

**PROCESS A** NON-GENERAL EDUCATION CURRICULUM PROPOSAL  
LIBRARY RESOURCE FORM REQUIRED

SCC #03-04-

110

(P)

**Deadlines**

October 3, 2003 to be implemented Fall 2004 ~ February 13, 2004 to be implemented Spring 2005

PROPOSAL TITLE: New non-gen-ed course Supervised Internship in MIS

Sponsor(s): Dan McFarland E-Mail: mcfarland@rowan.edu Ext: 5426

DEPARTMENT: Management & MIS

COLLEGE: College of Business

If Liberal Arts & Sciences CHECK : History/Humanities Math/Sciences Social/Behavioral Sciences

XX UNDERGRADUATE GRADUATE

THE ATTACHED **NON-GEN-ED** PROPOSAL IS BEST DESCRIBED BY THE ITEM(S) CHECKED

- XX New non-gen-ed course
- Short-term non-gen-ed course
- Minor curricular changes (fewer than three) to:
  - Existing non-gen-ed course
  - Non-gen-ed degree requirements
  - Major
  - Minor, specialization, concentration, track, certificate program

THE FOLLOWING SIGNATURES REPRESENT APPROVAL

Department Chair: [Signature] Date: 2-9-04  
 Department Curriculum Chair: [Signature] Date: 2-9-04  
 Academic Dean: [Signature] Date: 2-9-04

COLLEGE CURRICULUM COMMITTEE

OPEN HEARING Date: 4/22/04 Approved [Signature] Not Approved \_\_\_\_\_

COLLEGE CURRICULUM CHAIR: \_\_\_\_\_

Senate Curriculum Chair Signature: [Signature] Date: Senate Announcement 5-12-2004

Comments: \_\_\_\_\_

EXECUTIVE VICE PRESIDENT/PROVOST Signature: [Signature] Date: 6/16/04

Approved  Not Approved

REGISTRAR

Date: 6/21/04 Course Description Received & Approved ~ Hegis Taxonomy & Course #: 0702344

Registrar Signature: [Signature]

NOTIFICATION FORWARD

- SCC Chair
- Academic Dean
- Department Chair
- Registrar
- IR
- CAP
- VP Student Affairs
- Others

Trans. 7/12/04

NEW COURSE PROPOSAL:  
**SUPERVISED INTERNSHIP IN MIS**

**Details**

- a. Course Title: **Supervised Internship in MIS**
- b. Hegis Number: 0702.3xx
- c. Sponsor(s): Dan McFarland
- d. Credit Hours: 3 s.h.
- e. Course Level: Undergraduate Junior 300 level
- f. Prerequisites: Junior standing as a Business (0501) or Accounting Major (0503)
- g. Suggested time and scale of implementation: The course will be offered for the first time Summer 2005. The course will be offered at least once per year depending on faculty availability.

**Curricular Effect**

**Specialization Impact:** The Supervise Internship in MIS will replace the Supervised Internship in Management as an acceptable MIS elective. As a result, the Supervised Internship in Management class (0506.461) will be removed from the list of acceptable MIS elective courses and the new Supervised Internship in MIS class will be added to this list.

**Offerings** (Impacts on other departments and colleges within the University): We anticipate lower demand for Supervised Internship in Management course (0506.461).

**Adequacy:** Several current faculty members are qualified to teach this course.

**Recommended Library Resources:** The existing library holdings and online databases (namely ABI/Inform and Lexis-Nexis) will satisfy the library requirements for the proposed course.

**Short-term Evaluations:** Not applicable.

## Rationale

MIS is the only well established specialization within the College of Business that does not have its own Supervised Internship course. This course is designed to increase students' understanding and appreciation of work-life issues within the MIS field.

Furthermore, we seek to expand MIS faculty relationships and interactions with local companies and business professionals. Course goals include:

- ✓ Faculty to build a community of local employers
- ✓ Faculty & students to establish relationships with business professionals and hiring managers
- ✓ Faculty to observe student preparedness (for curriculum development purposes)
- ✓ Increase students' professional maturity
- ✓ Faculty are able to help guide and assist students with work projects and professional issues
- ✓ Students are better prepared to assume IT-related jobs

## Essence of the Course

a. Objectives of the course in relation to student outcomes:

1. To increase student professional development through documenting:
  - a) Real-world project experiences
  - b) Real-world team/interpersonal experiences
  - c) Observed organizational dynamics, interactions, and structures
  - d) Self-assessment of performance and preparedness
2. Develop self-awareness through a critical review of the students' job performance from direct supervisors
3. Develop an appreciation for continual learning through an assessment of the various organizational roles and job requirements
4. Document the self-learning process in maintaining a weekly journal describing work/interpersonal experiences and reactions

b. Topical Outline/Content:

The goals and objectives stated above are specific and reflect the course content.

c. Evaluation of students and grading procedure:

Students grades will include an assessment of several writing projects including:

- ✓ Reflective, critical analysis of work assignments, projects, and accomplishments
- ✓ Self-assessment of job performance and professional development
- ✓ Analysis of at least 3 job roles observed within the organization
- ✓ Weekly journal containing insightful observations and reactions
- ✓ Work samplings (if possible) (e.g., a structured client interview, a project plan, a detailed procedure)
- ✓ Employer evaluation of student performance and professionalism

Students will also be graded on class participation and preparedness.

Student grades will also be influenced by employer evaluations of student performance and professionalism

d. Course Evaluation:

Procedures that will be used to assess the success of the course in meeting the goals and objectives of the college as well as the objectives of the course (e.g., student evaluations, departmental curriculum review, program review).

Course evaluation will be consistent with practices in the Management/MIS Department and the College of Business. Student evaluations will be administered each semester. Routine program reviews are conducted as part of the Management/MIS Department's continuous improvement processes.

## **Catalog Description**

Supervised Internship in MIS

Hegis Number: 0702.3xx

Prerequisites: Junior Standing (min 57 credits completed) as a Business or Accounting major

This course includes field experience in government, business, industry or non-profit organizations. Students complete assignments that prepare them for productive employment upon graduation. The MIS faculty member will partner with each employer and student to define and enrich the student's work experiences and to monitor and assess the learning process.

Rowan University  
**CURRICULUM PROPOSAL  
LIBRARY RESOURCE FORM**

The purpose of this form is to provide a channel of communication between the library and faculty changing and designing new courses/programs. The information will be used to assess the resources available in the library, and to identify resources the library should acquire to support the course/program. The information will also provide rationale for institutional support for library acquisitions

This form should be completed in a coordinated effort between the course sponsor(s) and the academic department liaison librarian. **THIS FORM MUST BE COMPLETED FOR ALL CURRICULUM PROPOSALS.**

- The sponsor(s) complete parts A & B  
If assistance is required to complete parts A & B, please notify the liaison librarian.
- Forward this form to the librarian who will complete parts C, D & E

***This form must be completed and attached to the original curriculum proposal before being approved by the Senate Curriculum Committee***

A. College Business Department Management / MIS  
 Proposed by: McFarland Date: 5-22-2004  
 Course Title: Supervised Internship in MIS  
 Anticipated Date for Course/Program Offering: Summer 2005

B. List specific resources that should be acquired to support this course.

N/A

C. Describe the resources available in the library to support this course/program, including reference, monographic, electronic databases, audio-visual materials, etc. A summary statement is sufficient.

D. List key periodicals available in the library to support this course/program.

E. Librarian comments and recommendations: