

Revised 05/08/2009

PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: Add new class to Early Childhood Bachelor Degree

Initiating Unit or Individual: SOE Diane Fleming X2392

Contact Person's Name: _____ e-mail: _____ phone: _____ flemingd@ferris.edu

Date or Term of Proposal Implementation: sp 2009

- 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 | Diane K. Fleming | 3/23/09 | Support Support with Concerns Not Support |
| | <u>Claire Ferrara</u> | <u>4-7-09</u> | Support Support with Concerns Not Support |
| Department Faculty | <u>R Thomas</u> | <u>4/6/09</u> | Support Support with Concerns Not Support |
| Department Head | <u>Luzia Ing</u> | <u>4/8/09</u> | <input checked="" type="checkbox"/> Support Support with Concerns Not Support |
| College Curriculum Committee | <u>John Dhouos</u> | <u>4/31/09</u> | <input checked="" type="checkbox"/> Support Support with Concerns Not Support |
| Dean | <u>Frankie [Signature]</u> | <u>2/2/09</u> | Support Support with Concerns Not Support |
| University Curriculum Committee | <u>[Signature]</u> | <u>2/8/10</u> | <input checked="" type="checkbox"/> Support 8-0 Support with Concerns Not Support |
| Senate | <u>Richard [Signature]</u> | <u>2/10/10</u> | <input checked="" type="checkbox"/> Support Support with Concerns Not Support |
| Academic Affairs | <u>Donald [Signature]</u> | <u>2/10/10</u> | <input checked="" type="checkbox"/> Support Support with Concerns 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)

VPAA
FEB 11 2010
PROVOST

VPAA
JAN 15 2010
PROVOST

1. Proposal Summary

Students taking their Early Childhood Bachelor's degree internship have been confused as to the requirements and prerequisites of the internship. The new course, EDCD 487 Orientation to Internship, is designed to eliminate confusion about the internship and to prepare students for the internship experience. In order to keep our total program credits at 120 and add another class, it is necessary to change the credits in an existing course. We will change EDCD 499 Capstone Assessment & Internship Seminar from 3 credits to 2 credits. When the hours were established for EDCD 499 in 2005, they included 10 hours of time for observation of children and 10 hours for observation of peers. In reality both these observations are being done within the 240 hours of the internship in EDCD 491 so it will not change the course structure or the intentionality of the course to eliminate 15 hours from EDCD 499.

2. Summary of All Course Action Required*

a. Newly Created Courses to FSU:

| Prefix | Number | Title |
|--------|--------|---------------------------|
| EDCD | 487 | Orientation to Internship |

b. Courses to be Deleted From FSU Catalog:

| Prefix | Number | Title |
|--------|--------|-------|
|--------|--------|-------|

c. Existing Course(s) to be Modified:

| Prefix | Number | Title |
|--------|--------|--|
| EDCD | 499 | Capstone Assessment & Internship Seminar |

d. Addition of existing FSU courses to program

| Prefix | Number | Title |
|--------|--------|-------|
|--------|--------|-------|

e. Removal of existing FSU courses from program

| Prefix | Number | Title |
|--------|--------|-------|
|--------|--------|-------|

FLITE SERVICES CONSULTATION FORM

To be completed by the liaison librarian and approved by the Dean of FLITE. All returned forms should be included in the proposal. FLITE must respond within 20 calendar days of receipt of this form to insure that the form is included in the final proposal.

FAILURE TO RESPOND IS CONSIDERED AS SUPPORT OF THE CHANGE.

RE: Proposal Title: Add New Class To Early Childhood Bachelor Degree

Projected number of students per year affected by proposed change: 15

| | |
|--|----------------------------|
| Initiator(s): <u>Diane Fleming</u> | |
| Proposal Contact: <u>Kristy Motz</u> | Date Sent: <u>2/3/2010</u> |
| Department: <u>SOE</u> Campus Address: <u>Bishop 403</u> (Please print) | |

| | |
|--|------------------------------|
| Liaison Librarian Signature: <u><i>Kristen L. Motz</i></u> | Date: <u>2/3/10</u> |
| Dean of FLITE Signature: <u><i>Leah M. Money</i></u> | Date Returned: <u>2-8-10</u> |

Based upon our review on 2/3/10 (date), FLITE concludes that:

- Library resources to support the proposed curriculum change are currently available.
- Additional Library resources are needed but can be obtained from current funds.
- Support, but significant additional Library funds/resources are required in the amount of \$ _____.
- Does not support the proposal for reasons listed below.

