

**UNDERGRADUATE COURSE CHANGE
NON-GENERAL EDUCATION**

Proposal for a Course Change

Department Education and Special Education **Submission Date** 2/5/2014
Semester of Implementation Spring 2014

I. Proposed Course Change Information

	CURRENT	Check Box if no Change	PROPOSED CHANGE
Discipline Prefix	<u>EDUC</u>	<input checked="" type="checkbox"/>	_____
Course Number	<u>402</u>	<input checked="" type="checkbox"/>	_____
Course Title	<u>Secondary: Directed Teaching</u>	<input checked="" type="checkbox"/>	_____
Credit Hours	<u>11</u>	<input type="checkbox"/>	<u>12</u>

If yes, attach a justification for the change in credit hours and copies of current and proposed syllabi.

May this course be repeated for credit when content changes?

Yes No Maximum hours? _____

Prerequisites Admission to TCHP _____

Speaking Intensive The course was mistakenly identified as speaking intensive. It was not. NO

If adding a speaking intensive designation, attach a copy of the department speaking intensive policy to the proposal.

Writing Intensive NO _____

If Cross-Listed:

Secondary Prefix _____ _____

Course Number _____ _____

Current Course Description:

Required of all students in the secondary education curricula. See prerequisites for student teaching.
11 credits

Proposed New Course Description (***Must match description on course syllabus***):

Required of all students in the secondary education curricula. See prerequisites for student teaching.
12 credits

Delete Course from Catalog

Submit to Storage

Please attach a proposed syllabus in Longwood format that contains proposed changes.

II. Required for Major, Minor, Concentration (please specify):

Yes – Theatre Secondary Education

III. **Rationale for Proposed Changes:**

EDUC 488 – Seminar has been deleted from the program and the discussions have been incorporated into the EDUC 402 course with an increase of 1 credit, making the total credits 12 for EDUC 402. There is no net change to the overall number of program credits.

IV. Resource Assessment, if change warrants it:

A. How frequently do you anticipate offering this course?

Once a year

B. Describe anticipated change in staffing for the course:

N/A

C. Estimate the cost of new equipment required due to change:

N/A

D. Estimate the cost of and describe additional library resources:

N/A

E. Will the change in the course require additional computer use, hardware or software?

Yes

No

If yes, please describe and estimate cost:

F. Will a new or changed course fee be assessed? Yes

No

If yes, the Fee Recommendation Worksheet must accompany this form. It is found at the following url: www.longwood.edu/budget

**SIGNATURE PAGE
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Course Name/Number EDUC 402 Course Title Secondary: Directed Teaching

V. Approvals

	Date Received	Date Approved	Signature
1. Department Curriculum Committee Chair	_____	_____	_____
2. Department Chair	_____	_____	_____
The Department Chairs, whose programs may be affected, have been notified:			
Department Theatre	_____	Date Notified	_____
Department _____	_____	Date Notified	_____
Department _____	_____	Date Notified	_____
3. College Dean	_____	_____	_____
4. College Curriculum Committee	_____	_____	_____
5. #EPC	_____	_____	_____
6. #Faculty Senate Chair	_____	_____	_____
7. Date received by Registrar	_____		

#EPC & Senate approval required for change in credit hours

All curriculum proposals/changes are processed in the date order received. In order to be included in the next academic year's catalog, all paperwork must be submitted no later than:

**February 1st to the College Curriculum Committee
March 1st to the Educational Policy Committee (EPC)**

Submission within the deadlines does not guarantee processing in time for the next academic year's catalog.