

**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 XX <b>Contact Name:</b> ED GOLD <b>Phone:</b> X6024
<b>DEPARTMENT / DIVISION:</b> School of Communications Design
<b>SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code &amp; number / program affected):</b> #8: NEW COURSE: DESN 791—Practicum in Integrated Design
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall XX Spring <input type="checkbox"/> Year: 2010

<b>Box 1: TYPE OF ACTION</b> ADD(NEW) XX DEACTIVATE <input type="checkbox"/> MODIFY <input type="checkbox"/> OTHER <input type="checkbox"/>
<b>Box 2: LEVEL OF ACTION</b> Non-Credit <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate XX 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 <sup>1</sup>	NOP	a, c, e	AC
2. Course Title	NO		ABCD
3. Course Credits	NO		ABCD
4. Course Number	NO		ABCD
5. Course Level	NO		ABCD
6. Pre & Co-Requisite	NO		ABCD
7. Course Description	NOP		ABCDEF
X 8. New Course	NOP		ABCDEF
9. Deactivate a Course	NO		ABCDEF
10. Program Requirements	NO	b, c, d, e	ABCDEF
11a. UG Specialization (24 credits or less)	NO	a, b, c, d, e	ABCDEF
11b. Masters Specialization (12 credits or less)	NO	a, b, c, d, e	ABCDEF
11c. Doctoral Specialization (18 credits or less)	NO	a, b, e	ABCDEF
12. Closed Site Program	NOT	e	ABCDHIK
13. Program Suspension <sup>9</sup>	NO,5	a, e	ABCDEGIK
14a. Certificate Program (ug/g) exclusively within existing degree program	NO	a, c, e	ABCDEFHIK
14b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	NOQR, 6	a, c, e	ABCDEFHJL
15. Off-Campus Delivery of Existing Program	NO, 4	a, b, c, e	ABCDHIL
16a. UG Concentration (exceeds 24 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
17. Program Title Change	NO, 5	a, c, d, e	ABCDEFHJL
18. Program Termination	NO, 10	d, e	ABCDEFHIK
19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFHJL
20. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)			
X	N. This Cover Sheet	Q. Full 5-page MHEC Proposal	T. Other
X	O. Summary Proposal	R. Financial Tables (MHEC)	
X	P. Course Definition Document	S. Contract	

- Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
- Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
- 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.
- One-page letter to include: Program title & degree/certificate to be awarded; resources requirements; need and demand; similar programs; method of instruction; and oversight and student services (MHEC requirement)
- One-page letter with description and rationale (MHEC requirement)
- One or two-page document that describes: centrality to mission; market demand; curriculum design; adequacy of faculty resources; and assurance program will be supported with existing resources. (MHEC requirement)
- Learning objectives, assessment strategies; fit with UB strategic plan
- Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal. (MHEC requirement)
- Temporary suspension of program to examine future direction; time not to exceed two years. No new students admitted during suspension, but currently enrolled students must be given opportunity to satisfy degree requirements.

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

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#8: NEW COURSE: DESN 791—Practicum in Integrated Design

10. Provide:
- evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
  - proposed date after which no new students will be admitted into the program;
  - accommodation of currently enrolled students in the realization of their degree objectives;
  - treatment of all tenured and non-tenured faculty and other staff in the affected program;
  - reallocation of funds from the budget of the affected program; and
  - existence at other state public institutions of programs to which to redirect students who might have enrolled in the program proposed for abolition.
11. 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.

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 L. De...</i>	10/12/08
B. Final faculty review body within each School	Chair: <i>Margaret J. Poth...</i>	10/27/08
C. College Dean	Dean: <i>Lay W. ...</i>	10/27/08
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>Margaret C. Wa...</i>	10/30/08
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>Dely S. Yan...</i>	11/5/08
F. University Faculty Senate (UFS option)	Chair:	
G. University Council (see # 11 above)	Chair:	
H. President	President:	
I. Board of Regents – notification only		
J. Board of Regents – approval		
K. MHEC – notification only		
L. MHEC – approval		

**DOCUMENT O: SUMMARY PROPOSAL**

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<b>DEPARTMENT / DIVISION:</b> School of Communications Design		
<b>SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name &amp; number or program affected):</b>		
#8: NEW COURSE: DESN 791—Practicum in Integrated Design		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall XX Spring <input type="checkbox"/> Year: 2010		

**O-1: Briefly describe what is being requested:**

We are proposing a new required course for MFA/ID majors, DESN 791/Practicum in Integrated Design, a high-level, applied experience as a designer or a teacher.

## 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> PRACTICUM IN INTEGRATED DESIGN	<b>Course # / HEGIS Code:</b> DESN 791	<b>Credits:</b> 3

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

We want to build into the MFA/ID program enhanced opportunities for career preparation, either in teaching or in professional design. The MFA, the terminal degree for artists, provides the academic credential most sought after by colleges and universities hiring design faculty. We've discovered over the past five years that a significant percentage of our MFA students do want to teach and are looking for ways to prepare for careers in education. Similarly, other students want to move into careers as professional designers. We believe that the proposed course, which will include an applied design or teaching experience, as well as an opportunity for students to reflect on that experience, will enhance that career training for designers and design educators. Further, since most designers actually get hired by the firms they have interned with, our ability to help our students find jobs would be a strong incentive to choose our program.

## **Required Format for Master Course Document (Document P)**

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Issued by: Wim Wiewel, Provost and Senior Vice President for Academic Affairs  
Effective Date: September 6, 2006  
Reviewed by: University Faculty Senate

Include in your master course document items one through 15 using as much space as needed.

1. Date Prepared: September 8, 2008
2. Prepared by: Ed Gold and Jon Shorr
3. Department: School of Communications Design
4. Course Number: DESN 791
5. Course Title: Practicum in Integrated Design
6. Credit Hours: 3
7. Prerequisites: All Integrated Design coursework except DESN 793 and DESN 797
8. Course Purpose: MFA Integrated Design requirement
9. Rationale: Provides students high-level work experience as a designer or a teacher.
10. Catalog Description (Paragraph should reflect general aims and nature of the course)  
Students apply skills and knowledge from coursework to high-level internships: students interested in careers as professional designers will work in design firms and related organizations; students interested in college teaching careers will teach classes under faculty supervision. Permission of the program director is required. Eligible for continuing studies (CS) grade.
11. Suggested approximate class size: 12
12. Content Outline  
VARIES DEPENDING ON INDIVIDUAL ASSIGNMENT. Students will meet periodically with each other and with the instructor to discuss their work and teaching experiences.
13. Learning Goals  
In consultation with advisor, the student will prepare a set of learning goals for the practicum experience to allow for a tailored experience. The practicum experience will be evaluated by means of
  - a journal 25%
  - a reflective, analytical essay 25%
  - the supervisor's evaluation 50%
  - participation. borderline determiner
14. Assessment Strategies:
  - An analysis of the number of students who met their learning goals for the practicum experience
  - Ability of students to discuss and present topics on the culture, as well as on the formal and informal policies of their practicum environment.
  - An analysis of student successes and failures in their practicum environment.

15. **Text(s) and Materials:** Depends on individual student's work assignment
16. **Lab Fees:** None