Courses must be submitted by October 15, 2012, and finalized by the end of the fall semester to make the next catalog (2013-14) production

DATE (CHANGE DATE EACH TIME REVISED): APRIL 10TH, 2012; REV 4.25.12

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.

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1. **Indicate Changes and Justification for Each.** *[Mark all change areas that apply and follow with justification. Be as brief as possible but, use as much space as necessary.]*

X Course title	X Course Content
Prefix/suffix	X Course Learning Outcomes
Course number	References
X Units	GE
X Staffing formula and enrollment limits	Other
X Prerequisites/Corequisites	Reactivate Course
X Catalog description	
X Mode of Instruction	

Justification: Originally COMM 492 was an activities-only course. The proposed changes reflect the following: 1) **prerequisite:** need for instructor approval to register for the course; 2) **mode of instruction**: students meet 2 hours per week with their instructor to learn and share how Communication theories and skills are applied in the work context; 3) course title: **Internship Seminar**. This would also allow more students to take the course = **staffing and enrollment limits;** 4) **Units:** 3 (2 hours seminar, 2 hours activity per week); **course content** and **learning outcomes** reflect the added focus on learning and sharing experiences in the classroom.

2. **Course Information.**

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

OLD	**NEW**
Prefix Comm Course# 492	Prefix COMM Course# 492
Title Internship Units Units (1-3)	Title Internship Seminar Units (3)
2-6 activity per week	2 hours seminar per week
	2 hours activity per week
x Prerequisites: Comm 300 level courses	X Prerequisites: Comm 300 level courses. Permission of instructor
Consent of Instructor Required for Enrollment	X Consent of Instructor Required for Enrollment
Corequisites:	Corequisites:
Catalog Description (Do not use any symbols):	**Catalog Description** (Do not use any symbols)**:**
Provides students credit for internship work that applies communication theories and skills within an organization.	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:	General Education Categories:
Grading Scheme (Select one below):	Grading Scheme (Select one below):
A – F	A – F
X Credit/No Credit	X Credit/No Credit
Optional (Student's Choice)	Optional (Student's Choice)
Repeatable for up to 6 units	Repeatable for up to 6 units
Total Completions	Total Completions
Multiple Enrollment in Same Semester Y/N	Multiple Enrollment in Same Semester Y/N
Course Level:	Course Level:
X Undergraduate	X Undergraduate
Post-Baccalaureate	Post-Baccalaureate
Graduate	Graduate

3. **Mode of Instruction (Hours per Unit are defaulted)**   Hegis Code(s)_____

(Provided by the Dean)

Existing   **Proposed**

	Units	Hours Per Unit	Benchmark Enrollment	Graded
Lecture		1		
Seminar		1		
Lab		3		
Activity	1-3	2	15	X
Field Studies				
Indep Study				
Other blank				
Online				

	Units	Hours Per Unit	Benchmark Enrollment	Graded	CS No. (filled out by Dean)
Lecture		1			
Seminar	2	1	15	X	
Lab		3			
Activity	1	2	15	X	
Field Studies					
Indep Study					
Other blank					
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
Meets University Language Requirement

American Institutions, Title V Section 40404:   Government   US Constitution   US History
Refer to website, 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]*

OLD

_____ Requirement for the Major/Minor
x Elective for the Major/Minor
_____ Free Elective

NEW

_____ 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

explored the day-to-day communication activities that occur within an organization
• gained experience applying the skills and concepts from category specific upper-division courses (COMM 441, 442, 443)
• worked with a business/nonprofit professional on a project, from conception through implementation, and receive feedback.

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

_____ I. Skills Assessment
II. Resume/Cover Letter
III. Interviewing
IV. Learning Contract
V. Online Discussion: Networking, career Goals, Ethical Dilemmas, New Techniques in Communication
VI. Practical Training
VII. Company Assessment
VIII. Supervisor Evaluation

NEW

I. Overview of basic communication theories
II. Examples of communication activities in several organizations (business, non-profit, health, environmental)
III. Sharing of student internship activities
IV. Reflection of activities, individually and in groups
V. Summary of activities, self-described strengths and weaknesses
VI. 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)**
   A. **List cross-listed courses (Signature of Academic Chair(s) of the other academic area(s) is required).**
   B. **List each cross-listed prefix for the course:** _____
   C. **Program responsible for staffing:** _____

9. **References.** *[Provide 3-5 references]*
   OLD _____

   NEW _____

10. **Tenure Track Faculty qualified to teach this course.**
    Tracylee Clarke and Christina Smith

11. **Requested Effective Date or First Semester offered: Spring 2013**

12. New Resource Requested: Yes ▢ **   No** x
　　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** ▢ **   (Refer to the Dean's Office for additional processing)**
　　E.　Other. ▢

13. Will this course modification alter any degree, credential, certificate, or minor in your program? Yes ▢ ** No** x
　　If, YES attach a program update or program modification form for all programs affected.
　　Priority deadline for New Minors and Programs: October 1, 2012 of preceding year.
　　Priority deadline for Course Proposals and Modifications: October 15, 2012.
　　Last day to submit forms to be considered during the current academic year: April 15th.

Tracylee Clarke and Terry Ballman　　　　　　　　　　　　　　　04/15/12
_____　　　　_____
Proposer(s) of Course Modification　　　　　　　　　　　　　　　Date
Type in name. Signatures will be collected after Curriculum approval.

Approval Sheet

Course:

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		
	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