

# Approval Form

Proposal Title: Change in Credit Hours - Supervised Internship

Sponsor(s) R. Lynch, W. Emlin Dept.: Management/MSIS Ext. 4242

Check one:  Course  Specialization  Concentration  Minor  Achievement Certificate  
 Certification Program  Major Program  Minor Change Credit Hours 3-6  
(please name deletion or credit/title/catalog change)

Undergraduate  Graduate 3-6 Credit Hours

<p><b>Step 1 (Department)</b></p> <p><input checked="" type="checkbox"/> Approved <u>Oct 13 1994</u> <small>Date</small></p> <p><input type="checkbox"/> Not Approved</p> <p><u>[Signature]</u> <small>Dept. CC Chairperson</small></p> <p><input checked="" type="checkbox"/> Reviewed <u>Oct. 14 1994</u> <small>Date</small></p> <p><u>[Signature]</u> <small>Dept. Chairperson</small></p>	<p><b>Step 2 (Receipt)</b></p> <p><input checked="" type="checkbox"/> SCC# <u>94-95-22</u></p> <p>Proposal Received <u>10/14/94</u> <small>Date</small></p> <p><b>OCT 14 1994</b></p> <p><u>[Signature]</u> <small>SCC Chairperson</small></p>	<p><b>Step 3 (School CC)</b></p> <p>Reviewed _____</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p> <p><b>Comments:</b> ?</p> <p><u>[Signature]</u> <small>School Curr Comm Chairperson</small></p>
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<p><b>Step 4 (Academic Dean)</b></p> <p><input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommend <input type="checkbox"/> Conditionally Recommend (see comments)</p> <p>Reviewed _____ <small>Date</small></p>	<p><b>Comments:</b></p> <p><u>[Signature]</u> <small>Signature, Dean of School</small></p>
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<p><b>Step 5 (SCC)</b></p> <p>Open Hearing <u>3/27/95</u> <small>Date</small></p> <p><input checked="" type="checkbox"/> Approved by Senate Curriculum Committee <u>3/9/95</u> <small>Date</small></p> <p><input type="checkbox"/> Returned to sponsor(s) for the following reasons:</p>
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<p><b>Step 6 (Senate)</b></p> <p>Presented to Senate <u>3/29/95</u> <small>Date</small></p> <p>Notification to Executive Vice President/Provost <u>3/31/95</u> <small>Date</small></p>	<p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p> <p><u>[Signature]</u> <small>[Signature]</small></p>
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Step 7 (Executive V.P./Provost)

Received 4/5/95  
If no, reasons are as follows:

Approved  Yes  No

Student credit hours 3-6  
Faculty load hours \_\_\_\_\_  
Equalized credit hours \_\_\_\_\_  
Official copy and approval sheet filed \_\_\_\_\_ Date

Ronald L. Costant  
Signature, Executive Vice-President/Provost

Registrar

Approved course description received 25 Apr. 95  
Date

Hegis Taxonomy and Course Number assigned 3-6 credits

B. Kelvey 25 Apr. 95  
Signature, Registrar Date

Notification forwarded:

- Senate Curriculum Committee Chairperson
- Department Chairperson(s)
- Academic Dean(s)
- Registrar
- Sponsor(s)

**School of Business Administration  
Minor Curriculum Change  
Change in Credit Hours-Supervised Internship**

**1. Details**

a. Change the credit hours for Supervised Internship (Course # 0506461) from only 6 credit hours to either 6 or 3 credit hours.

b. Sponsors: Robert D. Lynch, William Enslin, Management/MIS Department

**2. Rationale**

Presently, students may enroll in the Supervised Internship course for only 6 credit hours. The requirement of the program is that students attend weekly class seminar meetings but must be working full-time (35-40 hours per week during an eight-week summer session) or 18-20 hours per week during a regular semester. Many of our students work in part-time jobs during the summer which are significant work experiences but do not meet the total hour requirement. These students cannot enroll in the Internship Program.

In addition there, are many unpaid internship opportunities for students. Since many students cannot afford to work in unpaid positions for more than 10-12 hours per week they miss important experience opportunities. Being able to register for just 3 credits would open internships to many more students.

The present structure of the course would not change. Students registering for 3 credits would be required to work 10-12 hours during the regular semester and 18-20 hours during the summer eight-week session. Students would attend the same classes, whether registered for 3 or 6 credits. The instructor would adjust assignments and work with the intern's supervisor to assure that uncompensated internships were properly supervised in the work place.

**3. Results of Consultation**

This proposal was reviewed with School of Business Administration department representatives who have been assigned the responsibility of coordinating internship activity within the School of Business Administration. These representatives are:

Razelle Frankl, Management/MIS Department  
Margaret Van Brunt, Accounting/Finance Department  
Richard Parker, Marketing Department

There were no objections to the change. Further, the proposal was reviewed and approved by the faculty of the Management/ MIS Department