FORM A
College of Arts and Sciences

Revised 05/08/2009

PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: COMM 390: Leadership Practicum

Initiating Unit or Individual: Sandy Alspach
Contact Person’s Name: Sandy Alspach  e-mail: alsbachsferris.edu phone: 591-2779
Date or Term of Proposal Implementation: 201108
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

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<tr>
<th>Group/Individual</th>
<th>Signature</th>
<th>Date</th>
<th>Vote/Action *</th>
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<tr>
<td>Program or Academic Unit Faculty</td>
<td>Sandy Alspach</td>
<td>3/21/11</td>
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<td>Department Faculty</td>
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<tr>
<td>Department Head</td>
<td>Grant Smith</td>
<td>3/22/11</td>
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* 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)
1. Proposal Summary
   (Summary is generally less than one page. Briefly: state what is proposed with a summary of rationale and highlights.
   Additional rationale may be attached.)

   Students participating in non-classroom activities develop leadership skills, but have
difficulty seeing or articulating the skills they have developed. This practicum requires a student
serving in a leadership role in a recognized student organization on campus to anticipate,
document and reflect upon their experiences as an organization leader. With guidance and
direction from a faculty member, students create a portfolio of their leadership experiences which
demonstrates the skills they have developed during the semester's work of leading their activity.
This course constructs a bridge between the student's academic experience and non-classroom
activity experience.

2. Summary of All Course Action Required*
   a. Newly Created Courses to FSU:
      Prefix   Number   Title
      COMM     390      Leadership Practicum

   b. Courses to be Deleted From FSU Catalog:
      Prefix   Number   Title

   c. Existing Course(s) to be Modified:
      Prefix   Number   Title

   d. Addition of existing FSU courses to program
      Prefix   Number   Title

   e. Removal of existing FSU courses from program
      Prefix   Number   Title
3. Summary of All Consultations

<table>
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<tr>
<th>Form Sent (B or C)</th>
<th>Date Sent</th>
<th>Responding Dept.</th>
<th>Date Received &amp; by Whom</th>
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4. Will External Accreditation be Sought? (For new programs or certificates only)

__________ Yes  ______X____ No

If yes, name the organization involved with accreditation for this program.

5. Program Checksheets affected by this proposal.

This course will be available to BS (Applied Speech Communication) and BA (Communication) majors as a Communication Directed Elective.

This course will be available to any Ferris student as an elective.

It is anticipated that this course will become a requirement for a Leadership certificate or a Leadership concentration within the Applied Speech Communication (BS) or Communication (BA) programs.
NEW COURSE INFORMATION FORM

Course Identification:
Prefix:  Number  Title
COMM    390  Leadership Practicum

Course Description:
Students in leadership roles on campus anticipate, document and reflect upon their experiences in a portfolio, with strategic mentorship from the instructor.

Course Outcomes and Assessment Plan:
Students will:

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<th>Identify and reflect on their role as leader</th>
<th>Written summary and interpretation of the organization’s constitutional mandate for their position</th>
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<td>Set goals for the organization during their tenure as leader</td>
<td>Written goals, including analysis of potential challenges, reflecting preparation and consultation with interested parties</td>
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<td>Set a personal leadership agenda for the semester</td>
<td>Written agenda, including perceived strengths to build upon and weaknesses to be addressed</td>
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<td>Chair meetings</td>
<td>Log meetings: written summaries of each meeting analyzing whether the meeting was managed effectively and appropriately; identifying goals for improvement</td>
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<td>Monitor progress toward organizational goals</td>
<td>Written reports at appropriate benchmarks</td>
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<td>Reflect on final product outcome</td>
<td>Written summary and interpretation of the organization’s success in meeting its goals; focusing on strengths and weaknesses in leadership</td>
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<td>Document leadership experience</td>
<td>Portfolio of leadership experience, including all written materials described above and any other relevant materials produced during the leadership period</td>
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Course Outline including Time Allocation:
Each student will work individually with the instructor to achieve the outcomes for the course. The student and the instructor will arrange an appropriate schedule of face-to-face meetings and online communication.

Each student will be expected to document a minimum of 100 hours of planning and contact time working with their activities in a time log. Each student will be expected to connect with the instructor at least 15 times during the course of the semester.
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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): 201108  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 COMM
b. Number 390
c. Enter Contact Hours per week in boxes.
   LECTure [ ] LAB [ ] INDependent Study – Check (x) [ ]
   Practicum: [ ] Seminar: [ ]
   (Limit to 30 characters/spaces.)
d. Course Title: Leadership Practicum

e. College Code: AS  f. Department Code: HUM
Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.
g. Type: [ ] Variable  [ ] Fixed
h. Minimum Credit Hours 3  i. Maximum Credit Hours 3
j. May Be Repeated for Added Credit: Check (x) X Yes; one time  [ ] No
k. Levels: Check (x) X Undergraduate [ ] Graduate [ ] Professional
l. Grade Method: Check (x) [ ] Normal Grading  X 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.
   Students in leadership roles on campus anticipate, document and reflect upon their experiences in a portfolio, with strategic mentorship from the instructor.
p. Term(s) Offered: FSp  (See instructions for listing.)
q. Max. Section Enrollment: [ ] 20
r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. Instructor
permit only: students must hold leadership positions in recognized student organizations.

UCC Chair Signature/Date: ___________________________  1/1/11

Academic Affairs Approval Signature/Date: ___________________________  3/23/11

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 ___ SCADTL ___ SCARRES ___ SCAPREQ ___