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: LAW MSB CAS CPA

CONTACT NAME: Bridal Pearson PHONE: X5251

DEPARTMENT/DIVISION: School of Health and Human Services DATE PREPARED: 9/12/11

PROPOSED SEMESTER OF IMPLEMENTATION: fall spring YEAR: 2012

TYPE OF ACTION: add (new) deactivate modify other

LEVEL OF ACTION: noncredit undergraduate graduate other

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

COURSE ACTIONS

| Original Subject Code/Course Number: SOCI 412 |
| Original Course Title: Internship |

PROGRAM ACTIONS

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

<table>
<thead>
<tr>
<th>PROGRAM ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Program Requirements</td>
</tr>
<tr>
<td>11a. Undergraduate Specialization (24 credits or fewer)</td>
</tr>
<tr>
<td>11b. Master's Specialization (12 credits or fewer)</td>
</tr>
<tr>
<td>11c. Doctoral Specialization (18 credits or fewer)</td>
</tr>
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<td>12. Minor (add or delete)</td>
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<tr>
<td>13. Closed Site Program</td>
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<td>14. Program Suspension</td>
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<tr>
<td>16a. Certificate Program (UG/G) exclusively within existing degree program</td>
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<tr>
<td>16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)</td>
</tr>
<tr>
<td>17. Off-Campus Delivery of Existing Programs</td>
</tr>
<tr>
<td>18a. Undergraduate Concentration (exceeds 24 credits)</td>
</tr>
<tr>
<td>18b. Master's Concentration (exceeds 12 credits)</td>
</tr>
<tr>
<td>18c. Doctoral Concentration (exceeds 18 credits)</td>
</tr>
<tr>
<td>19. Program Title Change</td>
</tr>
<tr>
<td>20. Program Termination</td>
</tr>
<tr>
<td>21. New Degree Program</td>
</tr>
<tr>
<td>22. Other</td>
</tr>
</tbody>
</table>

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

- summary proposal (O) course definition document (P) full five-page MHEC proposal (Q)
- financial tables (MHEC) (R) other documents as may be required by MHEC/USM (S) other (T)

Summer 2020
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>
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<td>□ no impact</td>
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<td>b. OTS</td>
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<td>c. University Relations</td>
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<td>d. Admissions</td>
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<td>e. Records</td>
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</table>

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>John J. Wettlaufer</td>
<td>9/4/11</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>10/10/11</td>
</tr>
<tr>
<td>D. Dean</td>
<td></td>
<td>11/7/11</td>
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<tr>
<td>E. University Faculty Senate (Chair)</td>
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<tr>
<td>F. University Council (Chair)¹</td>
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</tr>
<tr>
<td>G. Provost and Senior Vice President for Academic Affairs</td>
<td>Beverly Schnelle</td>
<td>9/5/2011</td>
</tr>
<tr>
<td>H. President</td>
<td></td>
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<tr>
<td>I. Board of Regents (notification only)</td>
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<tr>
<td>J. Board of Regents (approval)</td>
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<td>K. MHEC (notification only)</td>
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<tr>
<td>L. MHEC (approval)</td>
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<tr>
<td>M. Middle States Association notification</td>
<td>Required only if the University's mission is changed by the action</td>
<td></td>
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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 0: 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: Bridal Pearson PHONE: X5251

DEPARTMENT/DIVISION: School of Health and Human Services DATE PREPARED: 9/12/11

PROPOSED SEMESTER OF IMPLEMENTATION: fall spring YEAR: 2012

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

☐ COURSE ACTIONS

Original Subject Code/Course Number:
SOCI 412

Original Course Title:
Internship

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<td>✓ 6. Pre- and Co-Requisite</td>
<td>13. Closed Site Program</td>
</tr>
<tr>
<td>✓ 7. Course Description</td>
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For changes to existing courses:

OLD TITLE  Internship
NEW TITLE  Field Practicum for HSER

SUBJECT CODE/COURSE NO. SOCI 412 CREDITS 3
SUBJECT CODE/COURSE NO. HSER 400 CREDITS 3
DESCRIBE THE REQUESTED COURSE/PROGRAM ACTION (additional pages may be attached if necessary):

The modification of a Human Services Administration course: SOCI 412 internship will become HSER 400 Field Practicum for HSER

SET FORTH THE RATIONALE FOR THIS PROPOSAL:

The rationale for the modification of the course HSER 400 Field Practicum for HSER:
* Expand the current curriculum of the Human Services Program
* Develop a core course central to the new undergraduate human services administration program HEGIS of HSER
* To have domain of courses that are used in assessment
1. DATE PREPARED
9/21/11

2. PREPARED BY
Bridal Pearson

3. DEPARTMENT/DIVISION
School of Health and Human Services

4. COURSE NUMBER(S) with SUBJECT CODE(S)
HSER 400

5. COURSE TITLE
Field Practicum

6. CREDIT HOURS
3

7. CATALOG DESCRIPTION
This course is designed to provide students the opportunity to apply the knowledge gained in the classroom in a human services based organizational setting. Interns will be exposed to and or engage in activities such as supervisory opportunities, special projects, case management, budgeting, and public relations. The intern must complete a minimum of 100 hours. Both the faculty internship coordinator and agency site supervisor will guide and evaluate the intern throughout the internship.

8. PREREQUISITES
This is a Senior Level course and requires the permission of the Program Director before registration.

HSER 100 Introduction to Human Services
HSER 200 Models of Effective Helping
HSER 340 Case Management

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

Summer 2010
The course will be used in the curriculum as a major foundational core.

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

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)
Practicum

12. FACULTY QUALIFIED TO TEACH COURSE
Bridal Pearson/Tiffaney Parkman

13. CONTENT OUTLINE
The course is a Practicum and will meet once a month. The following broad topic areas will be discussed:
* Professional Development
* Ethics
* Values and Self-awareness
* Agency Systems and Policies

14. LEARNING GOALS
* Application of theoretical knowledge in applied settings
* Examine how self-awareness relates to growth and development
* Analyze effective management styles in an applied setting

15. ASSESSMENT STRATEGIES
* Interns will be monitored and evaluated by faculty members through weekly journal entries and completion of the final paper
* Interns provide site supervisors with two evaluation forms throughout the internships that evaluate applied skills and knowledge
* Interns will be evaluated based on classroom discussions and self-evaluation assignment related to the internship experience

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

17. SPECIAL GRADING OPTIONS (if applicable)
N/A

18. SUGGESTED CLASS SIZE
30 students

Summer 2010
19. LAB FEES (if applicable)

N/A