

**DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET**

See Course and Program Development Policy and Procedures for Instructions

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	<b>Contact Name:</b> Peggy Potthast	<b>Phone:</b> ext. 5342
<b>DEPARTMENT / DIVISION:</b> Multiple		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable): Change Continuing Studies Grading Options for Internships and Practica		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

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

<b>Box 3: ACTION ITEM</b> (check appropriate boxes)		<b>DOCUMENTS REQUIRED</b> (see box 4 below)	<b>IMPACT REVIEWS</b> (see box 5 on back)	<b>APPROVAL SEQUENCE</b> (see box 6 on back)
	1. Experimental Course <sup>1</sup>	N, O, P	a, c, e	AC
	2. Course Title	N, O		ACD
	3. Course Credits	N, O, (P)		ACD
	4. Course Number	N, O		ACD
	5. Course Level	N, O		ACD
	6. Pre & Co-Requisite	N, O		ACD
	7. Course Description	N, O, P		ABCDEF
	8. New Course	N, O, P		ABCDEF
	9. Deactivate a Course	N, O		ACDEF
	10. Program Requirements	N, O	(b, c, d, e)	ACDEF
	11a. UG Specialization (24 credits or less)	N, O	a, b, c, d, e	ACDEF
	11b. Masters Specialization (12 credits or less)	N, O	a, b, c, d, e	ACDEF
	11c. Doctoral Specialization (18 credits or less)	N, O	a, b, e	ACDEF
	12. Minor (add or delete)	N, O	a, b, c, d, e	ACDEF
	13. Closed Site Program	N, O	e	ACDEIL
	14. Program Suspension	N, O, S	a, e	ACDEFGIJL
	15. Program Reactivation	N, O		
	16a. Certificate Program (ug/g) exclusively within existing degree program	N, O	a, c, e	ACDEFJIM
	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	ACDEFIKM
	17. Off-Campus Delivery of Existing Program	N, O, S	a, b, c, e	ACDEJM
	18a. UG Concentration (exceeds 24 credit hrs)	N, O, S	a, c, d, e	ACDEFGIKM
	18b. Masters Concentration (exceeds 12 credit hrs)	N, O, S	a, c, d, e	ACDEFGIKM
	18c. Doctoral Concentration (exceeds 18 credit hrs)	N, O, S	a, c, d, e	ACDEFGIKM
	19. Program Title Change	N, O, S	a, c, d, e	ACDEFGIKM
	20. Program Termination <sup>2</sup>	N, O, S	d, e	ACDEFGIKM
	21. New Degree Program <sup>3</sup>	N, O, Q, R, S	a, c, d, e	ACDEFGIKM
X	22. Other – Internship & practica grading option changes	N, O		DE

<b>Box 4: DOCUMENTATION (check boxes of documents included)</b>			
X	N. This Cover Sheet	Q. Full 5-page MHEC Proposal	T. Other
X	O. Summary Proposal	R. Financial Tables (MHEC)	
	P. Course Definition Document	S. Other documents as may be required by MHEC/ USM. See <a href="http://www.ubalt.edu/downloads/program_approval_Grid_8-3-09.docx">http://www.ubalt.edu/downloads/program_approval_Grid_8-3-09.docx</a>	

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

<sup>2</sup> 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.

<sup>3</sup> Letter of Intent is required by USM at least 30 days before a full proposal can be submitted. Letter of Intent requires only the approval of the dean and the provost and is forwarded to USM by the Office of the Provost.

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

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<b>Box 5: IMPACT REVIEW</b>	<b>SIGNATURES</b> (see procedures for authorized signers)	<b>DATE</b>
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:	

<b>Box 6: APPROVAL SEQUENCE</b>	<b>APPROVAL SIGNATURES</b>	<b>DATE</b>
A. Department / Division	Chair:	
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: <i>Margaret J. Potthast</i>	4/22/10
D. College Dean	Dean: <i>Ray W. Brown</i>	4/28/10
E. Provost and Senior Vice President for Academic Affairs	Provost: <i>Jill K. Amoye (Assoc. Dean)</i>	5/4/10
F. Curriculum Review Committee (UFS subcommittee)	Chair:	
G. University Faculty Senate (UFS option)	Chair:	
H. University Council <sup>4</sup>	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	

<sup>4</sup> University Council *review* (for a 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.

## UNIVERSITY OF BALTIMORE

**DOCUMENT O: SUMMARY PROPOSAL**

See Course and Program Development Policy and Procedures for Instructions

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<b>O-1: Briefly describe what is being requested:</b>		
Add the option "eligible for continuing studies grade" to various Internships and Practica in the YGCLA catalog:		
APPL 705 Practicum in Assessment		
HSAD 699 Research Practicum II: Program Planning, Implementation, and Evaluation		
LEST 698 Internship in Applied Ethics		
FSCS 487 Field Internship in Forensic Science		
FSCS 496 Field Internship in Police Science		
WRIT 340 Internship in University Publications		
Remove the option "eligible for continuing studies grade" from various Independent Study and Directed Study courses:		
APPL 779 Directed Study in Applied Psychology		
IDIA 790 Independent Study		
PBDS 779 Independent Study		
For new courses or changes in existing courses (needed by Registrar)		
<b>OLD Title:</b>	<b>Course # / HEGIS Code:</b>	<b>Credits:</b>
<b>NEW Title:</b>	<b>Course # / HEGIS Code:</b>	<b>Credits:</b>

<b>O-2: Set forth the rationale for the proposal:</b>
Internships and practica, which are conducted at an outside agency and may not be able to be bound by semester start and end dates, should have the option for a continuing studies grade. On the other hand independent or directed studies should be designed to be completed within the length of a semester and therefore should not be eligible for a continuing studies grade. Thesis, dissertation, and continuous enrollment courses and honors projects should remain eligible for a continuing studies grade. These have been agreed upon and in some cases currently exist, but may not be formally stated in the catalog. This request is to make it explicit there.

## MEMORANDUM

To: Joseph Wood, Provost

From: Peggy Potthast, Associate Dean, YGCLA 

Larry Thomas, Dean, YGCLA 

Topic: Request for approval for course addenda

Date: April 22, 2010

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This request is twofold. It is founded on these understandings. Internships and practica, which are conducted at an outside agency and may not be able to be bound by semester start and end dates, should have the option for a continuing studies grade. On the other hand independent or directed studies should be designed to be completed within the length of a semester and therefore should not be eligible for a continuing studies grade. Thesis, dissertation, and continuous enrollment courses and honors projects should remain eligible for a continuing studies grade.

The first request is to add the option "eligible for continuing studies grade" to various Internships and Practica in the YGCLA course catalogs. The option (for this type of course) has been agreed upon and exists in most cases. In a few cases it is not formally stated in the catalog and this request is to make it explicit there.

APPL 705	Practicum in Assessment
HSAD 699	Research Practicum II: Program Planning, Implementation, and Evaluation
LEST 698	Internship in Applied Ethics
FSCS 487	Field Internship in Forensic Science
FSCS 496	Field Internship in Police Science
WRIT 340	Internship in University Publications

The second request is to remove the option "eligible for continuing studies grade" from various Independent Study and Directed Study courses. These programs have approved this change.

APPL 779	Directed Study in Applied Psychology
IDIA 790	Independent Study
PBDS 779	Independent Study

If you grant this approval then the information can be sent to the Records Office for implementation in PeopleSoft.

Thank you.