

**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> Gina M. Finelli	<b>Phone:</b> 5349
<b>DEPARTMENT / DIVISION:</b> Division of Applied Behavioral Sciences		
<b>SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name &amp; number or program affected):</b>		
8 New Course: SOCI 100 Introduction to Sociology		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2009		

<b>Box 1: TYPE OF ACTION</b>	ADD(NEW) <input checked="" type="checkbox"/>	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 checked="" type="checkbox"/>	Graduate <input type="checkbox"/>	OTHER <input type="checkbox"/>

<b>Box 3: ACTION ITEM (check appropriate boxes)</b>		<b>DOCUMENTS REQUIRED (see box 4 below)</b>	<b>IMPACT REVIEWS (see box 5 on back)</b>	<b>APPROVAL SEQUENCE (see box 6 on back)</b>
	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		ABCD
<b>X</b>	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	ABCDEFHIL
	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	ABCDEFHJL
	19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFHJL
	20. Other	Varies	Varies	Varies

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

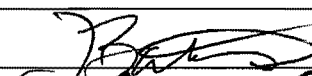
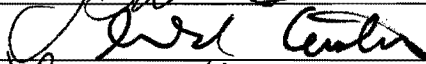
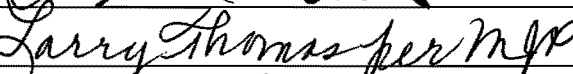


- Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
- Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
- Letter of Intent is required by USM at least 30 days before 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)**

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected):
<b>8 New Course: SOCI 100 Introduction to Sociology</b>

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.

<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: 	11-12-08
B. Final faculty review body within each School	Chair: 	2/25/09
C. College Dean	Dean: 	2-25-09
D. Provost and Senior Vice President for Academic Affairs	Provost: 	2-26-09
E. Curriculum Review Committee (UFS subcommittee)	Chair: 	3/11/09
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		
M. Middle States Association notification	Required only if the mission of the University is changed by the action	

**DOCUMENT O: SUMMARY PROPOSAL**

See Course and Program Development Policy and Procedures for Instructions

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<b>DEPARTMENT / DIVISION:</b> Division of Applied Behavioral Sciences		
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<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2009		

O-1: Briefly describe what is being requested:

Addition of a new course to the sociology curriculum that will satisfy three credits of the general education requirements in the social sciences.

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> Introduction to Sociology	<b>Course # / HEGIS Code:</b> SOC1 100	<b>Credits:</b> 3

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

A course entitled Introduction to Sociology is offered by virtually every undergraduate sociology program in the country, almost always at the 100 level. Such a course commonly has few if any prerequisites, and often is in high demand to satisfy general education social science requirements by students who are not sociology majors. The proposed changes in course number, title, and description reflect these facts, as well as being a better fit with the 4-year format for undergraduate education at UB.

**THIS COURSE SATISFIES THREE CREDITS OF THE GENERAL EDUCATION REQUIREMENTS IN THE SOCIAL AND BEHAVIORAL SCIENCES.**

## **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:** October 24, 2008
2. **Prepared by:** Gina M. Finelli
3. **Department:** Division of Applied and Behavioral Sciences
4. **Course Numbers:** SOCI 100
5. **Course Title:** Introduction to Sociology
6. **Credit Hours:** 3
7. **Prerequisites:** Eligibility for WRIT 100
8. **Course Purpose (example: general education, laboratory, elective):**

General Education

9. **Rationale:**

A course entitled Introduction to Sociology is offered by virtually every undergraduate sociology program in the country, almost always at the 100 level. Such a course commonly has few if any prerequisites, and often is in high demand to satisfy general education social science requirements by students who are not sociology majors. The proposed changes in course number, title, and description reflect these facts, as well as being a better fit with the 4-year format for undergraduate education at UB.

