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| For Academic Affairs and Research Use Only | |
| Proposal Number | UC01 |
| CIP Code: |  |
| Degree Code: |  |

**New or Modified Course Proposal Form**

**[X] Undergraduate Curriculum Council**

**[ ] Graduate Council**

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

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

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| Nikesha Nesbitt 3/27/2023 **Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **COPE Chair (if applicable)** |
| Nikesha Nesbitt 3/27/2023 **Department Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Head of Unit (if applicable)** |
| Nikesha Nesbitt 3/27/2023  **College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Undergraduate Curriculum Council Chair** |
| Mary Elizabeth Spence 3/31/2023 **Office of Accreditation and Assessment (new courses only)** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Graduate Curriculum Committee Chair** |
| Jill Simons 3/31/2023 **College Dean** | Len Frey 4/20/2023  **Vice Chancellor for Academic Affairs** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **General Education Committee Chair (if applicable)** |  |

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

Dr. Nikesha Nesbitt, nnesbitt@astate.edu, 8709723574

1. **Proposed starting term and Bulletin year for new course or modification to take effect**

**Fall 2023**

**Instructions:**

*Please complete all sections unless otherwise noted. For course modifications, sections with a “Modification requested?” prompt need not be completed if the answer is “No.”*

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|  | **Current (Course Modifications Only)** | **Proposed (New or Modified)**  *(Indicate “N/A” if no modification)* |
| **Prefix** |  | **UC** |
| **Number\*** |  | **3033** |
| **Title**  (include a short title that’s 30 characters or fewer) |  | **University College Internship II** |
| **Description\*\*** |  | Field experience for students to develop advancing skills in industry settings with focus on organizational awareness, professionalism, and leadership development. Fall, Spring, Summer.  **Prerequisites:** 60 credit hours, 2.00 GPA and permission of instructor. |

***\**** Confirm with the Registrar’s Office that number chosen has not been used before and is available for use. For variable credit courses, indicate variable range. *Proposed number for experimental course is 9*.

\*\*Forty words or fewer (excepting prerequisites and other restrictions) as it should appear in the Bulletin.

1. **Proposed prerequisites and major restrictions** **[Modification requested? Yes/No]**

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

60 credit hours and 2.0 GPA

* 1. Why or why not?

Yes, with instructor approval.

1. **No** Is this course restricted to a specific major?
   1. If yes, which major? Enter text...
2. **Proposed course frequency [Modification requested? Yes/No]**

(e.g. Fall, Spring, Summer; if irregularly offered, please indicate, “irregular.”) *Not applicable to Graduate courses.*

**Fall, Spring, and Summer**

1. **Proposed course type [Modification requested? Yes/No]**

Will this course be lecture only, lab only, lecture and lab, activity (e.g., physical education), dissertation/thesis, capstone, independent study, internship/practicum, seminar, special topics, or studio? Please choose one.

**Internship**

1. **Proposed grade type [Modification requested? Yes/No]**

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

**Standard Letter Grade**

1. **No** Is this course dual-listed (undergraduate/graduate)?
2. **No** Is this course cross-listed?

*(If it is, all course entries must be identical including course descriptions. Submit appropriate documentation for requested changes. It is important to check the course description of an existing course when adding a new cross-listed course.)*

**a.** – If yes, please list the prefix and course number of the cross-listed course.

Enter text...

**b.** – **Yes / No** Can the cross-listed course be used to satisfy the prerequisite or degree requirements this course satisfies?

Enter text...

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

a. If yes, what program?

Enter text...

1. **No** Will this course be a one-to-one equivalent to a deleted course or previous version of this course (please check with the Registrar if unsure)?

a. If yes, which course?

Enter text...

