Curriculum Change Proposal Form: Business 4DD Bachelor of Science Seminar

1) Unit proposing the change: Economics, Accounting and Business (EAB)

2) Please check all appropriate items:

<table>
<thead>
<tr>
<th>New Course:</th>
<th>Course Change:</th>
<th>Course Deletion:</th>
<th>Program Changes:</th>
<th>New Programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>X New Course Creation</td>
<td>□Number (within level), title, description, pre-req change</td>
<td>□Remove a Course</td>
<td>□Change to Major</td>
<td>□New Degree</td>
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<td>(include title, credits, description, etc.)</td>
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<tr>
<td>□Course to be Cross Listed</td>
<td>□Add to LAE</td>
<td>□Remove a course that is currently in the LAE</td>
<td>□Change to Minor</td>
<td>□New Program in principle</td>
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<tr>
<td>□Course to be included in LAE</td>
<td>□Remove from LAE</td>
<td>□Change to LAE (change to the LAE itself)</td>
<td>□New Program with curriculum</td>
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<tr>
<td>□Course Included in Major/Minor Requirements</td>
<td>□Change in Cross-List Status</td>
<td>□Add a Minor</td>
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<tr>
<td>□Special Course or non-credit workshop</td>
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</tbody>
</table>

1 Curriculum Committee receive & report to faculty
2 30 day faculty review required
3 LAE assessment plan with assessment committee review required prior to CC consideration
4 Full faculty approval required
5 Curriculum Committee for action, approval published to faculty

3. Proposed term of initial offering or implementation date: Fall 2012

4. Please provide the following information here or attached:
   a. recommended level: FR SO JR SR
   
b. credit hours: 3 s.h.c.
   
c. title: Bachelor of Science Seminar
   
d. requirements it will satisfy: (major, minor, LAE, licensure): Bachelor of Science majors in Business Administration, Human Resource Management and Marketing
   
e. prerequisites or other special conditions: The course must be taken at the end of the student's major coursework or within six credits graduation.
   
f. description of change: This course is part of the proposed Bachelor of Science majors in Business Administration, Human Resource Management and Marketing.
   
g. proposed catalog description:
   This course is designed to be the capstone experience for a student in the B.S. major degree of study, Business Administration, Marketing, or Human Resource Management. The seminar course requires the student to engage in a significant scientific research project or applied professional project in the discipline of their major. The student is expected to collaborate with various entities in completing the course, including the course instructor and a professional(s) in the student’s chosen field of study.

   Optimally, the student will complete the seminar in and for a professional work environment, whether it is a research or applied project. The final seminar project must be evaluated for relevance and quality by a minimum of three external entities outside of the instructor of the course. It is the student’s responsibility to find the three external evaluators, and they must be approved by the instructor of the course. These external entities must include at least one professional who works in the discipline of the student’s major course of study. The external evaluations will not only provide guidance and feedback, and further validate the work, but also will be a learning objective so that the student can learn how to best collaborate and communicate in a professional manner.
There will be some level of latitude regarding the project’s goals (theoretical, applied, etc.), however there will be no latitude regarding its relevance to both scientific study and discipline content. The instructor and student will work to ensure that the seminar experience is valid and rigorous scientifically as well as adhering to the student’s chosen major of study.

h. justification for change:
This course is the capstone experience for Bachelor of Science students in Business Administration, Human Resource Management and Marketing. Recognizing standards typical of a B.S. degree, the course requires students to apply foundational knowledge and analytical tools to research or project-based challenges.

i. staffing considerations:
(1) can be taught by present staff X or adjunct faculty
(2) will require additional staff __

j. anticipated frequency of offering:
(1) every semester __
(2) once a year X or as needed
(3) alternate years __

k. resources (facilities, equipment, supplies, library materials, etc.):
No additional resources are required. Adjunct faculty salaries will be paid through current Graduate and Continuing Studies budget lines.

5. Signatures:
Department Chair: [Signature]
Date: 8/26/11
Department Vote:
in favor 7 opposed 0 abstentions 0

Vice President of Graduate and Continuing Studies: (if applicable) [Signature]
in favor or opposed or abstain (circle one)
(Date: __/__/____)

Teacher Preparation Programs [Initial Licensure]: (if applicable) ___________________________
in favor or opposed or abstain (circle one)
(please attach comments)
Date: __/__/____

Division Coordinator: [Signature]
Date: 8/26/2011
Division Vote:
in favor 24 opposed 0 abstentions 0

Committee Chair (VPAA): [Signature]
Date: 1/8/11
Curriculum Committee vote:
in favor 8 opposed 0 abstentions 0
6. Date of Resolution:
   (a) 30-day approval period ends ________________
   (b) date of faculty meeting for consideration ________________

NOTE: See APAP section 110 for more information regarding changes to curriculum.
Attachment 1: Course syllabus
MUSKINGUM UNIVERSITY
Proposal Syllabus, BUSI 4DD: B.S. Seminar
Prerequisites: 
This course must be taken at the end of the student’s major coursework or within six credit hours of graduation.

COURSE DESCRIPTION:
This course is designed to be the capstone experience for a student in the B.S. major degree of study, Business Administration, Marketing, or Human Resource Management. The seminar course requires the student to engage in a significant scientific research project or applied professional project in the discipline of their major. The student is expected to collaborate with various entities in completing the course, including the course instructor and a professional(s) in the student’s chosen field of study.

Optimally, the student will complete the seminar in and for a professional work environment, whether it is a research or applied project. The final seminar project must be evaluated for relevance and quality by a minimum of three external entities outside of the instructor of the course. It is the student’s responsibility to find the three external evaluators, and they must be approved by the instructor of the course. These external entities must include at least one professional who works in the discipline of the student’s major course of study. The external evaluations will not only provide guidance and feedback, and further validate the work, but also will be a learning objective so that the student can learn how to best collaborate and communicate in a professional manner.

There will be some level of latitude regarding the project’s goals (theoretical, applied, etc.); however, there will be no latitude regarding its relevance to both scientific study and discipline content. The instructor and student will work to ensure that the seminar experience is valid and rigorous scientifically as well as adhering to the student’s chosen major of study.

COURSE LEARNING OBJECTIVES:
After completing this seminar course, students will be able to:
1) design and complete a proper and significant research project in their major’s discipline or design and complete an applied professional project in their major’s discipline.
2) collect, summarize, and apply relevant research data, transforming it into meaningful information.
3) communicate and present a comprehensive research or applied project in their major’s discipline in a clear, concise, and professional manner.
4) work with other professionals in garnering advice and feedback in the design and completion of a comprehensive research or applied project.

SUGGESTED SCHEDULE AND ASSIGNMENTS:

✓ Assuming the course is delivered in a 10 week term, students should complete the following by week five:
  o Have the research study design complete or applied project design complete.
  o Recruitment of three external evaluators, with an established schedule and mode of communication for feedback throughout the seminar term.
  o Completion of a literature review relevant to the project.
  o It is highly recommended that any data be collected and organized at this midterm point.

✓ The following should be accomplished between week five and the end of the term/course:
  o Complete analysis and application of any data.
  o Continue schedule of communication with three external evaluators for troubleshooting and to ensure validity and quality.
  o Complete the research or applied professional project, communicating the results in a professional manner agreed upon by all entities: the student, the instructor, and the three external evaluators.