

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

Instruction: See Course and Program Development Policy and Procedures

COSC 490

SHORT TITLE OF PROPOSAL: Practicum in AIT

COURSE # 490

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

Box 3: ITEM OF ACTION (check appropriate boxes)		APPROVAL SEQUENCE (see box 4 below)	DOCUMENTS REQUIRED (see box 5 on back)	INFO COPIES (see 2 on back)
<input type="checkbox"/>	1 Experimental Course ¹	AC	NOP	
<input type="checkbox"/>	2 Course Title	ABCD	NO	
<input type="checkbox"/>	3 Course Credits	ABCD	NO	
<input type="checkbox"/>	4 Course Number	ABCD	NO	
<input type="checkbox"/>	5 Course Level	ABCD	NO	
<input type="checkbox"/>	6 Deactivate a Course	ABCDEF	NO	a, b
<input type="checkbox"/>	7 Pre & Co-Requisite	ABCD	NO	a, b
<input checked="" type="checkbox"/>	8 Course Content	ABCD	NOP	a, b
<input type="checkbox"/>	9 New Course	ABCDEF	NOPQ	a, b
<input type="checkbox"/>	10a Certificate Program (ug/g) exclusively within existing degree program	ABCDEFHJL	NOQ	a, b, d
<input type="checkbox"/>	10b Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	ABCDEFHIK	NOSR, 6	a, b, d
<input type="checkbox"/>	11a UG Concentration (exceeds 24 credit hours)	ABCDEFGHIK	NO, 5	a, b, d
<input type="checkbox"/>	11b Masters Concentration (exceeds 12 credit hours)	ABCDEFGHIK	NO, 5	a, b, d
<input type="checkbox"/>	11c Doctoral Concentration (exceeds 18 credit hours)	ABCDEFGHIK	NO, 5	a, b, d
<input type="checkbox"/>	12 Program Requirements	ABCDEF	NO	a, b, d
<input type="checkbox"/>	13 Program Title	ABCDEFGHIK	NO, 5	a, b, c, d
<input type="checkbox"/>	14 Off-Campus Deliver of Existing Program	ABCDEFHJK	NO, 4	a, b, c, d
<input type="checkbox"/>	15 Closed Site Program	ABCDJL	NOT	a, b
<input type="checkbox"/>	16 Program Suspension ⁹	ABCDEGJL	NOQ	a, b, c, d
<input type="checkbox"/>	17 Program Termination	ABCDEFHJL	NO, 10	a, b, c, d
<input type="checkbox"/>	18 Degree Program	ABCDEFGHIK	NOQRS, 3,8	a, b, c, d
<input type="checkbox"/>	19 New Center	ABCDEFHJL		
<input type="checkbox"/>	20 Other	Varies	Varies	Varies

Box 4: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A Department	Chair: <i>Nancy Jones</i>	11-23-05
B Final faculty review body within each school	Chair: <i>Margaret J. Pothart</i>	12-14-05
C College Dean	Dean: <i>[Signature]</i>	12/19/05
D Provost and Senior Vice President for Academic Affairs	Provost: <i>[Signature]</i>	1/5/06
E Curriculum Review Committee (UFS subcommittee)	Chair: <i>[Signature]</i>	1/11/06
F University Faculty Senate	Chair:	
G University Council ¹¹	Chair:	
H President	President:	
I Board of Regents - approval		
J Board of Regents - notification only		
K MHEC - approval		
L MHEC - notification only		
M Middle States Association notification	Required only if the mission of the University is changed by the action	

Box 5: DOCUMENTATION (check boxes of documents included)					
<input checked="" type="checkbox"/>	N. This Cover Sheet		Q. Full Description/Rationale		T. Contract
<input checked="" type="checkbox"/>	O. Summary Proposal		R. Full 5-page MHEC Proposal		U. Other
<input checked="" type="checkbox"/>	P. Syllabus		S. Financial Tables		

1. Approval automatically lapses after two offerings unless permanently approved by Action 9
2. Codes: a) Director of Library Services (Langsdale or Law) b) College Dean c) Planning Office d) EMSA
3. 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.
4. 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 *
5. One-page letter with description and rationale *
6. 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. *
7. Learning objectives, assessment strategies; fit with UB strategic plan
8. Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal
9. 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.
10. Provide:
 - a. evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
 - b. proposed date after which no new students will be admitted into the program;
 - c. accommodation of currently enrolled students in the realization of their degree objectives;
 - d. treatment of all tenured and non-tenured faculty and other staff in the affected program;
 - e. reallocation of funds from the budget of the affected program; and
 - f. 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.