**Course Details**

1. **Proposed outline** **[Modification requested? Yes/No]**

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

Week 1: Work 8 hours at internship; Orientation with internship instructor, Craft internship goals related to course LO’s

Week 2: Work 8 hours at internship Check-in

Week 3: Work 8 hours at internship

Week 4: Work 8 hours at internship; Submit Briefing #1 and Self Assessment/Workplace Evaluation #1

Week 5: Work 8 hours at internship

Week 6: Work 8 hours at internship; Check-in /Internship Site Visit

Week 7: Work 8 hours at internship

Week 8: Work 8 hours at internship; Submit Briefing #2 and Self Assessment/Workplace Evaluation #2

Week 9: Work 8 hours at internship

Week 10: Work 8 hours at internship Check-in

Week 11: Work 8 hours at internship

Week 12: Work 8 hours at internship; Submit Briefing #3 and Self Assessment/Workplace Evaluation #1

Week 13: Work 8 hours at internship; Internship Site Visit

Week 14: Work 8 hours at internship; Check-in

Week 15: Work 8 hours at internship; Submit final project and Self Assessment/Workplace Evaluation #1

1. **Proposed special features** **[Modification requested? Yes/No]**

(e.g. labs, exhibits, site visitations, etc.)

There will be 2 internship site visits by the instructor; one Week 6 and one Week 13

1. **Department staffing and classroom/lab resources**

One instructor is needed; no classroom or lab is needed

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

**No**

1. **No** Does this course require course fees?

**Justification**

**Modification Justification (Course Modifications Only)**

1. Justification for Modification(s)

Enter text...

**New Course Justification (New Courses Only)**

1. Justification for course. Must include:

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

This course is designed to allow students to gain credit for experiential learning in a work setting and assess to hands-on critical skill development. As part of the site selection and learning outcomes, students will select four to five of the following CLO’s to guide their onsite learning experience. Class assignments and achievements will be centered on these selections. \*Students will communicate effectively and professionally verbally and in written form. \*Students will demonstrate sensitivity for ethical and cultural issues when making decisions. \*Students will apply critical thought to make informed decisions. \*Students will use technology to communicate, calculate, and deliver concepts and data in visual presentations. \*Students will demonstrate familiarity with their emphasis areas or thematic field as it applies to specific internship experience. \*Students will synthesize and apply on-the-job training and material from their emphasis areas or thematic study to their specific internship experience. \*Students will demonstrate skills in written assignments, reports, and recorded face-to-face presentations using technology aligned with specific internship experience. \*Students will demonstrate professional skills through meetings, presentations, workshops or other agreed upon deliverables.

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

Department Mission: “The Department of Nontraditional Studies oversees the general and interdisciplinary studies degree programs, experienced learners programs, and academic outreach. The primary mission of Nontraditional Studies is to engage students in creative, flexible, and individualized learning pathways that promote innovation, successful degree attainment, and professional development.” The proposed course ties into our mission by allowing students to develop hands-on professional skills they would not learn in a typical classroom setting. The internship would also provide students an opportunity to be creative and innovative in a real-world, on the job setting.

c. Student population served.

Junior/Senior General Studies and Interdisciplinary Studies Majors

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

UC offers a lower-level internship course. However, students have expressed interest in doing an internship with increasing responsibilities and clock hours. This course doubles the lower-level requirement (60 hours to 120 hours), site visits, briefings, and evaluations. Self-directed specified goals, expected workload, and outcomes are appropriate to an upper-level course.

**Assessment**

**Assessment Plan Modifications (Course Modifications Only)**

1. **No** Do the proposed modifications result in a change to the assessment plan?

*If yes, please complete the Assessment section of the proposal*

**Relationship with Current Program-Level Assessment Process (Course modifications skip this section unless the answer to #18 is “Yes”)**

1. 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?
2. BGS Students will prepare for career readiness by gaining an understanding of **workplace dynamics** in relation to professional settings, organizational roles, etiquette, leadership strategies, and decision processes.
3. Considering the indicated program-level learning outcome/s (from question #19), please fill out the following table to show how and where this course fits into the program’s continuous improvement assessment process.

