Code # Enter text…

**New Course Proposal Form**

**[ X] Undergraduate Curriculum Council**

**[ ] Graduate Council**

|  |
| --- |
| **[X] New Course or [ ]Experimental Course (1-time offering) (Check one box)** |

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

Email completed proposals to curriculum@astate.edu for inclusion in curriculum committee agenda.

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| --- | --- |
| Xianqui Hu 2/5/2017**Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**COPE Chair (if applicable)** |
| Patricia Robertson 2/12/2017**Department Chair:**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**General Education Committee Chair (If applicable)**   |
| John Seydel 2/19/2017**College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Undergraduate Curriculum Council Chair** |
| C. Shane Hunt 4/14/2017**College Dean** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Graduate Curriculum Committee Chair** |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Vice Chancellor for Academic Affairs** |

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

Patricia Robertson, probertson@astate.edu; 870-972-2300

2. Proposed Starting Term and Bulletin Year

8/15/17 Fall 2017

3. Proposed Course Prefix and Number (Confirm that number chosen has not been used before. For variable credit courses, indicate variable range. *Proposed number for experimental course is 9*. )

FIN 479V Variable Credit 1-6

4. 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).

**Finance Internship**

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

**Provides practical experience in a variety of finance settings. Students will be assigned to work with an organization, supervised by an experienced professional to gain real world training.**

6. Prerequisites and major restrictions. (Indicate all prerequisites. 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).

1. Are there any prerequisites? YES
	1. If yes, which ones?

FIN 3713 and 3 additional hours of upper level Finance course(s) and permission of instructor and department chair

* 1. Why or why not?

This provides a sufficient background for students to participate and contribute to the internship site and assures that the experience is appropriate for the major.

1. Is this course restricted to a specific major? YES
	1. If yes, which major? Finance

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

Fall, Spring, Summer

8. 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, student exchange, occupational learning credit, or course for fee purpose only (e.g. an exam)? Please choose one.

Internship

9. What is the grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental, or other [please elaborate])

Standard letter

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

NO

11. 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

1. If yes, please list the prefix and course number of cross listed course.

 Enter text...

1. Are these courses offered for equivalent credit? Yes / No

 Please explain. Enter text...

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

a. If yes, what program?

 Enter text...

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

a. If yes, what course?

Enter text...

14. Will this course be equivalent to a deleted course? NO

a. If yes, which course?

Enter text...

15. Has it been confirmed that this course number is available for use? YES

 *If no: Contact Registrar’s Office for assistance.*

16. 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...

**Course Details**

17. 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 as part of the Internship Agreement Form and approved by the Internship Director with guidance from the Department Chair

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 three times during the semester and will submit these as assignments. 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.)

Students work at the internship site

19. Department staffing and classroom/lab resources

Internship takes place at the internship site

1. Will this require additional faculty, supplies, etc.?

 NO

20. Does this course require course fees? NO

 *If yes: please attach the New Program Tuition and Fees form, which is available from the UCC website.*

**Course Justification**

21. Justification for course being included in program. Must include:

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

 Students seeking a finance degree will benefit from the practical experience offered by an internship. These experiences provide students with hands on, career based training. FIN 3713 Business Finance and a minimum of an additional 3 upper-level hours of FIN course(s) must be completed prior to the start of this internship so that the student has more than a basic knowledge of the finance discipline and can apply this knowledge to situations presented in the internship.

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 finance. Internship opportunities throughout their program of study provide excellent opportunities for this growth.

c. Student population served.

Finance majors with an interest in a career in finance.

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

Students must have completed FIN 3713 Business Finance and an additional three upper level hours in Finance prior to taking this course.

**Assessment**

**University Outcomes**

22. Please indicate the university-level student learning outcomes for which this new course will contribute. Check all that apply.

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| * 1. **[ ]** Global Awareness
 | * 1. **[ x ]** Thinking Critically
 | * 1. **[ ]** Information Literacy
 |

**Relationship with Current Program-Level Assessment Process**

23. What is/are the intended program-level learning outcome/s for students enrolled in this course? Where will this course fit into an already existing program assessment process?

