# Proposal Title: Banner cap: ENGL 491

Initiating Unit or Individual: Department of Languages & Literature  
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Date or Term of Proposal Implementation: October 25, 2011

- 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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<th>Signature</th>
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<th>Vote/Action *</th>
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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.

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**To be completed by Academic Affairs**

- President (Date Approved)  
- Board of Trustees (Date Approved)  
- President’s Council (Date Approved)  

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VPAA  
DEC 1 2011  
PROVOST
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.)

The Banner cap and the course cap for English 491 (Tech Comm Internship) differ from internships across the college. This proposal brings these caps into alignment.

Change: BS internships are typically capped at 10 students, based on department and college enrollment practice.

2. Summary of All Course Action Required*

a. Newly Created Courses to FSU:
   Prefix   Number   Title

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

c. Existing Course(s) to be Modified:
   Prefix   Number   Title
   ENGL 491   Tech Communication Internship

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

Form Sent (B or C)  Date Sent  Responding Dept.  Date Received & by Whom

4. Will External Accreditation be Sought? (For new programs or certificates only)

__________  Yes  __________  No

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

5. Program Checksheets affected by this proposal.

None – Banner change only.
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): 201201 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: ENGL
b. Number: 491

c. Enter Contact Hours per week in boxes.
   LECTure [ ] LAB [ ] INDependent Study – Check (x) [ ]
   Practicum: 4-8 [ ] Seminar: [ ]

d. Course Title: Tech Communication Internship

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.

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 [ ]

I. 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: on demand [ ] (See instructions for listing.)

o. Max. Section Enrollment: 10

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

UCC Chair Signature/Date: ________________/__/____

Academic Affairs Approval Signature/Date: ________________/12/21/

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 ____SARRES ____ SCAPREQ ____