Code # BU08 (2014) Rev 3

**New/Special Course Proposal-Bulletin Change Transmittal Form**

**Undergraduate Curriculum Council** - Print 1 copy for signatures and save 1 electronic copy.

**Graduate Council** - Print 1 copy for signatures and send 1 electronic copy to [pheath@astate.edu](mailto:pheath@astate.edu)

|  |
| --- |
| **New Course or**  **Special Course (Check one box)**  *Please complete the following and attach a copy of the catalogue page(s) showing what changes are necessary.* |

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date… **Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **COPE Chair (if applicable)** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date… **Department Chair:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **General Education Committee Chair (If applicable)** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date… **College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Undergraduate Curriculum Council Chair** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date… **College Dean** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Graduate Curriculum Committee Chair** |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Vice Chancellor for Academic Affairs** |

1. Proposed Course Prefix and Number (For variable credit courses, indicate variable range.)

BUSN 300V

2. Course Title – if title is more than 30 characters (including spaces), provide short title to be used on transcripts. Title cannot have any symbols (e.g. slash, colon, semi-colon, apostrophe, dash, and parenthesis). Please indicate if this course will have variable titles (e.g. independent study, thesis, special topics).

Business Internship II

3. Will this course be lecture only, lab only, lecture and lab, activity, dissertation, experiential learning, independent study, internship, performance, practicum, recitation, seminar, special problems, special topics, studio problems, student exchange, occupational learning credit, or course for fee purpose only (e.g. an exam)? Please choose one.

Internship

4. What is the grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental)?

Standard Letter

5. Is this course dual listed (undergraduate/graduate)?

No

6. Is this course cross listed? (If it is, all course entries must be identical including course descriptions. It is important to check the course description of an existing course when adding a new cross listed course.)

No

7. Brief course description (40 words or fewer) as it should appear in the bulletin.

Internship credit for students with a declared major in the College of Business who have secured an internship directly related to that major while having completed fewer than 12 upper level hours in their major. Prerequisites: Junior standing and permission of the Internship Director. Fall, Spring, Summer.

8. Indicate all prerequisites and if this course is restricted to a specific major, which major. (If a student does not have the prerequisites or does not have the appropriate major, the student will not be allowed to register).

a. Are there any prerequisites?

The student should have completed 60 hours (Junior standing) and permission of the Internship Director

b. Why?

This is an internship designed for students with only a BASIC business background supported by completion of the lower level College of Business Core courses.

9. Course frequency(e.g. Fall, Spring, Summer). Not applicable to Graduate courses.

Fall, Spring and Summer

10. Contact Person (Name, Email Address, Phone Number)

Gail Hudson, [ghud@astate.edu](mailto:ghud@astate.edu), 972-3430

11. Proposed Starting Term/Year

Spring 2015

12. Is this course in support of a new program? No

If yes, what program?

Enter text...

13. Does this course replace a course being deleted? No

If yes, what course?

Enter text...

Has this course number been used in the past? Yes/No

*Submit Course Deletion Proposal-Bulletin Change Transmittal Form.*

14. Does this course affect another program? No

If yes, provide contact information from the Dean, Department Head, and/or Program Director whose area this affects.

Enter text...

15. Justification should include:

a. Academic rationale and goals for the course (skills or level of knowledge students can be expected to attain)

Students are increasingly being offered valuable internship experiences later in their course of study, before their senior year. This will allow students to secure college credit for these experiences, while differentiating them from those that require a more solid foundation (9-12 hours in upper level major courses) typically taken as a senior.

b. How does the course fit with the mission established by the department for the curriculum? If course is mandated by an accrediting or certifying agency, include the directive.

It is increasingly clear that students need professional development to prepare for careers in business. Internship opportunities throughout their program of study provide excellent opportunities for this growth.

c. Student population served.

College of Business majors

d. Rationale for the level of the course (lower, upper, or graduate).

Students can enroll after completing 60 hours

16. Outline (The course outline should be topical by weeks and should be sufficient in detail to allow for judgment of the content of the course.)

