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

**New or Modified Course Proposal Form**

**[ ] Undergraduate Curriculum Council**

**[X] Graduate Council**

|  |
| --- |
| **[ ]New Course, [ ]Experimental Course (1-time offering), or [X]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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| --- | --- |
| Amy Buzby 2/21/2020**Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**COPE Chair (if applicable)** |
| William P. McLean 2/20/2020**Department Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Head of Unit (if applicable)**   |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |
| **Director of Assessment** |  |

 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Undergraduate Curriculum Council Chair** |
| Warren Johnson 3/18/2020**College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Graduate Curriculum Committee Chair** |
| Gina Hogue 3/19/2020**College Dean** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Vice Chancellor for Academic Affairs** |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |

**General Education Committee Chair (if applicable)**   |  |

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

Catherine C Reese, Dept. of Political Science, ccreese@astate.edu; 870-972-3428

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

Start term: Fall 2020; Bulletin Year 2020-2021

**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** | **POSC** | **N/A** |
| **Number\*** | **660V** | **6603** |
| **Title** | **Internship in Public Administration** | **N/A** |
| **Description\*\*** | **[there is currently no description]** | **A student work experience in a public or nonprofit organization.** |

 ***\**** (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 as it should appear in the Bulletin.

1. **Proposed prerequisites and major restrictions** **[Modification requested? 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. Are there any prerequisites?
	1. If yes, which ones?

Enter text...

* 1. Why or why not?

 Not generally used at graduate level.

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

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

Enter text...

1. **Proposed course type [Modification requested? 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.

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

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

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? 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.)

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

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

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

Enter text...

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

 **No**

1. **No** Does this course require course fees? No more than the usual ones.

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

**Justification**

**Modification Justification (Course Modifications Only)**

1. Justification for Modification(s)

**The internship is always 3 hours, so keeping the course as 660V makes no sense. In addition, the question of the number of credit hours comes up every single part-of-term.**

**A description has been added as is required for all courses.**

**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)

 Enter text...

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.

 Enter text...

c. Student population served.

Enter text...

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

Enter text...

**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?

Enter text...

1. Considering the indicated program-level learning outcome/s (from question #20), 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.*

|  |  |
| --- | --- |
| **Program-Level Outcome 1 (from question #23)** | Type outcome here. What do you want students to think, know, or do when they have completed the course? |
| Assessment Measure | Please include direct and indirect assessment measure for outcome.  |
| Assessment Timetable | What semesters, and how often, is the outcome assessed? |
| Who is responsible for assessing and reporting on the results? | Who (person, position title, or internal committee) is responsible for assessing, evaluating, and analyzing results, and developing action plans? |

 *(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** | Type outcome here. What do you want students to think, know, or do when they have completed the course? |
| Which learning activities are responsible for this outcome? | List learning activities. |
| Assessment Measure  | What will be your assessment measure for this outcome?  |

*(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.**  |

**Graduate Bulletin 2019-2020, pp 201-202**

## Public Administration

**Master of Public Administration**

**Emphasis in Public Management (Non-Thesis Option)**

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| --- | --- |
| **University Requirements:** |  |
| See Graduate Degree Policies for additional information (p. 39) |  |
| **Program Requirements:***All students in non-thesis tracks are required to complete and submit a set of comprehensive case study analyses during their final enrollment period, via the MPA Capstone Experience.* | **Sem. Hrs.** |
| POSC 6003, Techniques of Political & Public Administration Research | 3 |
| POSC 6553, Public Budgeting & Finance | 3 |
| POSC 6563, Seminar in Public Administration | 3 |
| POSC 6573, Grant Writing & Administration | 3 |
| POSC 6593, Seminar in Human Resources Management | 3 |
| POSC 6613, Administrative Leadership | 3 |
| POSC 6623, Administrative Ethics | 3 |
| **Sub-total** | **21** |
| **Emphasis Area (Public Management - Non-Thesis Option):** | **Sem. Hrs.** |
| POSC 6423, Public Financial Management | 3 |
| POSC 6533, Public Policy Analysis and Evaluation | 3 |
| POSC 6543, Administrative Behavior | 3 |
| POSC 660~~V~~3, Internship in Public Administration **OR**POSC 6473, Strategic Planning, Policy and Management | 3 |
| POSC 6653, MPA Capstone Experience | 3 |
| **Sub-total** | **15** |
| **Total Required Hours:** | **36** |

**Public Administration**

**Master of Public Administration**

**Emphasis in Nonprofit Management (Non-Thesis Option)**

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| --- | --- |
| **University Requirements:** |  |
| See Graduate Degree Policies for additional information (p. 39) |  |
| **Program Requirements:***All students in non-thesis tracks are required to complete and submit a set of comprehensive case study analyses during their final enrollment period, via the MPA Capstone Experience.* | **Sem. Hrs.** |
| POSC 6003, Techniques of Political & Public Administration Research | 3 |
| POSC 6553, Public Budgeting & Finance | 3 |
| POSC 6563, Seminar in Public Administration | 3 |
| POSC 6573, Grant Writing & Administration | 3 |
| POSC 6593, Seminar in Human Resources Management | 3 |
| POSC 6613, Administrative Leadership | 3 |
| POSC 6623, Administrative Ethics | 3 |
| **Sub-total** | **21** |
| **Emphasis Area (Nonprofit Management - Non-Thesis Option):** | **Sem. Hrs.** |
| POSC 6433, Nonprofit Fundraising and Financial Management | 3 |
| POSC 6443, Nonprofit Planning and Marketing | 3 |
| POSC 660~~V~~3Internship in Public Administration **OR**POSC 6473, Strategic Planning, Policy and Management | 3 |
| POSC 6643, Nonprofit Management | 3 |
| POSC 6653, MPA Capstone Experience | 3 |
| **Sub-total** | **15** |
| **Total Required Hours:** | **36** |

**p. 354 current**

**POSC 6593. Seminar in Human Resources Management** An examination of policies, procedures, strategies, laws and regulations implemented in human resources management for public and nonprofit organizations.

**POSC 660~~V~~3. Internship in Public Administration A student work experience in a public or nonprofit organization.**

**POSC 6613. Administrative Leadership** A study of the techniques and practices that successful managers employ to get their work done through politicians, subordinates, and citizens. Emphasis is placed on issues that are faced by first time managers.

**POSC 6623. Administrative Ethics** An analysis of the theoretical, philosophical, and practical tools needed for making appropriate decisions in the role of an administrator in a public or not for profit organization.

**POSC 6643. Nonprofit Management** Overview of both the practical and theoretical principles utilized in leading nonprofit organizations. Specific attention given to the use engaging techniques to examine the areas of managing people, finance, technology, fundraising, marketing, and board/ volunteer development from the nonprofit perspective.

**p. 354 proposed**

**POSC 6593. Seminar in Human Resources Management** An examination of policies, procedures, strategies, laws and regulations implemented in human resources management for public and nonprofit organizations.

**POSC 6603. Internship in Public Administration** A student work experience in a public or nonprofit organization.

**POSC 6613. Administrative Leadership** A study of the techniques and practices that successful managers employ to get their work done through politicians, subordinates, and citizens. Emphasis is placed on issues that are faced by first time managers.

**POSC 6623. Administrative Ethics** An analysis of the theoretical, philosophical, and practical tools needed for making appropriate decisions in the role of an administrator in a public or not for profit organization.

**POSC 6643. Nonprofit Management** Overview of both the practical and theoretical principles utilized in leading nonprofit organizations. Specific attention given to the use engaging techniques to examine the areas of managing people, finance, technology, fundraising, marketing, and board/ volunteer development from the nonprofit perspective.