## NEW COURSE PROPOSAL FORM

**TO:** STUDENT ASSESSMENT COMMITTEE

**ACADEMIC AREA:** BUSINESS AND TECHNOLOGY

**PROPOSEd by**: Associate Dean Dennette Foy

**PRESENTER:** Associate Dean Dennette Foy

**DATE:** 11/19/2010

**COURSE PREFIX, NUMBER AND TITLE:**

### GEB 1949 BUSINESS INTERNSHIP I, HFT 1949 HOSPITALITY MANAGEMENT Internship i, COP 1949 COMPUTER PROGRAMING Internship i, Cnt 1949 networking Internship i, ETD 1949 ENGINEERING TECHNOLOGY Internship i, MAN 1949 MANAGEMENT Internship i, MAR 1949 MARKETING Internship i, SCI 1949 SCIENCE internship i, MAT 1949 MATHMATICS internship i, HUM 1949 HUMANITIES Internship i, ART 1949 ART internship i, jou 1949 journalism Internship i, SSE 1949 SOCIAL SCIENCES Internship i

### SECTION I

**COURSE INFORMATION: TYPE iN THE APPROPRIATE INFORMATION FOR EACH ITEM:**

**DEPARTMENT: PROFESSIONAL AND TECHNICAL DEPARTMENT**

**COURSE PREREQUISITE(S):** 18 Credit hours of discipline specific coursework, each completed with a grade of “c” or higher

**MINIMUM GRADE OF prereqUISITE(s):** C

**COURSE COREQUISITE(S):** None

**COURSE CREDITS OR CLOCK HOURS:** 3

**credit type: COLLEGE CREDIT (TRANSFERABLE)**

**CONTACT HOURS:** 12

**COURSE DESCRIPTION:**

This course offers a cooperative program between Edison State College, students, and local employers. This course requires verified work hours and a written summary report at the end of the work experience.

**GENERAL TOPIC OUTLINE:**

* + 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 in describing outside employment/volunteer participationand detailing scope of work completed
  + Integrate academic learning and choices into career exploration or progression
  + Understand the requirements necessary to create a résumé 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:**

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  Competency |
|  | Students will demonstrate competency by successfully developing a Learning Plan that is approved and evaluated by the work supervisor.  Students will demonstrate knowledge by completing and submitting two career assessment instruments.  Students will demonstrate competency by providing written documentation of work calendar with diary entries.  Students will demonstrate competency by completing final essay of 600 – 800 words detailing and analyzing Learning Plan. |  |
| **Develop a learning plan for the length of the internship including the deliverables for the experience.** |  |
| **Revise student résumé 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

**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):** None

**GRADE MODE:** STANDARD GRADING

**IS THIS A GENERAL EDUCATION COURSE?** NO

**IS THIS A WRITING INTENSIVE COURSE?** NO

**iS THIS AN HONORS COURSE?** NO

**IS THIS A REPEATABLE COURSE?** YES

**IF SO, WHAT IS THE MAXIMUM NUMBER OF CREDITS A STUDENT CAN EARN FOR THIS COURSE?**15

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

**WILL THIS NEW COURSE HAVE AN IMPACT ON OTHER COURSES, PROGRAMS OR DEPARTMENTS?**YES

**eXPLAIN:**

This Business internship will be offered for all the disciplins listed and be specifically tailored to meet the academic needs in that particular area of study. HFT (Hospitality Management), COP (Computer Programing), Cnt (networking), ETD (Engineering Technology), MAN (Management), MAR (Marketing), SCI (Science), MAT (Mathmatics), HUM (Humanities), ART (Art), Jou (journalism), SSE (Social sciences) and GEB (Business)

**IF YES, HAVE YOU DISCUSSED THIS PROPOSAL WITH ANYONE (FROM OTHER DEPARTMENTS AND/OR PROGRAMS) REGARDING THE IMPACT? WERE ANY AGREEMENTS REACHED?**

Yes, this proposal has been discussed with the following people: Dr. Kevin Kennedy, Dr. Rodney Dennison, Theo Koupelis, Dr. Douglas Nay and Dennette Foy. All are in agreement to work together in providing this internship course as an elective.

**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 ALSO LISTED AS A COREQUISITE ON ITS PAIRED COURSE?**NO

eXAMPLE: CHM 2032 IS A COREQUISITE FOR CHM 2032L AND CHM 2032L IS A COREQUISITE FOR CHM 2032.

