

COURSE CHANGE CURRICULUM FORM UNDERGRADUATE NON-GENERAL EDUCATION

Department: Mathematics and Computer Science **Submission Date:** 8/21/2017

Catalog Year of Implementation (must be next academic year or later): 2018-19

I. PROPOSED COURSE CHANGE INFORMATION

CURRENT (required)	Check if no change	PROPOSED CHANGE (if applicable)
Course Prefix: <u>MATH</u>	<input checked="" type="checkbox"/>	_____
Course Number: <u>292</u>	<input checked="" type="checkbox"/>	_____
Course Title: <u>Internship in Mathematics</u>	<input checked="" type="checkbox"/>	_____
Credit Hours: <u>1 - 18</u>	<input type="checkbox"/>	<u>1 - 3</u>

If yes, enter a justification for the change in credit hours and include a copy of the **current** syllabus.
Enter a justification for the change in credit hours.

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

If yes, maximum credit hours: 6

Prerequisites: <u>None.</u>	<input checked="" type="checkbox"/>	_____
Writing Intensive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Speaking Intensive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Cross-listed Prefix: _____	<input checked="" type="checkbox"/>	_____
Cross-listed Number: _____	<input checked="" type="checkbox"/>	_____

Current Catalog Copy:

MATH 292. Internship in Mathematics. A semester-long, on-the-job learning experience designed to apply the principles of mathematics. 1-18 credits.

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

MATH 292. Internship in Mathematics. An on-the-job learning experience designed to apply the principles of mathematics. 1-3 credits.

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.

**COURSE CHANGE CURRICULUM FORM
UNDERGRADUATE NON-GENERAL EDUCATION**

II. REQUIRED FOR MAJOR, MINOR, CONCENTRATION

None.

III. RATIONALE FOR PROPOSED CHANGES

This course is somewhat of a placeholder, but we don't foresee a need to ever grant 18 credits for one such experience.

IV. RESOURCE ASSESSMENT, IF CHANGE WARRANTS IT

A. How frequently do you anticipate offering this course?

None.

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.

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

The signature page follows as a separate sheet.

COURSE CHANGE CURRICULUM FORM UNDERGRADUATE NON-GENERAL EDUCATION

V. APPROVALS

Course Prefix: MATH **Course Number:** 292

Course Title: Internship in Mathematics

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. College Curriculum Committee	_____	_____	_____
5. EPC *	_____	_____	_____
6. Faculty Senate *	_____	_____	_____
7. Received by Registrar	_____		

* EPC and 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 1 to the College Curriculum Committee
- March 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.