

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	Contact Name: Jonathan Shorr	Phone: 410-837-6059
DEPARTMENT / DIVISION: School of Communications Design		
SHORT DESCRIPTION OF PROPOSAL (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable): #8 New Course CMAT 207/Practicum in Communication		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall Spring XX Year: 2011		

Box 1: TYPE OF ACTION	ADD(NEW) <input checked="" type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input type="checkbox"/>	OTHER <input type="checkbox"/>
Box 2: LEVEL OF ACTION	Non-Credit <input type="checkbox"/>	Undergraduate <input checked="" type="checkbox"/>	Graduate <input type="checkbox"/>	OTHER <input type="checkbox"/>

Box 3: ACTION ITEM (check appropriate boxes)		DOCUMENTS REQUIRED (see box 4 below)	IMPACT REVIEWS (see box 5 on back)	APPROVAL SEQUENCE (see box 6 on back)
	1. Experimental Course ¹	N, O, P	a, c, e	AC
	2. Course Title	N, O		ABCD
	3. Course Credits	N, O, (P)		ABCD
	4. Course Number	N, O		ABCD
	5. Course Level	N, O		ABCD
	6. Pre & Co-Requisite	N, O		ABCD
	7. Course Description	N, O, P		ABCDEF
X	8. New Course	N, O, P		ABCDEF
	9. Deactivate a Course	N, O		ABCDEF
	10. Program Requirements	N, O	(b, c, d, e)	ABCDEF
	11a. UG Specialization (24 credits or less)	N, O	a, b, c, d, e	ABCDEF
	11b. Masters Specialization (12 credits or less)	N, O	a, b, c, d, e	ABCDEF
	11c. Doctoral Specialization (18 credits or less)	N, O	a, b, e	ABCDEF
	12. Minor (add or delete)	N, O	a, b, c, d, e	ABCDEF
	13. Closed Site Program	N, O	e	ABCDHIK
	14. Program Suspension	N, O, S	a, e	ABCDEFGIK
	15. Program Reactivation	N, O		
	16a. Certificate Program (ug/g) exclusively within existing degree program	N, O	a, c, e	ABCDEFHIK
	16b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	N, O, Q, R, S	a, c, e	ABCDEFHJL
	17. Off-Campus Delivery of Existing Program	N, O, S	a, b, c, e	ABCDHIL
	18a. UG Concentration (exceeds 24 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
	18b. Masters Concentration (exceeds 12 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
	18c. Doctoral Concentration (exceeds 18 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
	19. Program Title Change	N, O, S	a, c, d, e	ABCDEFHJL
	20. Program Termination ²	N, O, S	d, e	ABCDEFHJK
	21. New Degree Program ³	N, O, Q, R, S	a, c, d, e	ABCDEFHJL
	22. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)			
X	N. This Cover Sheet		Q. Full 5-page MHEC Proposal
X	O. Summary Proposal		R. Financial Tables (MHEC)
X	P. Course Definition Document		S. Other documents as may be required by MHEC/ USM. See http://www.ubalt.edu/downloads/program_approval_Grid-USM-10-07.doc
			T. Other

¹ Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.

² See USM Policy on the Review and Abolition of Academic Programs (<http://www.usmd.edu/regents/bylaws/SectionIII/III702.html>) for list of information that must be provided for this action.

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET (Page 2 of 2)

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PROPOSED SEMESTER OF IMPLEMENTATION: Fall Spring <input checked="" type="checkbox"/> Year: 2011		

Box 5: IMPACT REVIEW	SIGNATURES (see procedures for authorized signers)	DATE
a. Library <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. OTS <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee:	
c. University Relations <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
d. Admissions <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
e. Records <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee:	

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: <i>Jonathan Shorr</i>	4 4/12/10
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: <i>[Signature]</i>	4/29/10
D. College Dean	Dean: <i>Layla W. Thru</i>	5/3/10
E. Provost and Senior Vice President for Academic Affairs	Provost: <i>[Signature] (Assoc. Prov.)</i>	5/18/10
F. Curriculum Review Committee (UFS subcommittee)	Chair:	
G. University Faculty Senate (UFS option)	Chair:	
H. University Council ⁴	Chair:	
I. President	President:	
J. Board of Regents – notification only		
K. Board of Regents – approval		
L. MHEC – notification only		
M. MHEC – approval		
N. Middle States Association notification	Required only if the mission of the University is changed by the action	

UNIVERSITY OF BALTIMORE

DOCUMENT O: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures for Instructions

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O-1: Briefly describe what is being requested:

Create new course: CMAT 207/Practicum in Communication

For new courses or changes in existing courses (needed by Registrar)

OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title: Practicum in Communication	Course # / HEGIS Code: CMAT 207	Credits: 3

O-2: Set forth the rationale for the proposal:

Our current internship, CMAT 407 is an upper level internship, required of corporate communication majors. Students are required to be in their last couple semesters in order to register for it.

There are additional internships and field experiences that require less background and that will give younger students work experience and exposure to professional communication environments. First, second, and third year students often want to do additional internships or field experiences for very good reasons and are frustrated that they cannot receive credit for them. This course will solve that problem.

University of Baltimore

DOCUMENT P: Required Format for Course Definition Document

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Include items one through 17 or 18 in your course definition using as much space as needed.

1. Date Prepared: **April 5, 2010**
2. Prepared by: **Jon Shorr**
3. Department/Division: **School of Communications Design**
4. Course Number(s), including HEGIS code(s): **CMAT 207**
5. Course Title: **Practicum in Communication**
6. Credit Hours: **3**
7. Catalog Description (Paragraph should reflect general aims and nature of the course)

Applied Learning Experience tailored to an individual student's academic and career interests. Students gain applied work experience in a communication-related field. Grading: pass/fail. Permission of corporate communication program director required. Note: This course does not satisfy the corporate communication internship requirement.
8. Prerequisites: **None**
9. Course Purpose (How the course is to be used in the curriculum, e.g, required for major):
Elective for MSB and CLA students.
10. General Education area, if applicable (i.e., social sciences, humanities, science, etc.): **N/A**
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. *Check with your dean's office if you are unsure of the correct entry:* **Field Studies**
12. Faculty qualified to teach the course: **Various full and adjunct faculty, including Simon, Pointer, Shorr, Carr, Verville, et al.**
13. Content Outline
VARIES, DEPENDING ON PRACTICUM PLACEMENT.
14. Learning Goals
By the end of the course, students should be able to
 - **Explain the function of their job within the larger organization in which they worked.**
 - **Discuss the explicit and implicit rules governing behavior at that particular workplace.**
 - **Exhibit work that they produced during their practicum OR discuss the value of the practicum based on the work that they did.**
15. Assessment Strategies

- **Students will submit journals that both document and reflect upon their work and work environment.**
- **Students will submit samples of work that they produce**
- **Site supervisors will submit a written evaluation of the student's performance, including work ethic and quality of work performed.**
- **Students will have periodic meetings with the practicum supervisor to discuss the experience.**

16. Suggested Text(s) and Materials (example: textbooks, equipment, software, etc., that student must purchase): **N/A**
17. Suggested class size: **N/A**
18. Lab Fees (when applicable): **N/A**