Comment regarding the impact this proposal will have on library resources, collection development, programs, etc. Use additional pages if necessary.

Currently buying resources useful for the course

CURRENT

FERRIS STATE UNIVERSITY - COLLEGE OF EDUCATION

EARLY CHILDHOOD EDUCATION BACHELOR OF SCIENCE DEGREE
GENERAL EDUCATION REQUIREMENTS

NAME: _____ SID: _____

| REQUIRED | | COMMUNICATION COMPETENCE - 12 Credit Hours Required | S.H. | GRADE |
|---|-------------|--|------|-------|
| ENGL | 150 | English 1 | 3 | |
| ENGL | 250 | English 2 | 3 | |
| COMM | 121 | Fund of Public Speaking | 3 | |
| ENGL | 321/323/325 | Advanced Composition/Proposal Writing/Business Writing | 3 | |
| Scientific Understanding - 7 Credit Hours Required: Two courses from the following subject areas (one must be a lab course) The following are strongly suggested courses. Strongly suggest: BIOL 116 | | | | |
| | | | 4 | |
| | | | 3 | |
| QUANTITATIVE SKILLS - Proficiency in MATH 115 or higher. This requirement can be completed by ONE of the following options: 1. Pass MATH 115 or higher. 2. Pass course proficiency exam in MATH 115 or higher. 3. ACT Math subtest score of 24 or higher. Math 110 is prerequisite course. | | | | |
| MATH | 115 | Intermediate Algebra | 3 | |
| CULTURAL ENRICHMENT - 9 Credit Hours Required. Three courses from the following subject areas: ARCH 224, ARTH, ARTS, COMM 231, ENGL 322, FREN, GERM, HIST, HUMN (exclude HUMN 217), LITR, MUSI, SPAN, THTR. These courses must include: 1. At least one course at the 200 level or higher. 2. No more than 5 credit hours in music activities courses or theater activities courses may be used to complete this requirement. The following are strongly suggested: LITR 326, SPAN 101 | | | | |
| | | | | |
| | | | | |
| SOCIAL AWARENESS - 9 Credit Hours Required: Three courses from the following subject areas: ANTH, ECON, GEOG (except GEOG 111 or 121), PLSC, PSYC, SOCY, SSCI (except SSCI 114). These courses must include: 1. Courses in at least two different subject areas. 2. One Social Awareness Foundations Course. 3. One course dealing with issues of race/ethnicity and/or gender. 4. One course at the 200 level or higher. The following are strongly suggested: GEOG 112, SOCY 121, SOCY 340 | | | | |
| | | | | |
| | | | | |
| GLOBAL CONSOUSNESS- 3 Credit Hours Required: One course from the list on the FSU General Education web page. | | | | |
| | | | | |

CURRENT

FERRIS STATE UNIVERSITY
College of Education & Human Services - School of Education
Early Childhood Education- BACHELOR OF SCIENCE DEGREE
Professional Sequence

