Code # BU07 (2014)

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

[x]  **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

|  |
| --- |
| [ ] **New Course or** [x]  **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 2903-6

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 I

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 60 hours. The course may be used as part of a student’s free electives.

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?

Permission of Internship Director

b. Why?

This is an internship designed for students with an interest in business who have been offered an opportunity to learn more about possible careers in their field

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, 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? 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 early in their course of study. 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).

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.

All majors in the College of Business

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

Students can enroll after completing 15 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.)

Enter text...

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

Enter text...

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

Enter text...

b. Number of pages of reading required per week: Enter text...

c. Number of pages of writing required over the course of the semester: Enter text...

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

[x] 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?)

Knowledge of a professional business environment

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

Maintain a regular work schedule, professional dress and behavior in a business organization

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

Provide two briefs to the Internship Director while being evaluated by their internship site supervisor twice during the semester

*(Repeat if needed for additional outcomes 2 and 3)*

**Outcome #2:**

Enter text...

Learning Activity:

Enter text...

Assessment Tool:

Enter text...

**Outcome #3**:

Enter text...

Learning Activity:

Enter text...

Assessment Tool:

Enter text...

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

* 1. Global Awareness

[x] Minimally
[ ] Indirectly
[ ] Directly

* 1. Thinking Critically

[ ] Minimally
[ ] Indirectly
[x] Directly

* 1. Using Technology

[ ] Minimally
[ ] Indirectly
[x] Directly (This will really vary on the internship setting 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.

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 2903-6. 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

*The bulletin can be accessed at http://www.astate.edu/a/registrar/students/*

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