**THIS COURSE SATISFIES THREE CREDITS OF THE GENERAL EDUCATION REQUIREMENTS IN THE SOCIAL AND BEHAVIORAL SCIENCES.**

**10. Catalog Description (Paragraph should reflect general aims and nature of the course):**

This course provides an introduction to basic concepts, theoretical principles and research methods of sociology, and applies these tools to the analysis of human societies, including the study of social structures and institutions such as the family and religion, culture, social interaction, groups, social inequality, deviance, and social change. [SS]

**11. Suggested approximate class size: 25 – 30**

**12. Content Outline:**

- A. Understanding Sociology
- B. Sociological Research
- C. Culture
- D. Socialization
- E. Social Interaction
- F. Groups and Social Structure
- G. Mass Media
- H. Deviance and Social Control
- I. Social Stratification
- J. Global Inequality
- K. Racial and Ethnic Inequality
- L. Stratification by Gender and Sexuality
- M. Stratification by Age
- N. Family and Intimate Relationships
- O. Education
- P. Religion
- Q. Government and the Economy
- R. Population and Communities
- S. Health and the Environment
- T. Globalization
- U. Social Movements and Social Change

**13. Learning Goals:**

By the end of this course, students will be able to:

- A. Apply a sociological, scientific approach to understanding human social behavior;
- B. Evaluate the methodology, results and conclusions of social research;
- C. Explain the organization of society, and the interrelationships of its institutions and social groups;
- D. Recognize and discuss issues of diversity arising in a complex society;
- E. Apply sociological principles and skills to one's own experience for logical, rational problem solving;

- F. Apply sociological principles to understanding how society changes;
- G. Explain the nature of culture and society;
- H. Interpret the nature of deviant behavior in society and culture;
- I. Recognize the careers and jobs in which sociologists are employed and understand what sociologists do, and how they do it; and
- J. Use this new and unique perspective to understand the social world and change it in ways that you find appropriate.

**14. Assessment Strategies:**

Consistent with the undergraduate learning goals, student performance may be evaluated through a combination of:

- a) Exams (including a pre- and post-test) using a variety of testing formats such as multiple-choice, short answer, and essay questions to evaluate level of competency of course content;
- b) Written application papers and group projects that use the sociological imagination, as well as theoretical and methodological skills learned in this course to analyze complex issues, synthesize information, and solve challenging problems; and
- c) Hands-on computer lab assignments to evaluate understanding of the research process, and statistical analysis of data.

**15. Text(s) and Materials (example: textbooks, calculator):**

Schaefer, Richard T. 2009. *Sociology: A Brief Introduction*. 8<sup>th</sup> ed. New York: McGraw-Hill.

Pavkov, Thomas and Kent A. Pierce. 2006. *Ready, Set, Go! A Student Guide to SPSS 13.0 and 14.0 for Windows*. 2<sup>nd</sup> ed. New York: McGraw-Hill.

**16. Lab Fees: Not applicable**

**General Education Approval Record      College of Liberal Arts**

*(to be used for "certifying" new and existing courses; use information about proposed course)*

Course: Subject and Number SOCI 100

Course Name: Introduction to Sociology

Department: Division of Applied and Behavioral Sciences

THIS COURSE SATISFIES 3 CREDITS OF THE **SOCIAL SCIENCES** GENERAL EDUCATION REQUIREMENT.

This course meets all of the learning outcomes and assessment strategies requirements for a social sciences general education course at the University of Baltimore:

- Examine ways in which individuals, groups, institutions, or segments of society behave, function, and influence one another.
- Understand the variety of methods to collect, analyze, interpret, and apply qualitative data as related to social phenomena and individual behavior.
- Be familiar with a broad spectrum of fundamental concepts to the disciplines represented by each of the fields studied
- Understand and appreciate the interaction of the numerous factors that influence individuals, cultures, society, and the natural environment
- Use the concepts, theories, and methods of the social and behavioral sciences to analyze individuals, groups, institutions, and societies, both past and present
- Apply knowledge to identify and evaluate solutions to personal, cultural, societal, national and international problems to make responsible and informed decisions.



Signature (Marguerite Weber)

11/24/08

date