NAME: _____ Student #: _____

| | | PROFESSIONAL REQUIREMENTS | S.H. | GRADE |
|---|-----|---|------|-------|
| EDCD | 104 | Child Development Practicum (co-requisite EDCD 105) | 1 | |
| EDCD | 105 | Child Development Leadership (co-requisite EDCD 104) | 3 | |
| EDCD | 110 | Child Development 1 (Fall only) | 3 | |
| EDCD | 111 | Child Development 2 (can be taken prior to EDCD 110) (Spring only) | 3 | |
| EDCD | 160 | Education of Children (Offered Spring semester only) | 3 | |
| EDCD | 205 | Computer Applications in Child Development (Fall only) | 3 | |
| EDCD | 210 | Infant-Toddler Environ. & Curr. (Prerequisite EDCD 110) (offered Spring only) | 4 | |
| EDCD | 211 | Children's Activities (Prerequisite EDCD 111) (offered Fall semester only) | 4 | |
| EDCD | 285 | Child Development Internship Orientation | 1 | |
| EDCD | 291 | Child Development Internship (minimum B- required) | 4 | |
| EDCD | 298 | Internship Seminar (must be taken with EDCD 291) (minimum B- required) | 1 | |
| EDCD | 299 | Professional Assessment (must be taken with EDCD 291) (minimum B-) | 1 | |
| CAHS | 205 | Child Care Food and Nutrition (offered Spring semester only) | 3 | |
| HLTH | 125 | Responding to Emergencies | 2 | |
| Choose one of Two Concentrations on the next page plus the following courses required for both concentrations. | | | | |
| EDUC | 308 | Teaching Strategies for Special Education and Diverse Populations | 3 | |
| EDCD | 310 | Child Guidance (Fall only) | 3 | |
| EDCD | 350 | Curriculum Perspectives in ECE (Spring only) | 3 | |
| EDCD | 380 | Advocacy in ECE (Fall only) | 3 | |
| EDCD | 410 | ECE Management & Leadership (Fall only) | 3 | |
| EDCD | 420 | Advanced Children's Activities (Spring only) | 4 | |
| EDCD | 450 | Current Issues in ECE (Summer only) | 3 | |
| EDCD | 491 | Internship | 4 | |
| EDCD | 499 | Capstone Assessment & Internship Seminar | 3 | |
| *2.75 GPA required for Professional Sequence courses. No grade lower than a C. | | | | |

CURRENT

FERRIS STATE UNIVERSITY
 College of Education & Human Services - School of Education
 Early Childhood Education- BACHELOR OF SCIENCE DEGREE
 Professional Concentrations

| REQUIRED | Choose one of the following two concentrations. | | S.H | GRADE |
|--|---|--|------------|-------|
| Early Childhood Management | | | | |
| ACCT | 201 | Principles of Accounting | 3 | |
| MGMT | 301 | Applied Management | 3 | |
| MGMT | 310 | Small Business Management | 3 | |
| MKTG | 321 | Principles of Marketing | 3 | |
| MGMT | 411 | Small Business Systems & Operations | 3 | |
| OR | | | | |
| Early Childhood Leadership | | | | |
| EDLA | 207 | Emergent Literacy | 3 | |
| EDLA | 222 | Text & the Child | 4 | |
| EDLA | 340 | Writer's Workshop | 3 | |
| EDLA | 342 | Reader Response | 3 | |
| ARTS | 131 | Art for the Elementary Teacher (Fall only) | 1 | |
| MUSI | 131 | Music for the Elementary Teacher (Spring only) | 1 | |
| * A cumulative GPA of 2.5 is required for graduation | | | | |
| Total credits for program | | | 120 | |

No grade lower than a C.

1/08 LI

NEW COURSE INFORMATION FORM

Course Identification: Orientation to Internship

| Prefix: | Number | Title | |
|---------|--------|---------------------------|----------|
| EDCD | 487 | Orientation to Internship | 1 credit |

Course Description:

Introduction to internship requirements and expectations as well as paperwork requirements. Prerequisites will be checked and internship sites will be visited and chosen. Prerequisites: Must be taken semester before internship. Typically offered Fall, Spring

Course Outcomes:

Upon the successful completion of this course, students will:

- Demonstrate familiarity with the goals, benefits and responsible uses of assessment tools for evaluating early childhood programs
- Select an internship site that provides skilled professionals who can model effective practice and provide meaningful feedback on classroom performance
- Participate in a practice job interview

Assessment:

- Students will demonstrate internship readiness by completion of outcomes.

Course Outline including Time Allocation:

1. Introduction to internship requirements (2 hrs.)
2. Discussion of internship/professional expectations (2 hrs.)
3. Visits to potential internship sites (4 hrs.)
4. Orientation meetings with internship sites on campus (2 hrs.)
5. Complete paperwork (1 hr.)
6. Individual meetings with instructor to check prerequisites & grad. clearance with Student Academic Affairs (3 hrs.)
7. Internship assignments (1 hr.)

