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| **School or Division** | School of Business and Technology |
| **Program or Certificate or** | AS, Busines Administration and Management |
| **New degree or certificate program** | N/A |
| **Proposed by (faculty only)** | Dr. Douglas Nay and David Hoffman |
| **Presenter (faculty only)** | David Hoffman |
| Note that the presenter (faculty) listed above must be present at the Curriculum Committee meeting or the proposal will be returned to the School or Division and must be submitted for a later date. | |
| **Submission date** | 1/9/2015 |
| **Course prefix, number, and title** | SLS 2949 Work Experience Internship II |

**Section I, New Course Information (must complete all items)**

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| **List School or Division** | School of Business and Technology |
| **List course prerequisite(s) and minimum grade(s) (must include minimum grade if higher than a “D”)** | SLS 1949 and (SLS 1331 – Personal Business Skills or SLS 1515 – Cornerstone Experience), both with a grade of “B” or higher, successful completion of 30 credit hours of college coursework, minimum GPA of 2.5, Internship Application; or Internship Application and permission of the Dean |
| **Will students be taking any of the prerequisites listed for this course in different parts of the same term (ex. Term A and Term B)** | No |
| **List course corequisites** | NA |
| **Is any corequisite for this course listed as a corequisite on its paired course?**  (Ex. CHM 2032 is a corequisite for CHM 2032L, and CHM 2032L is a corequisite for CHM 2032) | No |
| **Course credits or clock hours** | 3 course credit hours |
| **Contact hours (faculty load)** | 3 faculty contact hours |
| **Select grade mode** | Standard Grading (A, B, C, D, F) |
| **Credit type** | College Credit |
| **Course description** (provide below) | |
| This course builds upon the experience learned in SLS 1949; 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. | |

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| **General topic outline** (type in outline below) |
| * 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 required in describing outside employment/volunteer organization 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 |

**Learning Outcomes:** For information purposes only. Type in all learning outcomes, assessments, and general education competencies as they should be displayed in the syllabus. More rows can be added if necessary.

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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 |   Revise student resume based on  resume formats and career  options | 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 |  |
| 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 |

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| **ICS code for this course** | ADVANCED AND PROFESSIONAL - 1.15.05 - BUSINESS AND MANAGEMENT |
| **Should any major restriction(s) be listed on this course? If so, select "yes" and list the appropriate major restriction code(s) or select "no".** | No  NA |
| **Is the course an “International or Diversity Focus” course?** | No, not International or Diversity Focus |
| **Is the course a General Education course?** | No |
| **Is the course a Writing Intensive course?** | No |
| **Is the course repeatable\*?**  (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 |
| **Do you expect to offer this course three times or less (experimental)?** | No |

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| **Impact of Course Proposal** | |
| **Will this new course proposal impact other courses, programs, departments, or budgets?** | No |
| **If the answer to the question above is “yes”, list the impact on other courses, programs, or budgets?** | NA |
| **Have you discussed this proposal with anyone (from other departments, programs, or institutions) regarding the impact? Were any agreements made? Provide detail information below.** | |
| NA | |

**Section II, Justification for proposal**

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| **Provide justification (below) for this proposed curriculum action** |
| The course proposal will provide students advanced internship opportunities and position them to take their learned experiences in internships and comprehensively apply them to their chosen career. This course also helps provide a scaffolded internship learning experience that can take place over more than one term. |

**Section III, Important Dates and Endorsements Required**

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| **List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).** |
| Dr. Douglas Nay, David Hoffman |

**nOTE:** Changes for the Fall 2015 term must be submitted by the January 3, 2015 deadline and approved no later than the February 28, 2015 Curriculum Committee meeting. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate Dean or Assistant Vice President as well as the Provost and Vice President of Academic Affairs to begin in either the Spring 2015 or Summer 2015 term.

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| **Term in which approved action will take place** | Fall 2015 |

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| **Required Endorsements** | **Type in Name** | **Select Date** |
| **Department Chair or Program Coordinator** | Dr. Douglas Nay | 1/9/2015 |
| **Academic Dean or Assistant Vice President** | Dr. John Meyer | 1/9/2015 |
| **Dean’s Council Representative** | Dr. Mary Myers | 2/3/2015 |

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| **Select Curriculum Committee Meeting Date** | February 27, 2015 |

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 FSW Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents

**Important Note to Faculty, Department Chairs or Program Coordinators, and Deans or an Assistant Vice President:**

Incomplete proposals or proposals requiring corrections will be returned to the School or Division. If a proposal is incomplete or requires multiple corrections, the proposal will need to be completed or corrected and **resubmitted to the Dropbox for the next Curriculum Committee meeting** (no later than January 9, 2015 to be effective for the Fall 2015 term). All Curriculum proposals require approval of the Provost and Vice President of Academic Affairs. Final approval or denial of a proposal is reflected on the completed and signed Summary Report.