*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.*

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| **Program-Level Outcome 1 (from question #19)** | BGS Students will prepare for career readiness by gaining an understanding of **workplace dynamics** in relation to professional settings, organizational roles, etiquette, leadership strategies, and decision processes. |
| Assessment Measure | Direct assessment measures will be observations of field work related to objects set by each student. Indirect measures include student’s evaluations/perceptions of the experience as it relates to major, site feedback. |
| Assessment  Timetable | The course will be assessed in the spring every odd year. |
| Who is responsible for assessing and reporting on the results? | The instructor of record and curriculum chair are responsible for assessing and reporting on the results. |

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

**Course-Level Outcomes**

1. 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 synthesize and apply on-the-job training and material from their emphasis areas or thematic study to their specific internship experience. To meet this outcome, students will select personalized internship goals as noted in (#17) to self-direct their learning desires. The internship instructor will help each student work with their selected site to embed opportunities to enable student to acquire specific skill development. |
| Which learning activities are responsible for this outcome? | 120 work hours of field experience during the semester and self reflective activities |
| Assessment Measure | Briefings, Evaluations, Final Experience Report |

*(Repeat if needed for additional 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. Please include a before (with changed areas highlighted) and after of all affected sections.**  **\*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.** |

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| **University College** | |
|  | •  [UC 120V - Foundations in Professionalism](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5919) **Sem. Hrs:** **Variable** |
|  | •  [UC 0143 - Writing Fundamentals](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5902) **Sem. Hrs:** **3** |
|  | •  [UC 0153 - Enhanced College Reading](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5903) **Sem. Hrs:** **3** |
|  | •  [UC 0164 - Academic Literacy](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5904) **Sem. Hrs:** **4** |
|  | •  [UC 200V - Special Topics](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5922) **Sem. Hrs:** **Variable** |
|  | •  [UC 0232 - Reading and Writing for College Success](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5907) **Sem. Hrs:** **2** |
|  | •  [UC 301V - Study Abroad](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5926) **Sem. Hrs:** **Variable** |
|  | •  [UC 311V - Study Abroad, Unaffiliated Programs](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5927) **Sem. Hrs:** **Variable** |
|  | •  [UC 401V - Washington Center Internship](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5931) **Sem. Hrs:** **Variable** |
|  | •  [UC 480V - Special Problems in Leadership Development](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5932) **Sem. Hrs:** **Variable** |
|  | •  [UC 1001 - Restart Seminar](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5908) **Sem. Hrs:** **1** |
|  | •  [UC 1011 - College Choices Seminar](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5909) **Sem. Hrs:** **1** |
|  | •  [UC 1013 - Making Connections](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5910) **Sem. Hrs:** **3** |
|  | •  [UC 1021 - Advanced Reading Strategies](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5911) **Sem. Hrs:** **1** |
|  | •  [UC 1032 - FYS Success Strategies](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5912) **Sem. Hrs:** **2** |
|  | •  [UC 1103 - Introduction to Leadership Development](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5913) **Sem. Hrs:** **3** |
|  | •  [UC 1131 - Career Planning 101](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5914) **Sem. Hrs:** **1** |
|  | •  [UC 1141 - Academic Survival](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5915) **Sem. Hrs:** **1** |
|  | •  [UC 1151 - Stress Management 101](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5916) **Sem. Hrs:** **1** |
|  | •  [UC 1161 - Worry Management 101](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5917) **Sem. Hrs:** **1** |
|  | •  [UC 1202 - Academic Proficiency for Standardized Testing](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5918) **Sem. Hrs:** **2** |
|  | •  [UC 1231 - Career Planning and Decision Making](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5920) **Sem. Hrs:** **1** |
|  | •  [UC 1251 - Health Rhythms 101](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5921) **Sem. Hrs:** **1** |
|  | •  [UC 2013 - Advanced Reading and Writing](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5923) **Sem. Hrs:** **3** |
|  | •  [UC 2033 - University College Internship](https://catalog.astate.edu/content.php?catoid=3&catoid=3&navoid=78&filter%5Bitem_type%5D=3&filter%5Bonly_active%5D=1&filter%5B3%5D=1&filter%5Bcpage%5D=23#/usr/local/webroot/acalog-legacy/shared/htdocs_gateway/ajax/preview_course.php) **Sem. Hrs:** **3** |
|  | •  [UC 3011 - Professional and Career Development for Juniors and Seniors](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5925) **Sem. Hrs:** **1** |
|  | •  [UC 3023 - Seminar in Leadership Development](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5928) **Sem. Hrs:** **3** |
|  | •  [UC 3331 - McNair Research Seminar](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5929) **Sem. Hrs:** **1** |
|  | •  [UC 4003 - Washington Center Civic Engagement and Leadership](https://catalog.astate.edu/preview_course_nopop.php?catoid=3&coid=5930) **Sem. Hrs:** **3** |

