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

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

**N.B. DO NOT USE HIGHLIGHT, please 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) | **ACCT 467 DIRECTED INTERNSHIP**  **CIS 467 DIRECTED INTERNSHIP**  **ECON 467 DIRECTED INTERNSHIP IN ECONOMICS**  **FIN 467 DIRECTED INTERNSHIP**  **HCA 467** **INTERNSHIP IN HEALTH CARE ADMINISTRATION**  **MGT 467 DIRECTED INTERNSHIP**  **MKT 467 DIRECTED INTERNSHIP** | | | |  |
| [Replacing](#Ifapplicable) |  | | | |
| A.2. [Proposal type](#type) | **Course: revision** | | | |
| A.3. [Originator](#Originator) | **Julie Urda** | [Home department](#home_dept) | **Management & Marketing** | | |
| A.4. [Context and Rationale](#Rationale) | **The Management and Marketing department has decided to move most of its courses from 3-credit to 4-credit courses. Because the Internship for the other departments in the School of Business is run by Management and Marketing, their Internships must de facto also move to 4 credits. ACCT, CIS, ECON and FIN have this course as an elective and not part of their programs, but HCA requires it.** | | | | |
| A.5. [Student impact](#student_impact) | **More contact time with professors, and more active learning.** | | | | |
| A.6. [Impact on other programs](#impact) | **This will raise the HCA program by one credit.** | | | | |
| A.7. [Resource impact](#Resource) | [*Faculty PT & FT*](#faculty): | **Three four-hour courses instead of four three-hour courses.** | | | |
| [*Library*:](#library) | **None** | | | |
| [*Technology*](#technology) | **None** | | | |
| [*Facilities*](#facilities): | **Better fit with current two-hour course-block schedule.** | | | |
| A.8. [Semester effective](#Semester_effective) | **Fall 2019** | A.9. [Rationale if sooner than next Fall](#Semester_effective) | |  | |
| A.10. INSTRUCTIONS FOR CATALOG COPY: This single file copy must include ALL relevant pages from the college catalog, and show how the catalog will be revised. (1) Go to the “Forms and Information” page on the UCC website. Scroll down until you see the Word files for the current catalog. (2) Download ALL catalog sections relevant for this proposal, including course descriptions and/or other affected programs. (3) Place ALL relevant catalog copy into a single file. Put page breaks between sections and delete any catalog pages not relevant for this proposal. (4) Using the track changes function, revise the catalog pages to demonstrate what the information should look like in next year’s catalog. (5) Check the revised catalog pages against the proposal form, especially making sure that program totals are correct if adding/deleting course credits. If new copy, indicate where it should go in the catalog. If making related proposals a single catalog copy that includes all is acceptable. Send as a separate file along with this form. | | | | | |

B. [NEW OR REVISED COURSES](#delete_if)  **DO NOT use highlight. Delete this whole page if the proposal does not include a new or revised course.**

|  | Old ([for revisions only](#Revisions)) Only include information that is being revised, otherwise leave blank (delete provided examples that do not apply) | New Examples are provided for guidance, delete the ones that do not apply |
| --- | --- | --- |
| B.1. [Course prefix and number](#cours_title) | **ACCT 467; CIS 467; ECON 467; FIN 467; HCA 467**; **MGT 467; MKT 467** |  |
| B.2. Cross listing number if any |  |  |
| B.3. [Course title](#title) | **ACCT 467 Directed Internship**  **CIS 467 Directed Internship**  **ECON 467 Directed Internship in Economics**  **FIN 467 Directed Internship**  **HCA 467** **Internship in Health Care Administration**  **MGT 467 Directed Internship**  **MKT 467 Directed Internship** |  |
| B.4. [Course description](#description) |  |  |
| B.5. [Prerequisite(s)](#prereqs) |  |  |
| B.6. [Offered](#Offered) |  |  |
| B.7. [Contact hours](#contacthours) | **ACCT: 3-9**  **CIS: 3-9**  **ECON: 3**  **FIN 3-9**  **HCA: 3**  **MGT: 3**  **MKT: 3** | **4** |
| B.8. [Credit hours](#credits) | **ACCT: 3-9**  **CIS: 3-9**  **ECON: 3**  **FIN 3-9**  **HCA: 3**  **MGT: 3**  **MKT: 3** | **4** |
| B.9. [Justify differences if any](#differences) |  | |
| B.10. [Grading system](#grading) |  |  |
| B.11. [Instructional methods](#instr_methods) |  |  |
| B.12.[Categories](#required) |  |  |
| B.13. Is this an Honors course? | **No** |  |
| B.14. [General Education](#ge)  N.B. Connections must include at least 50% Standard Classroom instruction. | **No** |  |
| B.15. [How will student performance be evaluated?](#performance) |  |  |
| B.16. [Redundancy statement](#competing) |  |  |
| B. 17. Other changes, if any |  | |

| B.18**.** [**Course learning outcomes**](#outcomes)**: List each one in a separate row** | [**Professional Org.Standard(s)**](#standards)**, if relevant** | [**How will each outcome be measured**](#measured)**?** |
| --- | --- | --- |
|  |  |  |
|  |  | Click Tab from here to add rows |

| B.19. [**Topical outline**](#outline)**: Do NOT insert whole syllabus, we just need a two-tier outline** |
| --- |
| Students :   1. Will do **140 hours** of work at their internship. 2. will attend **8 scheduled classes**. 3. will submit their **first "Self-evaluation form"** after about 30 hours of being at job. 4. will submit their **second "self-evaluation form"** after about 60 hours of being at the job. 5. Will formulize and complete a project that is valuable to the organization.   Examples could include: conducting / analyzing patient/client/customer satisfaction surveys, conducting research for a new service, helping design a new program/service, evaluating a current program/service, conducting a market analyses, conducting a chart audit and recommending improvements in quality. The outcome of this project can be used by employer to add value to their organization and can be used by teacher for grading. **(The Project to add value to employer)**   1. Will select a deficiency they might have identifed on themselves and or a skill/competency they want to personally improve and after conducting  some research write up a plan as to how they can improve this skill/competency.  This will produce a short paper to be used by  themselves for self improvement and by teacher for grading. **(The project for self-improvement)** 2. Will submit a **Reflection Paper** on the whole experience close to end of semester.   Format of Self-Evaluation Form, class presentation and reflection paper is attached.  **Upon satisfactory completion** of all above mentioned requirements;   * **CIS, Economics, Finance and Accounting students** will be awarded four free elective academic credits with letter grades. * **Health care Administration** **students** will be awarded four required academic credits with letter grades. * **Management and Marketing students** will be awarded four restrictive elective academic credits with letter grades. |

D. Signatures

* 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.

##### D.1. Approvals: required from programs/departments/deans who originate the proposal. may include multiple departments, e.g., for joint/interdisciplinary prposals.

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

##### D.2. [Acknowledgements](#acknowledge): REQUIRED from OTHER PROGRAMS/DEPARTMENTS IMPACTED BY THE PROPOSAL. SIGNATURE DOES NOT INDICATE APPROVAL, ONLY AWARENESS THAT THE PROPOSAL IS BEING SUBMITTED. CONCERNS SHOULD BE BROUGHT TO THE UCC COMMITTEE MEETING FOR DISCUSSION

| Name | Position/affiliation | [Signature](#Signature_2) | Date |
| --- | --- | --- | --- |
| Marianne Raimondo | Director of Healthcare Administration |  |  |
| Alema Karim | Chair of Economics & Finance |  |  | |
| Lisa Bain | Chair of Accounting and CIS |  |  | |
|  |  |  |  | |