



Request to add course to offering

Faculty Name _____

Dept/Course _____ Course Name _____

Description of Course & Learning Objectives (Include Syllabi with Request)

Course Modality _____

Student Name _____

Location of Student Enrolled in Course _____

The following course numbers are used across all academic programs. These classes are used to enhance the University's course offerings by allowing variable topics classes and courses designed around students' academic and career goals. Students may enroll in and receive credit for multiple classes provided the course content differs.

3881-3883, 4881-4883 Internship This course provides students with an opportunity to apply classroom learning in an organization that lines up with their career goals under the direction of a work supervisor and the guidance of a University professor. Students must complete 45 hours of internship work for each hour of academic credit. All internships must be approved by the academic dean in the discipline in which the faculty supervisor resides. An Internship form must be filed with the office of Career Services. At the conclusion of the internship, the student must submit a written report that documents completion of the required number of hours and the internship supervisor at the participating organization will evaluate the student's performance to the faculty supervisor. Other requirements may be included in the course syllabi.

1891-1893, 2891-2893, 3891-3893, 4891-4893 Practicum Practical and applied learning experience in a discipline or profession. Practicum classes are designed so that students work directly with the teaching faculty and do not require a third party supervisor. Typically students will complete 45 hours of work for each hour of practicum credit. All practicum courses must be approved by the Chief Academic Officer or designee. It may be repeated to a maximum of 12 hours total credit.

3981-3983, 4981-4983 Seminar Seminar courses including special classes and/or programs which are added to the curriculum on an irregular basis. Seminars are designed to provide an opportunity for the strengthening of individual discipline areas. This course may be repeated for credit provided the topic is different.

3991-3993 Directed Study The student may choose to initiate a self-directed reading research project or undertake tutorial study of a course offered in the catalog. Prerequisites for such a study are as follows: 1.) a minimum grade point average of 2.00 must have been attained prior to petitioning; 2.) a written petition must be submitted to the sponsoring professor for approval (standards for such a petition are furnished by the sponsoring faculty member); 3.) the Chief Academic. This course may be repeated for credit provided the topic is different.

4991-4993 Special Problems Special Problems provides the student with the opportunity to conduct independent study and research related to a specific problem or project in a field of study. Approval of the Chief Academic Officer or designee must be obtained prior to enrollment. This course may be repeated for credit provided the topic is different.

Return the completed form to the Office of Academic Affairs.