

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

COURSE MODIFICATION PROPOSAL

Courses must be submitted by October 15, 2013, and finalized by the end of the fall semester to make the next catalog (2014-15) production

DATE (CHANGE DATE EACH TIME REVISED): 10/10/2013; REV 11.22.13; REV 12.11.13

PROGRAM AREA(S): COMMUNICATION

Directions: All of sections of this form must be completed for course modifications. Use **YELLOWED** areas to enter data. All documents are stand alone sources of course information.

1. Indicate Changes and Justification for Each. [Mark an X by all change areas that apply then please follow-up your X's with justification(s) for each marked item. Be as brief as possible but, use as much space as necessary.]

- | | |
|---|---|
| ☐ Course title | ☐ Course Content |
| ☐ Prefix/suffix | ☐ Course Learning Outcomes |
| ☐ Course number | ☐ References |
| ☐ Units | ☐ GE |
| ☐ Staffing formula and enrollment limits | X Other Added Blended; deleted repeatability |
| ☐ Prerequisites/Corequisites | ☐ Reactivate Course |
| X Catalog description | |
| X Mode of Instruction | |

Justification: Course is delivered in a blended learning format, with approximately 30% on campus instruction and 70% online, asynchronous instruction. Modification is being submitted to comply with recent Faculty Senate resolution on identifying blended courses in the college catalogue.

2. Course Information.

[Follow accepted catalog format.] (Add additional prefixes i f cross-listed)

OLD

Prefix COMM Course# 492
Title Internship Seminar Units (3)
2 hours seminar per week
2 hours activity per week

X Prerequisites: Comm 300 level courses
X Consent of Instructor Required for Enrollment

☐ Corequisites: ☐

Catalog Description (Do not use any symbols):

~~Students engage in an approved internship in which communication theories and skills are applied in a particular work setting. Students explore how these theories and skills are manifested in their experiences. Repeatable up to 6 units.~~

General Education Categories: ☐

Grading Scheme (Select one below):

☐ A – F

X Credit/No Credit

☐ Optional (Student's Choice)

Repeatable for up to 6 units

Total Completions ☐

Multiple Enrollment in Same Semester Y/N ☐

Course Level:

X Undergraduate

☐ Post-Baccalaureate

☐ Graduate

NEW

Prefix **COMM** Course# **492**
Title Internship Seminar Units (3)
2 hours seminar per week
2 hours activity per week

X Prerequisites: Comm 300 level courses
X Consent of Instructor Required for Enrollment

☐ Corequisites: ☐

Catalog Description (Do not use any symbols):

Students engage in an approved internship in which communication theories and skills are applied in a particular work setting. This is a blended format course.

General Education Categories: ☐

Grading Scheme (Select one below):

X A – F

☐ Credit/No Credit

☐ Optional (Student's Choice)

~~Repeatable for up to 6 units~~

Total Completions ☐

Multiple Enrollment in Same Semester Y/N ☐

Course Level:

X Undergraduate

☐ Post-Baccalaureate

☐ Graduate

3. Mode of Instruction (Hours per Unit are defaulted)

Hegis Code(s) _____
(Provided by the Provost Office)

Existing

Proposed

	Units	Hours Per Unit	Default Section Size	Graded		Units	Hours Per Unit	Default Section Size	Graded	CS No. (filled out by Provost Office)
Lecture		<u>1</u>			Lecture		<u>1</u>			
Seminar	<u>2</u>	<u>1</u>	<u>15</u>	X	Seminar	<u>2</u>	<u>1</u>	<u>20</u>	X	
Lab		<u>3</u>			Lab		<u>3</u>			
Activity	<u>1</u>	<u>2</u>	<u>15</u>	X	Activity	<u>1</u>	<u>2</u>	<u>20</u>	X	
Field Studies					Field Studies					
Indep Study					Indep Study					
Other blank					Other blank					
Online					Online					

4. Course Attributes:

☐ **General Education Categories:** All courses with GE category notations (including deletions) must be submitted to the GE website: <http://summit.csuci.edu/geapproval>. Upon completion, the GE Committee will forward your documents to the Curriculum Committee for further processing.

A (English Language, Communication, Critical Thinking)

- ☐ A-1 Oral Communication
- ☐ A-2 English Writing
- ☐ A-3 Critical Thinking

B (Mathematics, Sciences & Technology)

- ☐ B-1 Physical Sciences
- ☐ B-2 Life Sciences – Biology
- ☐ B-3 Mathematics – Mathematics and Applications
- ☐ B-4 Computers and Information Technology

C (Fine Arts, Literature, Languages & Cultures)

- ☐ C-1 Art
- ☐ C-2 Literature Courses
- ☐ C-3a Language
- ☐ C-3b Multicultural

D (Social Perspectives)

E (Human Psychological and Physiological Perspectives)

UDIGE/INTD Interdisciplinary

Meets University Writing Requirement (Graduation Writing Assessment Requirement)

Meets University Language Requirement

☐ **American Institutions, Title V Section 40404:** ☐ Government ☐ US Constitution ☐ US History

Regarding Exec Order 405, for more information: <http://senate.csuci.edu/comm/curriculum/resources.htm>

☐ **Service Learning Course** (Approval from the Center for Community Engagement must be received before you can request this course attribute).

