

1. Proposal Summary

Based on the feedback of internship employers and with the support of faculty, DAGD has adjusted the internship contact hours and description to indicate a requirement of 400 hours. The previous description did not include an indication of time commitment, although the course operated on a 240 hour minimum. The increased time will make our students more valuable to their employers during their internship and give the students a better understanding of what it is to be a working professional. In addition, the Form E has been updated to reflect current format and standards with regard to learning outcomes.

2. Summary of All Course Action Required*

a. Newly Created Courses to FSU:

<u>Prefix</u>	<u>Number</u>	<u>Title</u>
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b. Courses to be Deleted From FSU Catalog:

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

<u>Prefix</u>	<u>Number</u>	<u>Title</u>
DAGD	491	Applied Internship for Digital Animation

d. Addition of existing FSU courses to program

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

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

NEW COURSE INFORMATION FORM

Course Identification:

Prefix:	Number	Title
DAGD	491	Applied Internship for Digital Animation

Course Description:

Intended to be completed between the Junior & Senior year, the internship shall be setup and approved by means of an internship contract, including approval by the University & employer in a related interactive or animation field, paid or otherwise. Students are required to complete 400 hours of service for their internship.

Course Outcomes and Assessments:

1. Student will identify and deliver learning outcomes or "employer agreement" with employer assistance and approval of the internship coordinator.
2. Students will fulfill their internships as defined through their employer agreement, communicating the process through weekly updates.
3. Students will complete mandatory exit interviews with their employer and the internship coordinator.
4. Students will deliver a formal presentation summarizing their internship experience.

Course Outline:

Total Practicum Hours: 3 credits = 400 Hrs.

Participate in approved internship with interactive or animation employer. Actively participate in daily activities as assigned and dictated by employer agreement. (400 hours)

Course Assessment Plan:

Course Learning Outcome	Measure of Learning	Criteria for Success
Student will identify and deliver learning outcomes or "employer agreement" with employer assistance and approval of the internship coordinator.	Documentation of employer agreement.	90% of the students will complete this deliverable with employer and internship coordinator approval.
Students will fulfill their internships as defined through their employer agreement, communicating the process through weekly updates.	Weekly updates delivered to the internship coordinator based on specified criteria and format.	90% of the students will complete this deliverable with internship coordinator approval.
Students will complete mandatory exit interviews with their employer and the internship coordinator.	Documentation of successful internship completion and assessment of fulfillment of employer agreement.	90% of the students will complete this deliverable with employer and internship coordinator approval.
Students will deliver a formal presentation summarizing their internship experience.	Internship coordinator evaluation of presentation in approved forum.	90% of the students will complete this deliverable with internship coordinator approval.

Assessment of Overall Course Success:

90% of the students who complete this course will earn a grade of C or higher.

MODIFY COURSE

Course Date Entry Form

FORM F
Modify Course
rev. 1/27/06

I. ACTION TO BE TAKEN: MODIFY AN EXISTING COURSE

Notes:

- 1. If this course is a prerequisite for other university courses, Form Fs for those courses must also be submitted.
2. If either prefix or number are being changed, use 'Delete Course' and 'New Course' forms rather than this form.

List the changes to be made: , course description and prerequisite.

Term Effective: Semester Summer Year 2009 See instructions.

II. CURRENT: Include information that is in the current course database.

Course Prefix DAGD Number 491 Enter Contact Hours per week in boxes. LECTure INDEpendent Study - Check (x) Practicum: Seminar:

Full Course Title: Applied Internship for Digital Animation

III. PROPOSED CHANGES: Complete only those boxes that represent proposed changes in the course. Leave all other spaces blank.

Course Prefix Number Enter Contact Hours per week in boxes. LECTure LAB INDEpendent Study - Check (x) Practicum: 400 Seminar:

Full Course Title:

Abbreviated Course Title:

(Abbreviate only if necessary. Use Arabic numerals. Limit to 26 characters and spaces.)

Semester(s) Offered: (See instructions for listing.) Max. Section Enrollment :

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

Type: Variable Fixed Maximum Credit Hours Minimum Credit Hours

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

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

Levels: Check (x) Undergraduate Graduate Professional

CATALOG DESCRIPTION - Limit to 75 words - PLEASE BE CONCISE.

Intended to be completed between the Junior & Senior year, the internship shall be setup and approved by means of an internship contract, including approval by the University & employer in a related interactive or animation field, paid or otherwise. Students are required to complete 400 hours of service for their internship.

Prerequisites: (if no prerequisites, write "None") Limited to 60 spaces. DAGD 340, Minimum Grade of C.

UCC Chair Signature/Date: [Signature] 3/31/09

Academic Affairs Approval Signature/Date: [Signature] 4/2/09

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 Received: Date Completed: Entered: SIS [125, 1D4]



Leonard Johnson/FSU
03/17/2009 10:54 AM

To Sandra L Alspach/FSU@FERRIS, Leonard Johnson/FSU@Ferris, Andrew L Purvis/FSU@FERRIS, Barbara A Ross/FSU@Ferris, Gregory
cc
bcc
Subject Fw: CPTS Item - late arrival


I will bring hard copies of this email to the meeting today.