### SECTION III

**PROVIDE JUSTIFICATION FOR CURRICULUM ACTION (OTHER EXPLANATORY INFORMATION):**

BASED ON A CURRICULUM SURVEY OF THE BUSINESS ADVISORY GROUP, HIGH SCHOOL GUIDANCE COUNSELORS, Edison state college faculity members AND STUDENTS, THIS COURSE WAS REQUESTED AS AN ELECTIVE

**NOTE:**

CHANGES FOR THE UPCOMING FALL TERM MUST BE SUBMITTED AND APPROVED NO LATER THAN THE FEBRUARY CURRICULUM COMMITTEE MEETING PRIOR TO THE START OF THE NEXT ACADEMIC YEAR. CHANGES DURING MID-SCHOOL YEAR ARE NOT ALLOWED. EXTREME CIRCUMSTANCES WILL REQUIRE APPROVAL FROM THE VICE PRESIDENT OF ACADEMIC AND STUDENT AFFAIRS TO BEGIN IN THE SPRING TERM. THE PROPOSED CHANGES MUST BE PRESENTED AND APPROVED BY THE SEPTEMBER CURRICULUM COMMITTEE PRIOR TO THE SPRING SEMESTER.

**EXCEPTION:**  
COURSES PUBLISHED IN THE 2010-2011 CATALOG THAT ARE PENDING CURRICULUM APPROVAL WILL BE EFFECTIVE SPRING 2011.

**TERM IN WHICH PROPOSED ACTION WILL TAKE PLACE:**FALL 2011 TYPE OTHER

VPASA SIGNATURE (IF NECESSARY) TO APPROVE CURRICULUM ACTION MID-YEAR:

Microsoft Office Signature Line... APPROVED EFFECTIVE TERM

**FACULTY ENDORSEMENTS:**PLEASE SEPARATE FACULTY MEMBERS WITH A COMMA (,)

dr kevin kennedy, dr theo koupelis, dr rodney dennison, david oliver, maria maddalena, david hoffman, scott vanselow, martin dubetz, albert dambrose

**DEPARTMENT CHAIR / PROGRAM COORDINATOR ENDORSEMENT:**

doug nay PLEASE SELECT TODAY’S DATE.

**ASSOCIATE / ACADEMIC DEAN ENDORSEMENT:**

dennette foy, theo koupelis, rodney dennison PLEASE SELECT TODAY’S DATE.

**STUDENT ASSESSMENT COMMITTEE CHAIR ENDORSMENT:**

 PLEASE SELECT TODAY’S DATE.

**DISTRICT DEAN OF INSTRUCTION ENDORSEMENT:**

 PLEASE SELECT TODAY’S DATE.

AFTER REVIEWING AND SIGNING THIS PROPOSAL, THE DISTRICT DEAN WILL RETURN THE PROPOSAL TO THE DEPARTMENT CHAIR OR PROGRAM COORDINATOR WILL SUBMIT THE PROPOSAL TO THE VPASA OFFICE.

THE DEPARTMENT CHAIR/PROGRAM COORDINATOR WILL SEND THIS PROPOSAL ALONG WITH ANY OTHER PROPOSALS FROM HIS/HER DEPARTMENT BEING SUBMITTED FOR REVIEW BY THE CURRICULUM COMMITTEE TO THE STUDENT ASSESSMENT COMMITTEE FOR REVIEW. ONCE APPROVED BY THE STUDENT ASSESSMENT COMMITTEE, SUBMIT THE PROPOSAL(S) TO THE OFFICE OF THE VICE PRESIDENT OF ACADEMIC AND STUDENT AFFAIRS AT LEAST TWO FRIDAYS PRIOR TO THE NEXT SCHEDULED CURRICULUM COMMITTEE MEETING.

FOR MORE DETAILS, PLEASE REFER TO THE CURRICULUM COMMITTEE GUIDELINES, CURRICULUM PROCESS FLOW CHART AND THECRITICAL DATES TABLE BY CLICKING CURRICULUM COMIITTEE ON THE FACULTY/STAFF LINK FROM THE EDISON HOMEPAGE (CLICK ON THE CURRICULUM PROCESS LINK).

REVISED: 8/25/10