

# COURSE CHANGE CURRICULUM FORM GRADUATE

<b>Department:</b> Education and Special Education	<b>Submission Date:</b> 9/7/2017
<b>Catalog Year of Implementation (must be next academic year or later):</b> 2018-19	

## I. PROPOSED COURSE CHANGE INFORMATION

	Check if no change	
CURRENT (required)		PROPOSED CHANGE (if applicable)
<b>Course Prefix:</b> <u>HLTH</u>	<input checked="" type="checkbox"/>	_____
<b>Course Number:</b> <u>684</u>	<input checked="" type="checkbox"/>	_____
<b>Course Title:</b> <u>Internship in Community Health</u>	<input checked="" type="checkbox"/>	_____
<b>Credit Hours:</b> <u>3-5</u>	<input type="checkbox"/>	<u>1-5</u>

If yes, enter a justification for the change in credit hours and include a copy of the **current** syllabus. When scheduling the course, 3 credits is the lowest available option in the system. If the student takes three credits in the fall, they would only need 2 credits in the spring. By changing it from 3-5 to 1-5 credits, we will now be able to schedule the remaining credits in the system.

**May this course be repeated for credit when content changes?**     Yes     No

If yes, maximum credit hours: 5

<b>Prerequisites:</b> <u>HLTH 675 and six (6) hours in the program or permission of the program coordinator.</u>	<input checked="" type="checkbox"/>	
<b>Cross-listed Prefix:</b> _____	<input type="checkbox"/>	_____
<b>Cross-listed Number:</b> _____	<input type="checkbox"/>	_____

### Current Catalog Copy:

This internship is designed to provide opportunities for the graduate student to assess, plan, implement, and evaluate health and physical education promotion programs. A variety of community health placements will be available to choose from including coalitions, health departments, health agencies, and other local community health service providers. May enroll in three or five credits in one semester, however all five credits are required for completion of the program. A minimum of 200 total clock hours must be completed and continuous enrollment required until completed. A weekly log with completed hours must be kept by the student and requires the Supervisor's signature each week. Prerequisites: HLTH 675 and six (6) hours in the program, permission of the program coordinator. Supervisory Fee required. 3-5 Credits; 5 credits required.

### Proposed New Catalog Copy (Must match description on proposed course syllabus):

This internship is designed to provide opportunities for the graduate student to assess, plan, implement, and evaluate health and physical education promotion programs. A variety of community health placements will be available to choose from including coalitions, health departments, health agencies, and other local community health service providers. May enroll in one to five credits in one semester, however all five credits are required for completion of the program. A minimum of 200 total clock hours must be completed and continuous enrollment required until completed. A weekly log with completed hours must

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be kept by the student and requires the Supervisor's signature each week. Prerequisites: HLTH 675 and six (6) hours in the program or permission of the program coordinator. 1-5 Credits; 5 credits required.

Delete course from catalog

Submit course to storage

**Attach a proposed syllabus in the format specified by the FPPM that contains the proposed changes.** Course description on syllabus must match the proposed new catalog copy provided above.

### II. REQUIRED FOR MAJOR, CONCENTRATION, PROFESSIONAL ENDORSEMENT OR CERTIFICATE

Education Major- Health & Physical Education Concentration

### III. RATIONALE FOR PROPOSED CHANGES

When scheduling the course, 3 credits is the lowest available option in the system. If the student takes three credits in the fall, they would only need 2 credits in the spring. By changing it from 3-5 to 1-5 credits, we will now be able to schedule the remaining credits in the system.

### IV. RESOURCE ASSESSMENT, IF CHANGE WARRANTS IT

**A. How frequently do you anticipate offering this course?**

Fall, Spring, Summer

**B. Describe anticipated change in staffing for the course:**

None

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

None

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

None

**E. Will the change in the course require additional computer use, hardware or software? No**

If yes, please describe and estimate cost: [Click here to respond](#)

**F. Will a new or changed course fee be assessed? No**

If yes, the **Fee Recommendation Worksheet** must accompany this form. See the Budget Office forms page at <http://solomon.longwood.edu/offices--departments/budget-office/forms--documents/>.

All curriculum proposals/changes are processed in the date order received.

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

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For the Curriculum Development Handbook and all forms, see <http://blogs.longwood.edu/curriculum/>.

The signature page follows as a separate sheet.

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## V. APPROVALS

**Course Prefix:** HLTH **Course Number:** 684

**Course Title:** Internship in Community Health

A change to the title or course number on this form implies that title or course number will change anywhere it occurs in the catalog.

### SIGNATURE PAGE

	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	_____	Date Notified	_____
Department	_____	Date Notified	_____
Department	_____	Date Notified	_____
Department	_____	Date Notified	_____
3. College Dean	_____	_____	_____
4. Graduate Dean	_____	_____	_____
5. Graduate Curriculum Committee	_____	_____	_____
6. EPC *	_____	_____	_____
7. Received by Registrar	_____		

\* EPC 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 1 to the Graduate Curriculum Committee
- April 1 to the Educational Policy Committee (EPC)

Changes that affect spring advising for fall classes must have received approval from EPC and Senate before the registrar opens up the fall schedule for registration in March. Such proposals should reach the chair of EPC by the end of the fall semester. Submission within the deadlines does not guarantee processing in time for the next academic year's catalog.