This course has the following program-level learning outcome for students enrolled in the course: Apply basic financial tools to value financial products. (This is SLO-1 for Finance majors in all Emphasis areas). This SLO-1 is assessed every three years. The assessment cycle for this SLO-1 began in Spring 2016.

24. Considering the indicated program-level learning outcome/s (from question #23), please fill out the following table to show how and where this course fits into the program’s continuous improvement assessment process.

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| **Program Level Student Learning Outcome #1** | SLO-1 (for Finance majors with a Financial Management Emphasis and Finance majors with a Banking Emphasis): Apply basic financial tools to value financial products. |
| Assessment Measure | Direct measure: We will include on an examination in an upper-level course questions that require students to apply basic financial tools to value financial products. Indirect measure: Survey of Finance majors. |
| Assessment Timetable | Once every three years, beginning Spring 2016 |
| Who is responsible for assessing and reporting on the results? | Finance faculty and department chair are responsible for assessing, evaluating, analyzing results, developing actions plans, and closing the loop. |

*For further assistance, please see the ‘Expanded Instructions’ document available on the UCC - Forms website for guidance, or contact the Office of Assessment at 870-972-2989.*

 **Course-Level Outcomes**

25. What are the course-level outcomes for students enrolled in this course and the associated assessment measures?

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| --- | --- |
| **Outcome 1** | Students will demonstrate familiarity with their academic field as it applies to their specific internship experience |
| Which learning activities are responsible for this outcome? | Students will participate in an internship at an organization with a professional supervisor/mentor with appropriate responsibilities |
| Assessment Measure  | Student performance is evaluated by their supervisors that includes duties, attitude, attendance and areas in need of improvement using a rubric |

*(Repeat if needed for additional outcomes)*

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| **Outcome 2** | Students will synthesize and apply material from their academic field to their specific internship experience |
| Which learning activities are responsible for this outcome? | Students will participate in an internship at an organization with a professional supervisor/mentor with appropriate responsibilities |
| Assessment Measure  | Student performance is evaluated by their supervisors that includes duties, attitude, attendance and areas in need of improvement using a rubric |
| **Outcome 3** | Students will demonstrate skills in written assignments, recorded and/or face-to-face presentations using technology as is appropriate to their specific internship experience |
| Which learning activities are responsible for this outcome? | While participating in the internship experience the students must prepare/write two briefs and a final paper that describe what they are learning, self reflection and an overall evaluation of the experience. |
| Assessment Measure  | Student assignments are evaluated using a rubric  |
| **Outcome 4** | Students will demonstrate professional behavior and dress as expected in their specific internship experience |
| Which learning activities are responsible for this outcome? | While participating in the internship students must be on time, dress and behave appropriately for the specific organizational site. |
| Assessment Measure  | Student performance is evaluated by their supervisors that includes duties, attitude, attendance and areas in need of improvement using a rubric |

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| **Outcome 5** | Students will communicate effectively and professionally in writing and demonstrate business knowledge |
| Which learning activities are responsible for this outcome?  | Provide two briefs to the Internship Director while being evaluated by their internship site supervisor during the semester. .  |
| Assessment Measure | The site supervisor evaluates the student’s performance 3 times during the semester on duties, attitude, attendance, areas in need of improvement and overall performance. The Internship Director will evaluate the final internship report using a rubric |

 *(Repeat if this new course will support additional program-level outcomes)*

**Bulletin Changes**

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| **Instructions**  |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Follow the following guidelines for indicating necessary changes.** **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.** - Deleted courses/credit hours should be marked with a red strike-through (~~red strikethrough~~)- New credit hours and text changes should be listed in blue using enlarged font (blue using enlarged font). - Any new courses should be listed in blue bold italics using enlarged font (***blue bold italics using enlarged font***)*You can easily apply any of these changes by selecting the example text in the instructions above, double-clicking the ‘format painter’ icon 🡪 , and selecting the text you would like to apply the change to.* *Please visit* [*https://youtu.be/yjdL2n4lZm4*](https://youtu.be/yjdL2n4lZm4) *for more detailed instructions.* |

Paste bulletin pages here...