FERRIS STATE UNIVERSITY *Proposed*
College of Education & Human Services - School of Education
Early Childhood Education- BACHELOR OF SCIENCE DEGREE
Professional Sequence

NAME: _____ ID#: _____

| | | PROFESSIONAL REQUIREMENTS | S.H. | GRADE |
|---|-----|--|------|-------|
| EDCD | 104 | Child Development Practicum (co-requisite ED CD 105) | 1 | |
| EDCD | 105 | Child Development Leadership (co-requisite ED CD 104) | 3 | |
| EDCD | 110 | Child Development 1 | 3 | |
| EDCD | 111 | Child Development 2 (can be taken prior to ED CD 110) | 3 | |
| EDCD | 160 | Education of Children (Offered winter semester only) | 3 | |
| EDCD | 205 | Computer Applications in Child Development | 3 | |
| EDCD | 210 | Infant-Toddler Environ. & Curr. (Prerequisite ED CD 110) (offered winter only) | 4 | |
| EDCD | 211 | Children's Activities (Prerequisite ED CD 111) (offered fall semester only) | 4 | |
| EDCD | 285 | Child Development Internship Orientation | 1 | |
| EDCD | 291 | Child Development Internship (minimum B- required) | 4 | |
| EDCD | 298 | Internship Seminar (must be taken with ED CD 291) (minimum B- required) | 1 | |
| EDCD | 299 | Professional Assessment (must be taken with ED CD 291) (minimum B- required) | 1 | |
| CAHS | 205 | Child Care Food and Nutrition (offered winter semester only) | 3 | |
| RMLS | 122 | Responding to Emergencies | 2 | |
| Choose one of Two Concentrations plus the following courses required for both concentrations. | | | | |
| EDUC | 308 | Teaching Strategies for Special Education and Diverse Populations | 3 | |
| EDCD | 310 | Child Guidance | 3 | |
| EDCD | 350 | Curriculum Perspectives | 3 | |
| EDCD | 380 | Foundations of Advocacy | 3 | |
| EDCD | 410 | ECE Management & Leadership | 3 | |
| EDCD | 420 | Advanced Children's Activities | 4 | |
| EDCD | 450 | Current Issues in ECE | 3 | |
| EDCD | 487 | Orientation to Internship | 1 | |
| EDCD | 491 | Internship | 4 | |
| EDCD | 499 | Internship Capstone Assessment & Internship Seminar | 2 | |

*2.75 GPA required for Professional Sequence courses. No Grade Lower than a C. 3/23/09 DF

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): 201001 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

EDCD

b. Number

487

c. Enter Contact Hours per week in boxes.

LECTure 1 LAB INDEpendent Study – Check (x)

Practicum: Seminar:

d. Course Title: Orientation to Internship (Limit to 30 characters/spaces.)

e. College Code: COE f. Department Code: SOE

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

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

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

k. Levels: Check (x) x Undergraduate Graduate Professional

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

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

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

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

Introduction to internship requirements and expectations as well as paperwork requirements.

Prerequisites will be checked and internship sites will be visited and chosen.

p. Term(s) Offered: Fall, Spring (See instructions for listing.) q. Max. Section Enrollment: 20

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

PERMISSION

UCC Chair Signature/Date:

[Signature] 2/18/10

Academic Affairs Approval Signature/Date:

[Signature] 2/18/10

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 ___

Original done in 2005

~~NEW COURSE INFORMATION FORM~~

EDCD 499

3 credits

Co-requisite EDCD 491

Early Childhood Education Capstone Assessment and Internship Seminar

Description: Students will improve their observation techniques and their assessment skills in this class. Students will observe children and other interns using various observation techniques and video teaching samples. Students will assess their own teaching skills and write a paper describing their personal changes in teaching style from their lower level internship and their skills that need improvement. A weekly discussion with peers of the daily challenges faced in their internship is required.

