**Proposition.

**Proposal Title:** HCSA 497 Independent Study

**Initiating Unit or Individual:** HCSA/HIM Program
**Contact Person's Name:** Terry Harper  e-mail: harp8@ferris.edu  phone: 231-591-2279

**Date or Term of Proposal Implementation:** 201201

- □ 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
- X Group II - B – New Course
- □ Group III - Certificates
- □ Group IV - Off-Campus Programs

| Group/Individual          | Signature | Date    | Vote/Action *
|---------------------------|-----------|---------|-------------------------
| Program Faculty           | Harold J. Harper | 10/11/11 | Support 10, Support with Concerns 0, Not Support 0 |
| Department Head           | Harold J. Harper | 10/11/11 | Support 10, Support with Concerns 0, Not Support 0 |
| Dean                      | Julie A. Conklin | 10/11/11 | Support 10, Support with Concerns 0, Not Support 0 |
| Academic Affairs          | Donald J. Johnson | 10/14/11 | Support 10, Support with Concerns 0, Not Support 0 |

* 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)
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.)

According to the implementation plan for the new Health Care Systems Administration 2010 curriculum, the HCSA 493 internship was scheduled to change credit hours from 12 to 10 in the Fall of 2012. However, some students under the new curriculum are ready to finish the HCSA 493 internship in Spring of 2012. They do not want to take or pay for 12 credits when 10 credits will be enough. Many students under the old curriculum have more credits than needed to meet the degree requirements and would be able to take the 10 credit course. For those students that don’t have enough credits, a 2 credit Independent Study will be created based on projects taken from the 12 week manual. These students would then complete 12 weeks of internship, instead of 10 weeks.

2. Summary of All Course Action Required*

a. Newly Created Courses to FSU:

Prefix    Number    Title
HCSA      497        Independent Study

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

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.

HCSA only
CREATE NEW COURSE
Course Data Entry Form

FORM F
Create New Course
Rev. 07/23/07

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): 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. PROPOSED FOR NEW COURSE: Complete all sections a through r. See manual for clarification.

   a. Course Prefix          b. Number     c. Enter Contact Hours per week in boxes.
      HCSA               497             LECTure   LAB   INDependent Study – Check (x) X
     Practicum:       Seminar: [   ]
      (Limit to 30 characters/spaces.)

   d. Course Title:          e. College Code:       f. Department Code: CRHA
      Independent Study    [AH]

   Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

   g. Type: □ Variable   X Fixed   h. Minimum Credit Hours 2   i. Maximum Credit Hours 2

   j. May Be Repeated for Added Credit: Check (x) □ Yes   X No

   k. Levels: Check (x) X Undergraduate □ Graduate □ Professional

   l. Grade Method: Check (x) X Normal Grading   □ 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.
       The Independent Study course is 2 weeks in length and requires that the student
       will work 40 hours per week performing assigned tasks and written projects as an
       extension to the HCSA 493 internship.

       p. Term(s) Offered: FALL, SPRING, SUMMER  (See instructions for listing.)

       q. Max. Section Enrollment: 50

       r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. By Permit only.

   UCC Chair Signature/Date:  Academic Affairs Approval Signature/Date:  
   ___________________________  / /

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 ___ SCACETL ___ SCARRES ___ SCAPREQ ___
3.4 THE COURSE NUMBERING SYSTEM

The courses developed for the term system shall have a four-character subject prefix followed by a three-digit number. For example: PHIL 205.

3.4.1 THE FIRST DIGIT

The course numbering system shall be:

<table>
<thead>
<tr>
<th>Developmental</th>
<th>001 through 099</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>100 through 199</td>
</tr>
<tr>
<td>Sophomore</td>
<td>200 through 299</td>
</tr>
<tr>
<td>Junior</td>
<td>300 through 399</td>
</tr>
<tr>
<td>Senior</td>
<td>400 through 499</td>
</tr>
<tr>
<td>Graduate</td>
<td>500 through 899</td>
</tr>
</tbody>
</table>

Unless the course prerequisite specifies otherwise, students may select courses designated for the year ahead of their actual class standing. For any exception, the student must obtain the appropriate special permission.

Developmental Courses (001 through 099 level courses)
Developmental courses are preparatory in nature. They may not be applied toward graduation requirements for any degree program. Approved by the Academic Senate, September 7, 2004

Lower Division Courses (100 through 200 level courses)
Lower division courses generally do not have extensive college-level prerequisites (aside from preceding courses in the same sequence). They may require substantial secondary school preparation.

While many restrictions exist, many lower division courses are open to all students, not just those majoring in the field. Enrollment restrictions should be noted.

Survey courses, which are general introductions to a field of study offered for non-majors, are lower division courses, as are "orientation" courses.

Upper Division Courses (300 and 400 level courses)
Upper division courses require substantial college-level preparation on the part of the student. Ordinarily this should be indicated in the course description by a discussion of prerequisite background, which will describe to both students and advisors what is expected.

Prerequisite background can be indicated in several ways, among them: (1) specifying particular courses (or their transfer equivalents) which should have been completed prior to enrollment; (2) specifying a certain number of credits in specified parts of the field which should have been completed prior to enrollment; (3) specifying a certain number of total college credits which should have been completed prior to enrollment (or an equivalent such as "senior standing"); (4) specifying permission of the instructor or department so that some sort of direct assessment of the student's qualifications is made.