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| **University College** | |
|  | •  UC 120V - Foundations in Professionalism **Sem. Hrs:** **Variable** |
|  | •  UC 0143 - Writing Fundamentals **Sem. Hrs:** **3** |
|  | •  UC 0153 - Enhanced College Reading **Sem. Hrs:** **3** |
|  | •  UC 0164 - Academic Literacy **Sem. Hrs:** **4** |
|  | •  UC 200V - Special Topics **Sem. Hrs:** **Variable** |
|  | •  UC 0232 - Reading and Writing for College Success **Sem. Hrs:** **2** |
|  | •  UC 301V - Study Abroad **Sem. Hrs:** **Variable** |
|  | •  UC 311V - Study Abroad, Unaffiliated Programs **Sem. Hrs:** **Variable** |
|  | •  UC 401V - Washington Center Internship **Sem. Hrs:** **Variable** |
|  | •  UC 480V - Special Problems in Leadership Development **Sem. Hrs:** **Variable** |
|  | •  UC 1001 - Restart Seminar **Sem. Hrs:** **1** |
|  | •  UC 1011 - College Choices Seminar **Sem. Hrs:** **1** |
|  | •  UC 1013 - Making Connections **Sem. Hrs:** **3** |
|  | •  UC 1021 - Advanced Reading Strategies **Sem. Hrs:** **1** |
|  | •  UC 1032 - FYS Success Strategies **Sem. Hrs:** **2** |
|  | •  UC 1103 - Introduction to Leadership Development **Sem. Hrs:** **3** |
|  | •  UC 1131 - Career Planning 101 **Sem. Hrs:** **1** |
|  | •  UC 1141 - Academic Survival **Sem. Hrs:** **1** |
|  | •  UC 1151 - Stress Management 101 **Sem. Hrs:** **1** |
|  | •  UC 1161 - Worry Management 101 **Sem. Hrs:** **1** |
|  | •  UC 1202 - Academic Proficiency for Standardized Testing **Sem. Hrs:** **2** |
|  | •  UC 1231 - Career Planning and Decision Making **Sem. Hrs:** **1** |
|  | •  UC 1251 - Health Rhythms 101 **Sem. Hrs:** **1** |
|  | •  UC 2013 - Advanced Reading and Writing **Sem. Hrs:** **3** |
|  | •  UC 2033 - University College Internship **Sem. Hrs:** **3** |
|  | •  UC 3011 - Professional and Career Development for Juniors and Seniors **Sem. Hrs:** **1** |
|  | **UC 3033 - University College Internship II Sem. Hrs: 3**  **Sem. Hrs:** **3**  Field experience for students to develop advancing skills in industry settings with focus on organizational awareness, professionalism, and leadership development. Fall, Spring, Summer.  **Prerequisites:** 60 credit hours, 2.00 GPA and permission of instructor. |
|  | •  UC 3331 - McNair Research Seminar **Sem. Hrs:** **1** |
|  | •  UC 4003 - Washington Center Civic Engagement and Leadership **Sem. Hrs:** **3** |