Leonard R. Johnson, Ph.D
Professor of Education and Chair,
University Curriculum Committee
Ferris State University
1349 Cramer Circle
Big Rapids, Michigan 49307
(231) 591-2134
<http://www.ferris.edu/education/education>

----- Forwarded by Leonard Johnson/FSU on 03/17/2009 10:54 AM -----



Andrew L Purvis/FSU
03/17/2009 10:36 AM

To Leonard Johnson/FSU@Ferris
Barbara A Ross/FSU@FERRIS, Daniel L Burcham/FSU@FERRIS, Donald Flickinger/FSU@FERRIS, Gregory Wellman/FSU@FERRIS, Harold G Palmer/FSU@FERRIS, Joanne Gerst/FSU@FERRIS,
cc Kristen L Motz/FSU@FERRIS, Leonard Johnson/FSU@FERRIS, Patricia Russell/FSU@FERRIS, Paula L Hadley-Kennedy/FSU@FERRIS, Ronald A Mehringer/FSU@FERRIS, Sandra L Alspach/FSU@FERRIS, Terrence J Doyle/FSU@FERRIS
Subject CPTS Item - late arrival 

Fellow UCC members:

Down at CPTS in Grand Rapids we have discussed a course adjustment proposal for the past 3-4 weeks. We had some items happen yesterday afternoon regarding a course adjustment proposal in the Digital Animation and Game Design program that I had hoped would be completed before the '11th hour' - but yesterday was the best we could do. I realize the agenda has already been set and posted, but since I am unable to attend the meeting today, I need to provide a brief explanation in the slim chance the adjustments can get made for the summer 2009 semester.

The proposal is fairly simple in that it adjusts the required hours for an Internship course - DAGD 491. I believe the existing requirement is 240 total hours, and they want to adjust this to 400 total hours. Their reasoning is they want to 'immerse' the students in a full-time employment situation (even if they do not get paid), so they better understand what is expected of the students once they graduate and obtain a full time position. I am told that this number of total hours is large - but is not out of line with what the College of Business expects from students in their internship requirements. The other adjustment in the existing course is that the 'reporting' requirements have been ramped up to include items from the client on the progress of the student toward specific objectives of the position they hold during the semester. These objectives would be tailored to individual students and their respective positions - along with the desires of the employer (client). The student is required to write an extensive report on their experience when it nears completion, so traceability of the 'course' portion of the experience is maintained.

It is hoped this proposal can be addressed in today's meeting - and I apologize for not being able to attend today. Thank you for your consideration and I hope to see you all next week, in the proverbial words of our meeting minutes, "if necessary."

Andrew L. Purvis, Ph.D.
Instructor/Program Advisor
Industrial Technology & Management
Ferris State University - Grand Rapids
616.643.5740
Leonard Johnson/FSU



Leonard Johnson/FSU

03/16/2009 12:54 PM

To Sandra L Alspach/FSU@FERRIS, Leonard Johnson/FSU@Ferris, Andrew L Purvis/FSU@FERRIS, Barbara A Ross/FSU@Ferris, Gregory Wellman/FSU@FERRIS, Joanne Gerst/FSU@FERRIS, Paula L Hadley-Kennedy/FSU@Ferris, Donald Flickinger/FSU@FERRIS, Patricia Russell/FSU@Ferris, Harold G Palmer/FSU@Ferris, Daniel L Burcham/FSU@Ferris, Terrence J Doyle/FSU@FERRIS, Ronald A Mehringer/FSU@FERRIS, Kristen L Motz/FSU@FERRIS

cc

Subject Agenda for 03/17/09 UCC Meeting

see attached.

[attachment "AGENDA09_Mar17.doc" deleted by Andrew L Purvis/FSU]

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Leonard Johnson/FSU

03/17/2009 11:57 AM

To Andrew L Purvis/FSU@FERRIS
Sandra L Alspach/FSU@FERRIS, Leonard
cc Johnson/FSU@Ferris, Barbara A Ross/FSU@Ferris, Andrew
L Purvis/FSU@FERRIS, Gregory Wellman/FSU@FERRIS,
bcc
Subject Re: CPTS Item - late arrival 

Hi Andy

The description of the course in question currently on the system does NOT indicate the number of hours required for the internship. So you're safe there. We'll discuss your proposal at the meeting today and hopefully clear the way for an email vote approving a change in the description on the system. One thing you may want to be sure to do in the meantime is to be sure that when students contact the office to be added to the course, that they be advised as to the internship requirement.

See you next week, but only "if necessary!"

Leonard


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cc Kristen L Motz/FSU@FERRIS, Leonard
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