Graduate Courses (500, 600, 700, and 800 level courses)
Graduate courses are usually open only to students who have been formally admitted to a graduate program at the University. Some upper-division courses may be applicable for an advanced degree at the University within limitations of general university requirements and the appropriateness of a course to a particular degree, but this does not change the level of credit.
Courses may be cross-listed between departments but must bear identical course descriptions, numbers, credits, and titles.

3.4.2 THE LAST TWO DIGITS

Each department/unit should develop a rationale for the numbering system that will be used within a subject prefix. The following ending digits are reserved, and shall be used only as specified.

| Ending in 90 | Experimental Courses |
| Ending in 91 - 93 | Off Campus Field Experience |
| Ending in 94 | Projects Associated with Off Campus Field Experience |
| Ending in 97 | Independent Studies |
| Ending in 99 | Assessment Course (Capstone) |

Additional detail appears below.

3.4.2.1 _90. EXPERIMENTAL COURSES

_90 is reserved for experimental courses to provide an opportunity to test courses for content or format prior to formal adoption. Experimental courses may be offered for any prefix. Course descriptions will not be included in the catalog of courses.

Normally, these courses would be taught to a group of students and would have an assigned instructor with a scheduled time and room.

In order to insure that these course designations do conveniently allow such latitude, the curriculum review process must not be unduly burdensome. However, there are curricula principles that must be adhered to in order to maintain the academic integrity of _90 offerings.

See Section C-1 for guidelines on proposal preparation for Experimental Courses

3.4.2.2 _91 - 93. OFF CAMPUS FIELD EXPERIENCE

_91 through _93 are reserved for off campus field experiences such as student teaching, internships, clinics, cooperative work experiences and cooperative education. Course descriptions will be included in the catalog of courses.

3.4.2.3 _94. PROJECTS ASSOCIATED WITH AN OFF CAMPUS FIELD EXPERIENCE

_94 is reserved for projects associated with an off campus field experiences. Course descriptions will be included in the catalog of courses.

3.4.2.4 _97. INDEPENDENT STUDIES

_97 is reserved for courses of independent study. In independent study, the student works independently, with only minimal faculty direction. These courses generally explore topics not covered in detail in other courses. Course descriptions will not be included in the catalog of courses. Normally these courses do not have a scheduled time and room.

Uses of credits earned through independent studies courses could:

a. Enhance the student's elective credits in General Education or in the major through studying in an area which is usually unavailable.
b. Allow a department/program administrator to substitute a independent studies course in place of a required course under specific and unusual circumstances.

Requirements for Independent Studies Courses:

a. Each College of the University will develop a policy statement to establish independent study courses in that college. Policy Statements should include but are not limited to:
   
   o A limit on the maximum number of independent study credits which may be applied to a student's program requirements.
   
   o An approval process for independent study courses.
   
   o An approval process for the substitution of an independent study course for a required course in the program, if applicable.

b. Copies of adopted college policies will be on file in the Dean's Office and the Office of the Vice President for Academic Affairs.

c. Independent study courses only need to be created once. See section C, Guidelines for Proposal Preparation.

3.4.2.5 _99. ASSESSMENT COURSES (CAPSTONE)

_99 is reserved for assessment courses. (See Degree Requirements in section 3.1.2.)
Appendix A. Procedures for Curriculum Changes

A.4 LEVELS FOR REVIEW AND ACTION ON ACADEMIC PROGRAM/CURRICULUM PROPOSALS

Levels for review and approval of each group of curriculum proposals are shown on the following two grids. The grids also identify the types of program/curriculum initiatives requiring preliminary approval prior to development of the full proposal.

- One grid is for proposals involving and initiated by FSU Big Rapids based programs and faculty, including the University Center for Extended Learning (UCEL).
- The second grid is for proposals specifically developed and offered by FSU/GR’s College of Technical and Professional Studies and primarily delivered by FSU/GR faculty.

A.5 EXPERIMENTAL COURSES (_90)

Proposals for experimental courses are not submitted to the UCC for approval. After Dean’s Office approval, they should be sent directly to the VPAA’s Office for approval.

- Any _90 proposal must include a course title reflecting the content of the course, a rationale and a syllabus.
- Forms A, E, and F are required.
- The proposal must be approved by the department/program faculty, the department head/program administrator, dean and the Associate Vice President for Academic Affairs no later than the seventh week of the term prior to its offering.
- A _90 course offered by any department will normally have as its subject matter only content that has historically been established as the area of expertise of the department in question.
- A _90 course can only be taught by a contracted faculty member or adjunct, appropriately hired, who has either the relevant academic credentials and/or extensive experience in the subject matter of the course.
- A _90 course on the same topic shall be offered no more than two times. If the course is to be continued, it must follow the curriculum process for a new course.

A.6 CREATION OF INDEPENDENT STUDIES COURSES (_97)

Proposals for independent studies courses are not submitted to the UCC for approval. After Dean’s Office approval, they should be sent directly to the VPAA’s Office for approval.

- Forms A and F are required.
- The proposal must be approved by the department/program faculty, the department head/program administrator, dean and the Associate Vice President for Academic Affairs.

These courses need be created only once. After this departments may open sections as needed.