# 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) | **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) | **In accordance with the direction of the majority of RIC’s curriculum and the current scheduling pattern of the College, the Management and Marketing department has decided to move most of its general management, operations management, and marketing curriculum courses from 3-credit to 4-credit courses. Doing so will also allow faculty to spend more in-class time engaging students in active learning, writing in the discipline, and the content of the course itself.** | | | | |
| A.5. [Student impact](#student_impact) | **More contact time with professors, and more active learning** | | | | |
| A.6. [Impact on other programs](#impact) | **None.** | | | | |
| A.7. [Resource impact](#Resource) | [*Faculty PT & FT*](#faculty): | **Three four-hour courses instead of four three-hour courses.** | | | |
| *Library* | **none** | | | |
| *Technology* | **None** | | | |
| [*Facilities*](#facilities): | **Better fit with current two-hour course-block schedule.** | | | |
| A.8. [Semester effective](#Semester_effective) | **Fall 2019** | A.9. | |  | |
| 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) | **MKT 467** |  |
| B.2. Cross listing number if any |  |  |
| B.3. [Course title](#title) |  |  |
| B.4. [Course description](#description) | **Directed Internship** |  |
| B.5. [Prerequisite(s)](#prereqs) |  |  |
| B.6. [Offered](#Offered) |  |  |
| B.7. [Contact hours](#contacthours) | **3** | **4** |
| B.8. [Credit hours](#credits) | **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** |
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| **Course Requirements:**   * Students will complete 120 hours of satisfactory internship work during the semester, scheduled with consensus of work supervisor. * Students Attend Internship seminar type classes on campus as scheduled. Eight classes will be scheduled. Students will attend at least six sessions. * It is students’ responsibility to check attendance sheet. * Students will report to the class instructor by providing two “Self-Evaluation” forms. When they attend the class or by e-mail. * Students will produce a Final Reflection Paper based on their Self Studies and more at the conclusion of their internship that describes and analyzes the internship employment experience. (See the following page for detail). * The instructor will contact the job supervisor by phone or e-mail to discuss student’s performance and improvement during the semester. * An evaluation form will be e-mailed to the job supervisor close to the end of the semester. The job supervisor evaluation will be returned directly to class instructor and will be used for grading purposes.   The final PowerPoint presentation for Internship Course shall contain the following:   * Description of overall business. * Your assignments and accomplishments as an intern. * Both the positive and negative aspects of your internship experience. * Compare your theoretical learning with on the job experience. * Overall internship experiences and how you are going to use this experience. * Recommendations to job supervisor.   **Final Paper for xxx 467 (A Reflection Paper)**  **For all majors**  Close to the conclusion of your internship you will be required to write a final paper that describes and analyzes the internship employment experience. This paper will be due close to the final day of work and should contain four major sections.  Be aware that you do not have to wait until the end of the work assignment to begin working on this paper.  You should work on and develop it on a weekly basis as you prepare the entries for your “Self Study” class report.  Section 1 - Descriptions  Describe the organization in which you were employed, identifying its product(s) and/or service(s), size, location(s), number of years in operation, mission and strategy, and any other information that contributes to identity the organization.    Describe the department in which you worked, identifying the number of people in it, and the overall responsibilities of the department.  Explain in detail the importance of the department and how the department contributes to the overall operation of the organization.    Describe the position you held, identifying your job responsibilities and provide a job description for your position.  Explain how your position contributes/contributed to the overall performance of the department.  Section 2 - Personal Growth  Explain in depth the steps you took to maximize the internship learning experience.  Describe the behaviors you engaged in and the actions you took that displayed active management of the work assignment (for example, asking for more challenging work assignments, requesting meetings, etc.).  Describe how specific individuals responded to your efforts in this regard and explain what you learned through this process.  Section 3 - Relevance of Assignment  Explain the relevance of your internship to your career objectives (both pro and con), commenting on what you learned about your specific career, your organization, "the industry," and most importantly, yourself.    Explain the relevance of your internship to your academic coursework to date, commenting on the specific areas of academic study you were able to apply and/or those areas of academic study for which you have a heightened appreciation.  Section 4 - Reflections  Consider what you would do differently if you were to pursue this internship again from scratch.  Describe specifically how you would do things differently (behavior) as well as explaining why you would do things in this manner and the expected outcome(s).  Section 5 - Optional  You should feel free to include any additional information that you feel is pertinent to understanding your internship.  While this section is not by any means required, the unique nature of each internship combined with each individual student's understanding and perception of it makes it possible that the four sections outlined above might not provide a complete forum for students to express their views, interpretations, feelings, or opinions |

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 |
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