☐ **Online Course** (Answer YES if the course is ALWAYS delivered online).

5. Justification and Requirements for the Course. [Make a brief statement to justify the need for the course]

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The internship course allows students an opportunity to obtain hands-on experience in the workplace and to apply their communication skills in a variety of contexts.

☐ Requirement for the Major/Minor
X Elective for the Major/Minor
☐ Free Elective

☐ Requirement for the Major/Minor
X Elective for the Major/Minor
☐ Free Elective

Submit Program Modification if this course changes your program.

6. Student Learning Outcomes. (List in numerical order. Please refer to the Curriculum Committee's "Learning Outcomes" guideline for measurable outcomes that reflect elements of Bloom's Taxonomy: <http://senate.csuci.edu/comm/curriculum/resources.htm>.

The committee recommends 4 to 8 student learning outcomes, unless governed by an external agency (e.g., Nursing).

Upon completion of the course, the student will be able to:

OLD

- compare and contrast the types of communication activities that occur within organizations
- identify basic communication theories and skills used within organizations
- document and receive feedback on their contribution to the organization
- reflect on their own activities as well as that of classmates

Upon completion of the course, the student will be able to:

NEW

- compare and contrast the types of communication activities that occur within organizations
- identify basic communication theories and skills used within organizations
- document and receive feedback on their contribution to the organization
- reflect on their own activities as well as that of classmates

7. Course Content in Outline Form. (Be as brief as possible, but use as much space as necessary)

OLD

- Overview of basic communication theories
- Examples of communication activities in several organizations (business, non-profit, health, environmental)
- Sharing of student internship activities
- Reflection of activities, individually and in groups
- Summary of activities, self-described strengths and weaknesses
- Supervisor evaluation

NEW

- Overview of basic communication theories
- Examples of communication activities in several organizations (business, non-profit, health, environmental)
- Sharing of student internship activities
- Reflection of activities, individually and in groups
- Summary of activities, self-described strengths and weaknesses
- Supervisor evaluation

Does this course content overlap with a course offered in your academic program? Yes ☐ No X

If YES, what course(s) and provide a justification of the overlap. ☐

Does this course content overlap a course offered in another academic area? Yes ☐ No X

If YES, what course(s) and provide a justification of the overlap. ☐

Overlapping courses require Chairs' signatures.

8. Cross-listed Courses (Please note each prefix in item No. 1) *Beyond three disciplines consult with the Curriculum Committee.*

- List cross-listed courses (Signature of Academic Chair(s) of the other academic area(s) is required).
- List each cross-listed prefix for the course: ☐
- Program responsible for staffing: ☐

9. References. [Provide 3-5 references]

Sapp, D. A. & Zhang, Q. (2009). Trends in Industry Supervisor's feedback on business communication internships. *Business Communication Quarterly*, 72: 274.

Clayton, J. K. & Myran, S. (2013). Content and context of the administration internship: How mentoring and sustained activities impact preparation. *Mentoring and Tutoring: Partnership in Learning*, 21(1), 59-75.

Franks, P. (2012). Experiential learning and international collaboration opportunities: *Virtual internships. Library Review*, 61 (4), 272-285.

10. Tenure Track Faculty qualified to teach this course.

Tracylee Clarke,

Christina Smith
Jacob Jenkins

11. Requested Effective Date or First Semester offered: Fall 2014

12. New Resource Requested: Yes ☐ No ☒
If YES, list the resources needed.

A. Computer Needs (data processing, audio visual, broadcasting, other equipment, etc.)

B. Library Needs (streaming media, video hosting, databases, exhibit space, etc.)

C. Facility/Space/Transportation Needs:

D. Lab Fee Requested: Yes ☐ No ☒ (Lab fee requests should be directed to the Student Fee Committee)

E. Other.

13. Will this course modification alter any degree, credential, certificate, or minor in your program? Yes ☒ No

If, YES attach a program update or program modification form for all programs affected.

Priority deadline for New Minors and Programs: October 1, 2013 of preceding year.

Priority deadline for Course Proposals and Modifications: October 15, 2013.

Last day to submit forms to be considered during the current academic year: April 15th.

Christina M. Smith

10/10/2013

Proposer(s) of Course Modification

Date

Type in name. Signatures will be collected after Curriculum approval.

Approval Sheet

Course: COMM 492: Internship Seminar

If your course has a General Education Component or involves Center affiliation, the Center will also sign off during the approval process.

Multiple Chair fields are available for cross-listed courses.

The CI program review process includes a report from the respective department/program on its progress toward accessibility requirement compliance. By signing below, I acknowledge the importance of incorporating accessibility in course design.

Program Chair Tracylee Clarke		
Signature		Date
Program Chair		
Signature		Date
Program Chair		
Signature		Date
General Education Chair		
Signature		Date
Center for Intl Affairs Director		
Signature		Date
Center for Integrative Studies Director		
Signature		Date
Center for Multicultural Engagement Director		
Signature		Date
Center for Civic Engagement and Service Learning Director		
Signature		Date
Curriculum Chair		
Signature		Date
AVP		
Signature		Date