# http://www.ric.edu/webcommunications/images/SealWithText_Small_Black.pngUNDERGRADUATE CURRICULUM COMMITTEE (UCC) PROPOSAL FORM

## Cover page roll over blue text to see further important [instructions](#instructions): please read.

**N.B. DO NOT USE HIGHLIGHT, JUST DELETE THE WORDS THAT DO NOT APPLY TO YOUR PROPOSAL**

**ALL numbers in section (A) need to be completed, including the impact ones.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A.1. [Course or program](#Proposal) | **MKT 490 – DIrected Study** | | | |  |
| [Replacing](#Ifapplicable) | **N/A** | | | |  |
| A.2. [Proposal type](#type) | **Course: creation** | | | |  |
| A.3. [Originator](#Originator) | **Mike Casey** | [Home department](#home_dept) | **MGT & MKT** | | |
| A.4. [Rationale](#Rationale) | **This course is designed to be substitute for a traditional course under the instruction of a faculty member.** | | | | |
| A.5. [Date submitted](#date_submitted) | **4/25/17** | A.6. [Semester effective](#Semester_effective) | | Fall, 2017 | |
| A.7. [Resource impact](#Resource) | *[Faculty PT & FT](#faculty" \o "Need to hire new full-time or part-time faculty? This is where you indicate if this proposal will be affecting FLH in your department/program.)*: | **None** | | | |
|  | [*Library*:](#library) | **None** | | | |
|  | [*Technology*](#technology) | **None** | | | |
|  | [*Facilities*](#facilities): | **None** | | | |
| A.8. [Program impact](#prog_impact) | **Provide an opportunity for course offering in a semester when it may not be available.** | | | | |
| A.9. [Student impact](#student_impact) | **Allow students to graduate on time.** | | | | |
| A.10. The following screen tips are for information on what to do about catalog copy until the new CMS is in place; check the “Forms and Information” page for updates. [Catalog page.](#catalog)  [Where are the catalog pages](#catalog)? [Several related proposals](#catalog)? Do **not** list catalog pages here. **All** catalog copy for a proposal must be contained within a **single** file; put page breaks between sections. Make sure affected program totals are correct if adding/deleting course credits. | | | | | |

B. [NEW OR REVISED COURSES](#delete_if) **DELETE THE WORDS THAT DO NOT APPLY TO YOUR PROPOSAL within specific categories, but do not delete any of the categories. DO NOT use highlight. Delete this whole page if this proposal does not include a new or revised course.**

|  | Old ([for revisions only](#Revisions)) | New |
| --- | --- | --- |
| B.1. [Course prefix and number](#cours_title) |  | **MKT 490** |
| B.2. Cross listing number if any |  |  |
| B.3. [Course title](#title) |  | **Directed Study** |
| B.4. [Course description](#description) |  | **Designed to be a substitute for a traditional course under the instruction of a faculty member.** |
| B.5. [Prerequisite(s)](#prereqs) |  | **Consent of instructor, department chair and dean** |
| B.6. [Offered](#Offered) |  | **As needed.** |
| B.7. [Contact hours](#contacthours) |  | **3** |
| B.8. [Credit hours](#credits) |  | **3** |
| B.9. [Justify differences if any](#differences) |  | |
| B.10. [Grading system](#grading) |  | **Letter grade** |
| B.11. [Instructional methods](#instr_methods) |  | **Individual** |
| B.12.[Categories](#required) |  | **Required for major/minor as a substitute for a traditional course** |
| B.13. Is this an Honors course? |  | **NO** |
| B.14. [General Education](#ge) |  | **NO** |
| B.15. [How will student performance be evaluated?](#performance) |  | **Exams | Presentations | Papers |**  **Projects** |
| B.16. [Redundancy statement](#competing) |  | **No redundancy** |
| B. 17. Other changes, if any |  | |

| B.18**.** [**Course learning outcomes**](#outcomes) | [**Standard(s)**](#standards) | [**How will they be measured**](#measured)**?** |
| --- | --- | --- |
| To complete the learning outcomes of the traditional curriculum course that this is designed to be a substitute for. | Course standards for traditional class | Measurement identified in traditional course |
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| B.19. [**Topical outline**](#outline) |
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| Outline will be the same course requirements and outline as the traditional course this is substituting for.  Rhode Island College  School of Management  Guidelines for Directed and Independent Studies  Students wishing to enroll in any form of directed / independent study in the School of Management (i.e., department courses currently numbered 390, 490, 491 or 492) and required to complete a Rhode Island College Application for Independent Study and/or Directed Study, which can be found on the Records Office page of the College website, https://www.ric.edu/recordsoffice/for\_ms.php.  This form includes a “Proposal Section,” to be included as an appendix to the application. The general guidelines require that the student “indicate the rationale, the scope, the plan of study, the procedure of evaluation, and the plan for conferences with faculty instructor.”  To assist with the preparation of this proposal, the following information must be provided in order to obtain the dean’s signature for any directed or independent study. Incomplete or poorly written proposals will be returned unapproved. Proposals should be forwarded to the dean directly from the appropriate department chair subsequent to the chair’s approval and signature.  Title of the proposed study  Rationale (reason(s) for the study)  Why is the directed or independent study being undertaken? A detailed description should be provided of specifically what the student hopes to gain from it and how it fits within the major course of study and student’s intended academic and career plans.  Scope (and associated readings)  The statement of scope should be similar to a course description in a college catalog, stating exactly and specifically what the program of study will entail. It should also include information concerning the modes of inquiry the student will use (i.e., primary research, secondary research, field research, service learning, etc.) and reference sources which will be utilized in the form of a full bibliography.  Plan of Study  The plan of study should provide an outline of the major areas / topics / subtopics to be studied, much like that provided on a course syllabus. It should also include all assignments, presentations and deliverables the student will be expected to produce as part of the directed/independent study. Due dates for all deliverables should be included here as well.    Procedure of Evaluation  A three-credit directed or independent study will require a minimum of three learning goals or outcomes as well as the means of assessment of these goals. Goals must be specific and measureable with measures appropriate for the specific goals.  Plans for Conferences with Faculty Instructor  This section should include a specific timetable for all proposed meetings with the faculty sponsor along with associated deliverables and benchmarks / targets for progress during the semester (again, much as is found in a traditional syllabus). |

## D. Signatures

##### D.1. Approvals

* Changes that affect General Education in any way MUST be approved by ALL Deans and COGE Chair.
* Changes that directly impact more than one department/program MUST have the signatures of all relevant department chairs, program directors, and relevant dean (e.g. when creating/revising a program using courses from other departments/programs). Check UCC manual 4.2 for further guidelines on whether the signatures need to be approval or acknowledgement.
* Proposals that do not have appropriate approval signatures will not be considered.
* Type in name of person signing and their position/affiliation.
* Send electronic files of this proposal and accompanying catalog copy to [curriculum@ric.edu](mailto:curriculum@ric.edu) and a printed or electronic signature copy of this form to the current Chair of UCC. Check UCC website for due dates.

| Name | Position/affiliation | [Signature](#_Signature" \o "Insert electronic signature, if available, in this column) | Date |
| --- | --- | --- | --- |
| Michael Casey, PhD | Chair, School of Management |  |  |
| Jeffrey Mello, PhD | Dean, School of Management |  |  |

##### D.2. [Acknowledgements](#acknowledge)

| Name | Position/affiliation | [Signature](#Signature_2) | Date |
| --- | --- | --- | --- |
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