience I

**** TYPE IN DEPARTMENT

**** LIST ALL PREREQUISITES IN SEQUENTIAL ORDER

**** students must have a mimimum of 15 college credit hours, either as or aa courses, with a minimum cumulative gpa of 2.5. (note that this requirement cannot be added to banner and will be added to the catalog only. the prerequisite will be screened by the career center and approved by the dean of the school of business and technology.)

**** LIST ALL COREQUISITES IN SEQUENTIAL ORDER

**** Click here to ENTER THE NUMBER CREDITS OR cLOCK HOURS

**** SELECT A CREDIT TYPE

****

**** SELECT GRADE MODE

****

Prerequisite: Students must have a minimum of 15 college credit hours, either AS or AA courses, with a minimum cumulative GPA of 2.5.

This course offers a hands-on cooperative program between Edison State College, students, and local employers. Students are required to provide their own work sponsor and may use a current employer, a volunteer experience, or a paid or unpaid new work experience. Students may seek assistance in finding a sponsor by contacting the Career Center. This course requires verified work hours and a written summary report at the end of the work experience.

****

* + Participate in a practical and academic work program while building work and career skills.
	+ Formulate and clarify problems associated with individual workplace, education and personal development.
	+ Understand the necessity of setting goals and developing learning plans in the workplace.
	+ Learn the value of journaling work progress to track progress and reach goals.
	+ Apply analytical reasoning to professional problem solving and decision-making when needed.
	+ Demonstrate writing and evaluation skills in describing outside employment/volunteer participation and detailing scope of work completed in a final reflections essay.
	+ Integrate academic learning and choices into career exploration or progression.
	+ Demonstrate knowledge of career interests and job survival and success skills.
	+ Recognize various work and personality styles and how to interact effectively with them in educational, workplace and personal environments.

****

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

|  |  |  |
| --- | --- | --- |
| LEARNING OUTCOMES | ASSESSMENTS | GENERAL EDUCATION COMPETENCIES |
|  |  |  |
| Develop a learning plan. | Students will demonstrate competency by successfully developing a learning plan for the length of the internship including the deliverables for the experience that is approved and evaluated by the work supervisor. |  |
| Create a work journal. | Students will demonstrate competency by creating a work journal with a work calendar, diary entries, and progress reports. |  |
| Identify careers that match personality, interests, values, and skills.  | Students will demonstrate knowledge by completing and submitting two career assessment instruments. |  |
| Develop and analyze personal career goals. | Students will demonstrate competency by completing a reflective final essay of 600 – 800 words articulating and evaluating work goals and progress. | CT COM  |

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

**ICS CODE FOR THIS COURSE:** ADVANCED AND PROFESSIONAL - 1.15.05 - BUSINESS AND MANAGEMENT

**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:** -- NO CHANGE --

**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?** YES

(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” BELOW.**

 6

**DO YOU EXPECT TO OFFER THIS COURSE THREE TIMES OR LESS?** NO

**WILL THESE CHANGES HAVE AN IMPACT ON OTHER COURSES, PROGRAMS OR DEPARTMENTS?**

NO

**IF “YES,” please eXPLAIN or submit comments (ENTER “NA” or COMMENTS):**

**IF “YES,” HAVE YOU DISCUSSED THIS PROPOSAL WITH ANYONE (FROM OTHER DEPARTMENTS AND/OR PROGRAMS) REGARDING THE IMPACT? WERE ANY AGREEMENTS MADE (ENTER “NA” OR COMMENTS)?**

**DO YOU ANTICIPATE THAT STUDENTS WILL BE TAKING ANY OF THE PREREQUISITES LISTED FOR THIS COURSE IN DIFFERENT PARTS OF THE SAME TERM?**

NO

**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.

 NO

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

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

CHANGE TO COURSE TITLE: INTERNSHIP WORK EXPERIENCE I better describes the course.
CHANGE TO COURSE PREREQUISITES: Change allows more students to seek career direction through hands on experiences.
CHANGE TO COURSE DESCRIPTION: This change provides for correct catalog description. The current description does not match the course.
GENERAL TOPIC OUTLINE: Change reflects new requirements for course.
LEARNING OUTCOMES: Change more accurately defines current outcomes.
REPEATABLE COURSE: Change replaces current (allowing 4 repeats of original course) to new repeatable of only one additional course to original course.

The current course was developed to provide independent study internship opportunities in a variety of disciplines. It was determined that changes could be made to the course to provide a single, guided, online course which would provide individualized work experience opportunities to students while ensuring verifiable work hours and academic requirements. Individual instructors in various disciplines will have the opportunity to approve the student learning plans and progress if desired.

**nOTE:** Changes for the fall 2013 Term must be submitted and approved no later than the January 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 of Academic Affairs to begin in either the spring or summer term.

**TERM IN WHICH PROPOSED ACTION WILL TAKE PLACE: Fall, 2013**

EXCEPTION - REQUIRES 2 APPROVALS

**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:**

 8/24/2012

**ASSOCIATE / ACADEMIC DEAN ENDORSEMENT:**

 8/24/2012

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

 9/19/2012

**STUDENT ASSESSMENT COMMITTEE CHAIR ENDORSEMENT:**

 10/19/2012

**FOR CURRICULUM COMMITTEE MEETING DATE: November 30, 2012**

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