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:  O LAW  O MSB  O CAS  O CPA

CONTACT NAME: Kendra Kopelke  PHONE: 410-837-6026

DEPARTMENT/DIVISION: School of Communications Design  DATE PREPARED: 11/15/12

PROPOSED SEMESTER OF IMPLEMENTATION:  O fall  O spring  YEAR: 2013

TYPE OF ACTION:  O add (new)  O deactivate  O modify  O other

LEVEL OF ACTION:  O noncredit  O undergraduate  O graduate  O other

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

O COURSE ACTIONS  O PROGRAM ACTIONS

Original Subject Code/Course Number:  CWPA 775

Original Course Title:

Internship

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

### COURSE ACTIONS

1. Experimental Course
2. Course Title
3. Course Credits
4. Course Number
5. Course Level
6. Pre- and Co-Requisite
✓ 8. New Course
9. Deactivate Course
22. Other

### PROGRAM ACTIONS

10. Program Requirements
11a. Undergraduate Specialization (24 credits or fewer)
11b. Master's Specialization (12 credits or fewer)
11c. Doctoral Specialization (18 credits or fewer)
12. Minor (add or delete)
13. Closed Site Program
14. Program Suspension
15. Program Reactivation
16a. Certificate Program (UG/G) exclusively within existing degree program
16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)
17. Off-Campus Delivery of Existing Programs
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

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

✓ summary proposal (O)  O course definition document (P)  O full five-page MHEC proposal (Q)
✓ financial tables (MHEC) (R)  O other documents as may be required by MHEC/USM (S)  O other (T)
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>
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<tr>
<td>b. OTS</td>
<td></td>
<td></td>
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<tr>
<td>c. University Relations</td>
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<td>d. Admissions</td>
<td></td>
<td></td>
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<td>e. Records</td>
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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>2/7/14</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>2/3/14</td>
</tr>
<tr>
<td>D. Dean</td>
<td></td>
<td>4/11/13</td>
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<tr>
<td>E. University Faculty Senate (Chair)</td>
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<td>F. University Council (Chair)¹</td>
<td></td>
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<tr>
<td>G. Provost and Senior Vice President for Academic Affairs</td>
<td></td>
<td>2/20/14</td>
</tr>
<tr>
<td>H. President</td>
<td></td>
<td></td>
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<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>
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<tr>
<td>K. MHEC (notification only)</td>
<td></td>
<td></td>
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<tr>
<td>L. MHEC (approval)</td>
<td></td>
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<tr>
<td>M. Middle States Association notification Required only if the University's</td>
<td></td>
<td></td>
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<tr>
<td>mission is changed by the action</td>
<td></td>
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</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:** Kendra Kopelke  
**PHONE:** 410-837-6026

**DEPARTMENT/DIVISION:** School of Communications Design  
**DATE PREPARED:** 11/15/12

**PROPOSED SEMESTER OF IMPLEMENTATION:**
- fall
- spring  
**YEAR:** 2013

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

- **COURSE ACTIONS**
- **PROGRAM ACTIONS**

**Original Subject Code/Course Number:** CWPA 775

**Original Course Title:** Internship

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

**COURSE ACTIONS**
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
   - [ ] 22. Other

**PROGRAM ACTIONS**
10. Program Requirements
11a. Undergraduate Specialization (24 credits or fewer)
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19. Program Title Change
20. Program Termination
21. New Degree Program
22. Other

For changes to existing courses:

<table>
<thead>
<tr>
<th>OLD TITLE</th>
<th>SUBJECT CODE/COURSE NO.</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW TITLE</td>
<td>SUBJECT CODE/COURSE NO.</td>
<td>CREDITS</td>
</tr>
</tbody>
</table>

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

We propose creating a new course, CWPA 775: Internship.

SET FORTH THE RATIONALE FOR THIS PROPOSAL:

Currently, when MFACWPA students register for internships, they register under PBDS 775. Increasingly, more students in the program are taking advantage of the internship to gain practical experience specifically relevant to their interests in creative writing and publishing arts. By creating our own internship, we can avoid any problems that arise from differences in requirements and expectations between the two programs concerning the internship experience. We want to make sure that the internship falls under the program director's authority and supervision.
1. DATE PREPARED

Nov. 12, 2012

2. PREPARED BY

Kendra Kopelke

3. DEPARTMENT/DIVISION

School of Communications Design

4. COURSE NUMBER(S) with SUBJECT CODE(S)

CWPA 775

5. COURSE TITLE

Internship

6. CREDIT HOURS

3

7. CATALOG DESCRIPTION

Direct experience working in the field of creative writing. Internship opportunities include working for presses, literary agencies, publishers and literary arts organizations as well as teaching. Eligible for continuing studies grade. May be repeated for credit if the internship is different. prerequisite: permission of program director

8. PREREQUISITES

Permission of the program director.

9. COURSE PURPOSE (how the course is to be used in the curriculum; e.g., required for the major, elective, etc.)

Elective for MFA/CWPA majors

10. GENERAL EDUCATION AREA (if applicable; e.g., social sciences, humanities, mathematics, etc.)

Summer 2010
11. COURSE TYPE/COMPONENT (clinical, continuance, discussion, field studies, independent study, laboratory, lecture, practicum, research, seminar, supervision, thesis research, tutorial or workshop; this must match PeopleSoft 9.0 coding, so check with your dean’s office if you are unsure of the correct entry)

12. FACULTY QUALIFIED TO TEACH COURSE

Program Director (In all cases the program director will evaluate the student’s performance and determine whether the requirement of the internship have been met.

13. CONTENT OUTLINE

N/A

14. LEARNING GOALS

To gain practical experience relevant to the student’s course of study in creative writing and publishing arts.

15. ASSESSMENT STRATEGIES

16. SUGGESTED TEXT(S) and MATERIALS (e.g. textbooks, equipment, software, etc., that students must purchase)

Review the student’s internship report and the supervisor’s evaluation of the student’s performance in order to determine how successfully the student has acquired practical experience.

17. SPECIAL GRADING OPTIONS (if applicable)

Pass/Fail

18. SUGGESTED CLASS SIZE

N/A

19. LAB FEES (if applicable)

NO
International Writing Workshop has been offered as a special topics course on two or three occasions and been very successful and valuable to the creative writing curriculum. It's time that it become its own course rather than a special topics course. Course title is changing to enable us to focus on genres of writing in addition to fiction.