

**PROPOSAL SUMMARY AND ROUTING FORM**

**Proposal Title: Add Course – SCWK 197**

**Initiating Unit or Individual: Social Work Program**

**Contact Person's Name: Katherine Palazzolo-Miller e-mail: palazzok@ferris.edu phone: x5897**

**Date or Term of Proposal Implementation: 200801**

- Group I - A – New degree/major or major, redirection of a current offering, or elimination of a degree, major or minor**
- Group I - B – New minors or concentrations**
- Group II - A – Minor curriculum clean-up and course changes**
- Group II - B – New Course**
- Group III - Certificates**
- Group IV – Off-Campus Programs**

Group/Individual	Signature	Date	Vote/Action *
Program Faculty	<i>Katherine Palazzolo Miller</i>	12-6-07	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Faculty	<i>Josh A. O.</i>	12/7/07	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Head			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
College Curriculum Committee			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Dean	<i>Maura H.</i>	12/19/07	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
University Curriculum Committee			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Senate			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Academic Affairs	<i>Donald Fluh</i>	1/8/08	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Hold <input type="checkbox"/> Not Support

\* Support with Concerns or Not Support must include a list of specific concerns. Votes must be shown for faculty groups. Administrators check appropriate action taken.

**To be completed by Academic Affairs**

**President (Date Approved)      Board of Trustees (Date Approved)      President's Council (Date Approved)**

**1. Proposal Summary**

(Summary is generally less than one page. Briefly: state what is proposed with a summary of rationale and highlights. Additional rationale may be attached.)

**2. Summary of All Course Action Required\***

**a. Newly Created Courses to FSU:**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>
<b>SCWK</b>	<b>197</b>	<b>Special Studies in SCWK</b>

**b. Courses to be Deleted From FSU Catalog:**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>
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**c. Existing Course(s) to be Modified:**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>
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**d. Addition of existing FSU courses to program**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>
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**e. Removal of existing FSU courses from program**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>
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\*Contact Senate Secretary or UCC Chair if spaces for additional courses are needed.

**CREATE NEW COURSE**  
**Course Data Entry Form**

**FORM F**

**Create New Course**  
**Rev. 07/23/07**

**I. ACTION TO BE TAKEN: CREATE A NEW COURSE**

Notes

1. Complete each item in Section I and Section II.
2. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 200801 Examples: 200801(Spring), 200805(Summer), 200808(Fall)

Note: The first four digits indicate year, the next two digits indicate month in which term begins.

**II. PROPOSED FOR NEW COURSE: Complete all sections a through r. See manual for clarification.**

a. Course Prefix

SCWK

b. Number

197

c. Enter Contact Hours per week in boxes.

LECTure  LAB  INDEPENDENT Study – Check (x)

Practicum:  Seminar:

d. Course Title: Special Studies in SCWK (Limit to 30 characters/spaces.)

e. College Code: AS f. Department Code: SOCS

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type:  Variable  Fixed h. Minimum Credit Hours 1 i. Maximum Credit Hours 3

j. May Be Repeated for Added Credit: Check (x)  Yes  No

k. Levels: Check (x)  Undergraduate  Graduate  Professional

l. Grade Method: Check (x)  Normal Grading  Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x)  Yes  No

n. Equivalent course: Prefix  Number  See instructions on Replacement courses.

**o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.**

**This special studies course has been designed to allow students to work closely with a faculty member to pursue a topic of specialized interest. Topics for study and project requirements will be negotiated jointly between the faculty member and the student.**

p. Term(s) Offered: on demand (See instructions for listing.) q. Max. Section Enrollment: 5

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces..

UCC Chair Signature/Date: \_\_\_\_\_

Academic Affairs Approval Signature/Date:

Donald E. [Signature] 1/18/08

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code  
 Basic Skill (BS)  General Education (GE)  Occupational Education (OC)  G.E. Codes

**Office of the Registrar use ONLY**

Date Rec'd: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Entered: SCACRSE \_\_\_ SCADETL \_\_\_ SCARRES \_\_\_ SCAPREQ \_\_\_

## College of Arts and Sciences

January 4, 2008

**TO: Thomas Oldfield, Vice President of Academic Affairs  
Meral Topcu, Chair, College Curriculum Committee**

**FR: Matthew A. Klein, Dean** 

**RE: Add Course – SCWK 197**

Enclosed for your information is the proposal for Add Course - SCWK 197 which I have approved to be offered Spring 2008 by the Social Work Department.

Thank you.

Cc: Andy Karafa  
Valerie Greenfield

#### **A.4 LEVELS FOR REVIEW AND ACTION ON ACADEMIC PROGRAM/CURRICULUM PROPOSALS**

Levels for review and approval of each group of curriculum proposals are shown on the following two grids. The grids also identify the types of program/curriculum initiatives requiring preliminary approval prior to development of the full proposal.

- One grid is for proposals involving and initiated by FSU Big Rapids based programs and faculty, including the University Center for Extended Learning (UCEL).
- The second grid is for proposals specifically developed and offered by FSU/GR's College of Technical and Professional Studies and primarily delivered by FSU/GR faculty.

#### **A.5 EXPERIMENTAL COURSES (\_90)**

Proposals for experimental courses are not submitted to the UCC for approval. After Dean's Office approval, they should be sent directly to the VPAA's Office for approval.

- Any \_90 proposal must include a course title reflecting the content of the course, a rationale and a syllabus.
- Forms A, E, and F are required.
- The proposal must be approved by the department/program faculty, the department head/program administrator, dean and the Associate Vice President for Academic Affairs no later than the seventh week of the term prior to its offering.
- A \_90 course offered by any department will normally have as its subject matter only content that has historically been established as the area of expertise of the department in question.
- A \_90 course can only be taught by a contracted faculty member or adjunct, appropriately hired, who has either the relevant academic credentials and/or extensive experience in the subject matter of the course.
- A \_90 course on the same topic shall be offered no more than two times. If the course is to be continued, it must follow the curriculum process for a new course

#### **A. 6 CREATION OF INDEPENDENT STUDIES COURSES (\_97)**

Proposals for independent studies courses are not submitted to the UCC for approval. After Dean's Office approval, they should be sent directly to the VPAA's Office for approval.

- Forms A and F are required.
- The proposal must be approved by the department/program faculty, the department head/program administrator, dean and the Associate Vice President for Academic Affairs.

These courses need be created only once. After this departments may open sections as needed.