Each internship will be different and the “job responsibilities” are specified by the student’s internship supervisor and approved by the Internship Director

17. Course requirements (e.g. research papers, projects, interviews, tests, etc.)

Students will submit two briefs describing their responsibilities, experiences and some reflection on their personal development. They will also be evaluated by their site supervisors twice during the semester. At the end of the semester the students will submit a final report that describes how they found their internship, an overview of the company’s/department mission, a description of their work department, their internship responsibilities, a copy of the thank you letter sent to their supervisor, a current resume, and a summary of their most significant learning experiences.

18. Special features (e.g. labs, exhibits, site visitations, etc.)

None. The internship experience is designed by the internship site supervisor and is approved by the College of Business Internship Director.

19. Department staffing and classroom/lab resources (Will this require additional faculty, supplies, etc.?)

No. The internship experience takes place at the approved employer’s site

20. What is the primary intended learning goal for students enrolled in this course?

Relevant work experience that will aid the student in career growth and preparation for a business career after graduation

21. Reading and writing requirements:

a. Name of book, author, edition, company and year

none

b. Number of pages of reading required per week: none

c. Number of pages of writing required over the course of the semester: 5-10 completing assignments described in #17 above

22. High-Impact Activities (Check all that apply)

Collaborative assignments

Research with a faculty member

Diversity/Global learning experience

Service learning or community learning

Study abroad

Internship

Capstone or senior culminating experience

Other Explain: Enter text...

23. Considering the indicated primary goal (in Box #20), provide up to three outcomes that you expect of students after completion of this course.

**Outcome #1:** (For example, what will students who meet this goal know or be able to do as a result of this course?)

The student will be able to demonstrate appropriate professional behavior in a business environment.

Learning Activity:(For example, what instructional processes do you plan to use to help students reach this outcome?)

The student will perform duties appropriate to the internship position and provide briefs reflecting on responsibilities and personal development.

Assessment Tool: (For example, what will students demonstrate, represent, or produce to provide evidence of their learning?)

The site supervisor and internship supervisor will provide written summative assessments of the student's ability to demonstrate professional behavior.

24. Please indicate the extent to which this course addresses university-level student learning outcomes:

* 1. Global Awareness

Minimally (It will depend on the internship site and responsibilities)  
Indirectly  
Directly

* 1. Thinking Critically

Minimally  
Indirectly  
Directly

* 1. Using Technology

Minimally  
Indirectly  
Directly (It will depend on the internship site and responsibilities)

**From the most current electronic version of the bulletin, copy all bulletin pages that this proposal affects and paste it to the end of this proposal.**

**To copy from the bulletin:**

1. Minimize this form.
2. Go to <http://registrar.astate.edu/bulletin.htm> and choose either undergraduate or graduate.
3. This will take you to a list of the bulletins by year, please open the most current bulletin.
4. Find the page(s) you wish to copy, click on the “select” button and highlight the pages you want to copy.
5. Right-click on the highlighted area.
6. Click on “copy”.
7. Minimize the bulletin and maximize this page.
8. Right-click immediately below this area and choose “paste”.
9. For additions to the bulletin, please change font color and make the font size larger than the surrounding text. Make it noticeable.
10. For deletions, strike through the text, change the font color, and enlarge the font size. Make it noticeable.

p. 407 The bulletin can be accessed at http://www.astate.edu/a/registrar/students/ COLLEGE OF BUSINESS The frequency of course offering is indicated following each course description. If not otherwise indicated, the course will be scheduled for each enrollment period. The university reserves the right to change course scheduling when circumstances dictate such changes. **Business (BUSN) BUSN 1003**. First Year Experience Business Required course for all first semester freshmen. Course content is centered around the skills and knowledge needed to be a successful ASU student, including academic performance, problem solving, critical thinking, self management and group building skills, university policies and other relevant issues. Fall  
  
**BUSN 2003-6 Business Internship I**Internship credit for students with a declared major in the College of Business who have secured an internship directly related to that major while having completed fewer than 60 hours. The course may be used as part of a student’s free electives. Permission of Internship Director. Fall, Spring, Summer  
 **BUSN 3003-6 Business Internship II**Internship credit for students with a declared major in the College of Business who have secured an internship directly related to that major while having completed fewer than 12 upper level hours in their major. Prerequisites: Junior standing and permission of the Internship Director. Fall, Spring, Summer.