Objectives: Upon the completion of this class the student will be able to objectively:

1. Observe children and peers using varied observation techniques.
2. Evaluate their personal teaching skills.
3. Reflect on the daily challenges in their internship and make a plan for overcoming those challenges.
4. Describe the changes in their teaching styles from the lower level internship to the completion of this internship.

Possible Textbooks:

Observation and Participation in Early Childhood Settings, Second Edition, Billman & Sherman, Pearson Education, 2003. ISBN 0-205-37555-3

Basics of Assessment, McAfee, Leong & Bodrova, NAEYC, 2004 ISBN 1-928896-18-9

Course Outline:

1. Observation of children while at the internship site (10 hours), instruction on use of various observation tools (2 hours)
2. Observation of peers (10 hours)
3. Discussions of observations of children & peers (3 hours)
4. Evaluation on personal teaching skills, written and including changes in teaching styles, oral (5 hours)
5. Reflection on daily challenges in internship and plans for changes, oral (15 hours)

proposed changes

NEW COURSE INFORMATION FORM

EDCD 499

Co-requisite ED CD 491

3 credits
2

Early Childhood Education Capstone Assessment and Internship Seminar

Description: Students will improve their observation techniques and their assessment skills in this class. Students will observe children and other interns using various observation techniques and video teaching samples. Students will assess their own teaching skills and write a paper describing their personal changes in teaching style from their lower level internship and their skills that need improvement. A weekly discussion with peers of the daily challenges faced in their internship is required.

Objectives: Upon the completion of this class the student will be able to objectively:

1. Observe children and peers using varied observation techniques.
2. Evaluate their personal teaching skills.
3. Reflect on the daily challenges in their internship and make a plan for overcoming those challenges.
4. Describe the changes in their teaching styles from the lower level internship to the completion of this internship.

Possible Textbooks:

Observation and Participation in Early Childhood Settings, Second Edition, Billman & Sherman, Pearson Education, 2003. ISBN 0-205-37555-3

Basics of Assessment, McAfee, Leong & Bodrova, NAEYC, 2004 ISBN 1-928896-18-9

Course Outline:

done in ED CD 491

1. Observation of children while at the internship site (~~10~~ ⁵ hours), instruction on use of various observation tools (2 hours)
2. Observation of peers (~~10~~ ⁵ hours)
3. Discussions of observations of children & peers (3 hours)
4. Evaluation on personal teaching skills, written and including changes in teaching styles, oral (5 hours)
5. Reflection on daily challenges in internship and plans for changes, oral (15 hours)

MODIFY COURSE
Course Data Entry Form

FORM F

Modify Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: MODIFY AN EXISTING COURSE

Notes:

1. Complete all parts of Sections I and II; complete only those items in Section III that represent changes.
2. If either prefix or number is being changed, use 'Delete Course' and 'Create New Course' forms rather than this form.

a. List the changes to be made (See Proposed Changes a through p below):

b. Term Effective (6 digit code only): 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. CURRENT: Include information that is in the current course database.

a. Course Prefix b. Number c. Enter Contact Hours per week in boxes.
LECTure LAB INDEPENDENT Study – Check (x)
Practicum: Seminar:

d. Course Title:

III. PROPOSED CHANGES: Complete only those boxes that represent proposed changes identified in Section I. Leave all other spaces blank.

a. Course Prefix b. Number c. Enter Contact Hours per week in boxes.
LECTure LAB INDEPENDENT Study – Check (x)
Practicum: Seminar:

d. Course Title: (Limit to 30 characters/spaces.)

e. College Code: f. Department Code:

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

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

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

k. Levels: Check (x) Undergraduate Graduate Professional

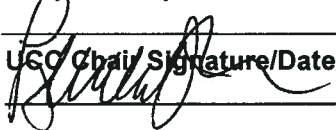
l. Grade Method: Check (x) Normal Grading Credit/No Credit only (Pass/Fail)

m. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.

n. Term(s) Offered: (See instructions for listing.) o. Max. Section Enrollment:

p. Prerequisites/Co-requisites/Restrictions: Limited to 100 spaces.

UCC Chair Signature/Date:



Academic Affairs Approval Signature/Date:



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 ___ SCADCTL ___ SCARRES ___ SCAPREQ ___