**FIN 3713. Business Finance** Legal forms of American business organization, policies, meth­ods, and institutions involved in financing business. The principles of financial management will be studied with emphasis on the corporation, including cash flows, securities, financial structures, expansion, and acquisitions. Prerequisite, ACCT 2133 or 2023. Fall, Spring, Summer.

**FIN 3733. Personal Finance** Concerned with management of the personal financial resources of the individual and the family. Provides guidance for consumer purchasing and credit, personal insurance, taxation, investing, estate planning, and social security. Designed for non-business majors, course counts only as a free elective, except where required in major. Demand.

**FIN 3763. Financial Institutions and Markets** An in depth study of financial institutions such as banks, savings and loans, insurance companies and financial markets. Primary emphasis will be on depository institutions. Prerequisite, FIN 3713. Fall, Spring.

**FIN 3773. Financial Risk Management** An in depth study of financial risks facing banks, such risks as those arising from fixed income and foreign exchange investments will be covered. Fall.

**FIN 3813. International Financial Management and Banking** Study of financial concepts and issues in banking as they relate to business decisions in a global economy. Demand.

**FIN 4013. Financial Wealth Management** The application of financial planning topics to realistic scenarios and case studies involving personal and small business financial planning. Prerequisites, FIN 2013 or 4723. Corequisites, ACCT 4013, ACCT 4163, and LAW 4043. Spring.

**FIN 4293. New Venture Financing** Introduction to the dynamic challenges facing new busi­ness ventures in securing financial backing to support growth and development. Venture capital, internally generated funding and external sources of funding will be discussed along with debt and equity financing. Demand.

**FIN 4723. Investments** Security investment, the tools of investment analysis, the formulation of investment policy and the role of the individual investor in the economy. Prerequisite, FIN 3713. Fall, Spring.

**FIN 4743. Managerial Finance** Emphasis on principles and tools for analysis and decision making in working capital management. Studies include cash flow forecasting, inventory model applications, sources and uses of funds analysis, trade credit policies, and techniques of short and intermediate term sales forecasting. Prerequisite, FIN 3713. Spring.

**FIN 4753. Capital Management** Analysis of the management aspects relating to the inflows and outflows of permanent capital in business enterprises. Examines the management of long-term assets, long-term credit, equity and internal financing. Corporate expansion including mergers, acquisitions, corporate reorganization, and bankruptcies. Prerequisite: FIN 3713. Fall, Spring.

**FIN 4763. Bank Management** Principles used in the management of commercial banks, relat­ing to loans, credit analysis, security portfolios, analysis and interpretations of Federal Reserve regulations and publications. Prerequisite, FIN 3713. Fall.

**FIN 4773. Advanced Bank Management** Applications of financial management techniques to ban management decisions through experiential learning opportunities. Computer based analysis, simulations, and written and oral presentations. Prerequisite, FIN 4763. Spring.

**FIN 4783. Internship in Bank Management** Supervised work experience with bank manage­ment in an appropriate banking environment. To earn intern credit, each student is expected to spend six to eight hours per week for 15 weeks or the equivalent at the bank. Prerequisites, Junior or Senior standing is required. Fall, Spring, Summer.

***FIN 479V. Finance Internship Provides practical experience in a variety of finance settings. Students will be assigned to work with an organization, supervised by an experienced professional to gain real world training. Prerequisites, FIN 3713, 3 additional hours of upper-level Finance, approval by instructor and department chair, and student must be a Finance major. Fall, Spring, Summer.***

**FIN 489V. Special Problems in Finance** Individual problems in finance arranged in consulta­tion with the instructor. Must be approved by department chair. Fall, Spring, Summer.

**Law (LAW)**

**LAW 2023. Legal Environment of Business** Introduction to the fundamental elements of the Anglo American legal system and its common law origins. The scope of the course will include the application and operation of the legal system in the remedy of business disputes, the development and operation of the court system, and the regulation of American business and industry by the United States government. Fall, Spring, Summer. (ACTS#: BLAW 2003)

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

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