

**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 checked="" type="checkbox"/> YGCLA <input type="checkbox"/>	Contact Name: <b>Deborah Ford</b>	Phone: <b>x4997</b>
<b>DEPARTMENT / DIVISION:</b> <i>Finance and Economics</i>		
<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):		
<b>8: New Course REED 497 Special Topics BS REED &amp; BSBA</b>		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: <b>2010</b>		

<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 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 <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
<input checked="" type="checkbox"/>	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	ACDEFGJL
	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
	22. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)					
<input checked="" type="checkbox"/>	N. This Cover Sheet	<input type="checkbox"/>	Q. Full 5-page MHEC Proposal	<input type="checkbox"/>	T. Other
<input checked="" type="checkbox"/>	O. Summary Proposal	<input type="checkbox"/>	R. Financial Tables (MHEC)	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	P. Course Definition Document	<input type="checkbox"/>	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>	<input type="checkbox"/>	

<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>DEPARTMENT / DIVISION:</b> <i>Finance and Economics</i>			
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N action item from Box 3 and program name OR course name, code, & number as applicable):			
<b>8: New Course REED 497 Special Topics BS REED &amp; BSBA</b>			
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: <b>2010</b>			

<b>Box 5: IMPACT REVIEW</b>	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:	

<b>Box 6: APPROVAL SEQUENCE</b>	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: <i>Deborah Ford</i>	2/4/10
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: <i>[Signature]</i>	
D. College Dean	Dean: <i>[Signature]</i>	2/4/10
E. Provost and Senior Vice President for Academic Affairs	Provost: <i>[Signature]</i>	3/8/10
F. Curriculum Review Committee (UFS subcommittee)	Chair: <i>[Signature]</i>	
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.

**DOCUMENT O: SUMMARY PROPOSAL**

See Course and Program Development Policy and Procedures for Instructions

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB X YGCLA <input type="checkbox"/>	<b>Contact Name:</b> Deborah Ford	<b>Phone:</b> X 4997
<b>DEPARTMENT / DIVISION:</b> Economics & Finance		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state action item 1-23 and course name & number or program affected)		
<b>8: New Course REED 497 Special Topics in Real Estate BS REED</b>		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall X Spring <input type="checkbox"/> Year: 2010		

O-1: Briefly describe what is being requested:

**Addition of special topics course for BS in Real Estate & Economic Development:**

***REED 497 Special Topics in Real Estate (3)***

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> <i>Special Topics in Real Estate</i>	<b>Course # / HEGIS Code:</b> <b>REED 497</b>	<b>Credits:</b> 3

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

- With the use of the REED Hegis code for courses specific to Real Estate & Economic Development a special topics course was created to more clearly communicate to students the content and intent of the special topics course. Previously, the more general finance special topics course, FIN 497 was used.
- Revisions were made to the BS Real Estate & Economic Development as a part of continuous program review and assessment of the program under the guidance of the finance faculty and consultation with the Real Estate Board in the Merrick School.
- A white paper discussing program revisions is included in the white paper attached to the BS REED revision document O.

University of Baltimore

**DOCUMENT P: Required Format for Course Definition Document**

See Course and Program Development Policy and Procedures for Instructions

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

1. Date Prepared: December 1, 2009
2. Prepared by: Marilyn Oblak
3. Department/Division: Finance and Economics
4. Course Number(s), including HEGIS code(s): REED 497
5. Course Title: Special Topics in Real Estate
6. Credit Hours: 3
7. Catalog Description:
8. Prerequisites: *Completion of 9 hours of finance courses, with a minimum GPA of 3.0. Completion of MGMT 330 is recommended. Permission of the department chair is required.*
9. Course Purpose: Elective
10. General Education area: NA
11. Course Type / Component: Experiential course. Typically offered at an off-campus location under the supervision of an MSB finance faculty member.
12. Faculty qualified to teach the course: Finance faculty
13. Content Outline:
  - Project focusing on real world applications
  - Elements of the project subject to agreement among the student, host organization, and faculty member assigned as supervisor.
  - Specific content determined by the faculty member in agreement with the host organization and student.
14. Learning Objectives

Participation in an Internship in Finance will help students to:

1. Acquire practical and meaningful work experience.
2. Integrate and apply learning in the classroom.
3. Identify and/or test their interests and talents.

4. Explore opportunities in finance.
  5. Increase their marketability and value to employers.
- 
15. Assessment Strategies: Host Organization Evaluation of Performance, Journal, Presentations, Papers
  16. Suggested Text(s) and Materials: Dependent on specific internship
  17. Suggested class size: 15-20
  18. Lab Fees (when applicable): NA

Effective Date: September 11, 2006, Revised 2/4/09  
Reviewed by: University Faculty Senate