FORM A  
College of Engineering Technology  

Revised 05/08/2009  

PROPOSAL SUMMARY AND ROUTING FORM  

Proposal Title: Mechanical Engineering Technology Internship  

Initiating Unit or Individual: Mechanical Engineering Technology  
Contact Person's Name: Chuck Drake  e-mail: drakec@ferris.edu phone: x2788  
Date or Term of Proposal Implementation: 201205  

☐ 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>Group/Individual</th>
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<th>Date</th>
<th>Vote/Action *</th>
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<td>Program Faculty</td>
<td>Robert Hafe</td>
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<td>Academic Affairs</td>
<td>Donald Allen</td>
<td>2/4/11</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

Proposed is changing the internship for Mechanical Engineering Technology, MECH 393 Industrial Internship, from a Credit/No Credit grade basis to a letter grade.

The grade will be based on: getting the internship, punctuality with weekly reports and other documents, meeting basic performance requirements, and making a brief presentation to underclassmen when classes resume. Supervisors will not be assigning grades.

Advantages of the proposed change include recognizing professional behavior of students, assurance of their participation in the Fall focus group on internships, and providing more meaning to their experience by sharing it with underclassmen. Furthermore assessment based in part on punctuality of weekly reports will provide a simple, direct measure of "commitment to timeliness" as required by TAC/ABET.

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
   MECH  393  Industrial 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**

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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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None sent. No other program or department is affected.

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.**

   The BS Mechanical Engineering Technology checksheet is not affected.
MODIFY COURSE
Course Data Entry Form

FORM F
Modify Course
Rev. 07/23/07

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): □ change to normal grading

b. Term Effective (6 digit code only): 201205 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 □ MECH
b. Number □ 393

□ LECTure □ LAB □ INDependent Study – Check (x) □
Practicum: □ 400 Seminar: □

d. Course Title: □ industrial 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 □

□ 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.

□ Variable □ Fixed  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

l. 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: □ (See instructions for listing.) o. Max. Section Enrollment: □

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

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: SCACRSRE SCADETLS CARRES SCAPEPRG
Memorandum

To: Don Flickinger
CC: 
From: Larry Schult
Date: 12/12/2011
Re: Curriculum Change

Don,

I spoke with Sandy Alspach (through e-mail) last week regarding this minor curriculum change request. She indicated that it did not need to go through a committee chain (and especially through the UCC) to be approved unless you would request that. She indicated that I need to send it to you with the appropriate forms and have you sign it if you agree to it.

The change is for the MET Program internship to go to a traditional grading process versus the typical credit/no credit (that it and most of the others currently have). One of the primary reasons is to better assess the students (as noted by TAC/ABET).

This should be a simple change, but please let me know if you have any questions. I appreciate your time and look forward to your response.

Respectfully,

Larry