**Document N: Course and Program Development: IMPACT AND APPROVAL SIGNATURES**

See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

**SCHOOL:**
- [ ] LAW
- [ ] MSB
- [ ] CAS
- [ ] CPA

**CONTACT NAME:** Cheryl Wilson  
**PHONE:** x5203

**DEPARTMENT/DIVISION:** School of Communications Design  
**DATE PREPARED:** 9/1/13

**PROPOSED SEMESTER OF IMPLEMENTATION:**
- [ ] fall
- [ ] spring

**YEAR:** 2014

**TYPE OF ACTION:**
- [ ] add (new)
- [ ] deactivate
- [ ] modify
- [ ] other

**LEVEL OF ACTION:**
- [ ] noncredit
- [ ] undergraduate
- [ ] graduate
- [ ] other

**ACTION BEING REQUESTED** (select one category, either Course Actions or Program Actions):
- [ ] COURSE ACTIONS
- [ ] PROGRAM ACTIONS

**Original Subject Code/Course Number:** WRIT340  
**Original Course Title:** Internship in University Publications

**Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):**

<table>
<thead>
<tr>
<th>COURSE ACTIONS</th>
<th>PROGRAM ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Experimental Course</td>
<td>10. Program Requirements</td>
</tr>
<tr>
<td>2. Course Title</td>
<td>11a. Undergraduate Specialization (24 credits or fewer)</td>
</tr>
<tr>
<td>3. Course Credits</td>
<td>11b. Master's Specialization (12 credits or fewer)</td>
</tr>
<tr>
<td>4. Course Number</td>
<td>11c. Doctoral Specialization (18 credits or fewer)</td>
</tr>
<tr>
<td>5. Course Level</td>
<td>12. Minor (add or delete)</td>
</tr>
<tr>
<td>✓ 6. Pre- and Co-Requisite</td>
<td>13. Closed Site Program</td>
</tr>
<tr>
<td>✓ 7. Course Description</td>
<td>14. Program Suspension</td>
</tr>
<tr>
<td>8. New Course</td>
<td>15. Program Reactivation</td>
</tr>
<tr>
<td>9. Deactivate Course</td>
<td>16a. Certificate Program (UG/G) exclusively within existing degree program</td>
</tr>
<tr>
<td>22. Other</td>
<td>16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)</td>
</tr>
<tr>
<td></td>
<td>17. Off-Campus Delivery of Existing Programs</td>
</tr>
<tr>
<td></td>
<td>18a. Undergraduate Concentration (exceeds 24 credits)</td>
</tr>
<tr>
<td></td>
<td>18b. Master's Concentration (exceeds 12 credits)</td>
</tr>
<tr>
<td></td>
<td>18c. Doctoral Concentration (exceeds 18 credits)</td>
</tr>
<tr>
<td></td>
<td>19. Program Title Change</td>
</tr>
<tr>
<td></td>
<td>20. Program Termination</td>
</tr>
<tr>
<td></td>
<td>21. New Degree Program</td>
</tr>
<tr>
<td></td>
<td>22. Other</td>
</tr>
</tbody>
</table>

**ADDITIONAL DOCUMENTATION** (check all appropriate boxes of documents included; review the list of necessary documents and signatures):

- [ ] summary proposal (O)  
- [ ] course definition document (P)  
- [ ] full five-page MHEC proposal (Q)
- [ ] financial tables (MHEC) (R)  
- [ ] other documents as may be required by MHEC/USM (S)  
- [ ] other (T)

Summer 2010
**IMPACT REVIEW** (review the list of necessary signatures):

<table>
<thead>
<tr>
<th>Impacted Entity</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. OTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. University Relations</td>
<td></td>
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<tr>
<td>d. Admissions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Records</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**APPROVAL SEQUENCE** (review the list of necessary signatures):

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Department/Division (Chair)</td>
<td></td>
<td>9/13/13</td>
</tr>
<tr>
<td>B. General Education (for No. 7, 8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Final Faculty Review Body Within Each School (Chair)</td>
<td></td>
<td>1/22/14</td>
</tr>
<tr>
<td>D. Dean</td>
<td>Daniel B. R.</td>
<td>1/24/14</td>
</tr>
<tr>
<td>E. University Faculty Senate (Chair)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. University Council (Chair)¹</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Provost and Senior Vice President for Academic Affairs</td>
<td></td>
<td>3/4/14</td>
</tr>
<tr>
<td>H. President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Board of Regents (notification only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. Board of Regents (approval)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. MHEC (notification only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. MHEC (approval)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. Middle States Association notification</td>
<td>Required only if the University’s mission is changed by the action</td>
<td></td>
</tr>
</tbody>
</table>

¹ University Council review (for recommendation to the president or back to the provost) shall be limited to curricular or academic policy issues that may potentially affect the University’s mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.
Document O: Course and Program Development: SUMMARY PROPOSAL
See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL: LAW MSB CAS CPA

CONTACT NAME: Cheryl Wilson PHONE: x5203

DEPARTMENT/DIVISION: School of Communications Design DATE PREPARED: 9/1/13

PROPOSED SEMESTER OF IMPLEMENTATION: fall spring YEAR: 2014

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):

1. COURSE ACTIONS

   Original Subject Code/Course Number: WRIT340
   Original Course Title: Internship in University Publications

2. PROGRAM ACTIONS

   Original Program Title:

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

1. Experimental Course
2. Course Title
3. Course Credits
4. Course Number
5. Course Level
6. Pre- and Co-Requisite
7. Course Description
8. New Course
9. Deactivate Course
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11a. Undergraduate Specialization (24 credits or fewer)
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11c. Doctoral Specialization (18 credits or fewer)
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18a. Undergraduate Concentration (exceeds 24 credits)
18b. Master’s Concentration (exceeds 12 credits)
18c. Doctoral Concentration (exceeds 18 credits)
19. Program Title Change
20. Program Termination
21. New Degree Program
22. Other

For changes to existing courses:

OLD TITLE
Internship in University Publications

NEW TITLE
Internship in University Publications

SUBJECT CODE/COURSE NO. WRIT340 CREDITS 1
SUBJECT CODE/COURSE NO. WRIT440 CREDITS 3

Summer 2010
DESCRIBE THE REQUESTED COURSE/PROGRAM ACTION (additional pages may be attached if necessary):

Course Level Change from WRIT340 to WRIT440

Course Description Change:
Original:
The University publication as a laboratory. Practical experience in the creative process of producing newspapers, magazines and books through work on student publications and, where possible, on other publications of the University. Eligible for continuing studies grade; otherwise, grading: pass/fail.

New:
The University publication as a laboratory. Practical experience in the creative process of producing newspapers, magazines and books through work on student publications and, where possible, on other publications of the University. Eligible for continuing studies grade; otherwise, grading: pass/fail. Prerequisites: consent of the Program Director or Internship Coordinator.

Credit change from 1 to 3.

SET FORTH THE RATIONALE FOR THIS PROPOSAL:

Changing the course level from 340 to 440 creates consistency with WRIT407: Internship in Professional Writing. Similarly, the credit change brings the course in line with WRIT407.

Adding the prerequisite "consent of the Program Director or Internship Coordinator" will increase oversight of the internship, which is particularly important as it will now fill an internship requirement that was previously only satisfied by WRIT407.