* Required by MHEC

DOCUMENT O – SUMMARY PROPOSAL

College: Liberal Arts	Department: Information Arts and Technologies	Cost Code:
Contact Person: Stuart Moulthrop	Phone: 5301	Effective Semester: Fall, 2006

O-1: Briefly describe what is requested:
 Change the catalog description for COSC 490, Practicum in Information Technology

Present description: Provides the student with hands-on work experience in the field. Appropriate work sites and experiences may be made available by the instructor or be identified by the student. Regardless, the site and job requirements must be agreed upon in writing by the student, the instructor, and an authorized representative of the work site. Enrollment is limited to the number of positions available. Prerequisites: COSC 307 and COSC 310.

Proposed description: Provides the student with hands-on work experience in applied information technology. Students may arrange placement with an external organization, subject to written approval by the instructor and an official of the organization. Alternatively, students may participate in an in-house project managed by the instructor. In the latter case, students attend regular class meetings as part of their project work. Prerequisites: COSC 416 and COSC 430.

For new courses or changes in existing courses (needed by Registrar):

New Title:	Title #:	Credits:
Course Abbreviation:		
Old Title:	Title #:	Credits:

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

National standards for Applied Information Technology and IT curricula either require or strongly recommend a practicum, which has been lacking from our curriculum so far. By allowing students to work on an internally managed project, this course avoids the administrative burdens of a traditional internship, which are beyond the capability of our small faculty. Students who wish to arrange an external work experience on their own do have that option.

O-3 Resources Needed:

Course fee of \$45.00 per student is required to maintain currency of software and hardware.

	Personnel	Equipment	Expendables	Facility Costs	TOTAL COSTS
Start-up First Year	\$	\$	\$	\$	\$
Annual Thereafter	\$	\$	\$	\$	\$

Indicate probable source of additional funds, if needed:

O-4 Impact including OTS and Library resources (Complete a or b)

a) Impact was reviewed. All impacted units were contacted and understandings worked out. No unit objects to the proposal as currently submitted. The units contacted were:

Langsdale, OTS

Nancy Johnson

Department Chair Signature

11-23-05

Date

b) Impact was reviewed. All objections were worked out except those documented in attachments. Units contacted were:

Department Chair Signature

Date

Required Format for Course Syllabi (Document P)

Issued by: Wim Wiewel, Provost and Senior Vice President for Academic Affairs
Effective Date: August 31, 2005
Reviewed by: University Faculty Senate

Include in your syllabus items one through 13 using as much space as needed.

1. Date Prepared: 11-23-05
2. Prepared by: Nancy Kaplan
3. Department: School of Information Arts and Technologies
4. Course Numbers: COSC 490
5. Course Title: Practicum in AIT
6. Credit Hours: 3
7. Prerequisites: COSC 416 and COSC 430
8. Catalog Description: (Paragraph should reflect general aims and nature of the course)
Provides the student with hands-on work experience in applied information technology. Students may arrange placement with an external organization, subject to written approval by the instructor and an official of the organization. Alternatively, students may participate in an in-house project managed by the instructor. In the latter case, students attend regular class meetings as part of their project work. Prerequisites: COSC 416 and COSC 430
9. Suggested approximate class size: 15
10. Content Outline: will vary
11. Learning Goals: will vary
12. Assessment Strategies: will vary
13. Text(s): Include author, title, publisher, date of publication, and an indication of whether or not the text is required N/A or will vary

Note: Original syllabus shall be on file in the department and in the Office of the Dean.

14. Course fee: LAB FEE REQUIRED