

Faculty Senate Course Form

Effective Date:

Submission Date:

Department:

College of: Course

Contact Person:

Prefix:

Create New, Revise, Inactivate, or Reactivate:

Course #:

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the Changes:

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

Yes

No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

Yes

No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to " College Curriculum Legislation" in SharePoint.

Yes

No

5. Will additional resources or costs be required?

Yes

No

If so, what will be needed?

PSU Faculty Senate 24-25

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

Yes No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:
Attach with upload.

8. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus:
Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		
Course Number:		
Credits:		
Grading System:		
Pre/Co-Requisite(s):		
Course Description:		

Authorization Sign-Off

Checklist

- Required fields completed.
- Syllabus attached for new courses
- Assignment Strategies Attached

-Approved: Department Chair/Director

Date: _____

Signature, Chair/Director: _____

Alexander D. Birchen

-Approved: College Curriculum Committee

Date: 12/16/24

Signature, Committee Chair: _____

Jennifer Purvis

-Approved: Dean of College

Date: 12/16/24

Signature, Dean: _____

Paul W. Gair

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____

Signature, Committee Chair: _____

-Approved: Faculty Senate

Date: _____

Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Kelce College of Business Undergraduate Internship courses to be inactivated:

ACCTG 614
ECON 694
CIS 610
FIN 694
IB 620
MGT 620
MKTG 620
MKTG 621

ACCTG-614 Internship in Accounting (3-6 hours). Work experience in public, private, governmental, or not-for-profit accounting. The work experience must be approved by the internship committee. May be repeated for a maximum of six hours. Prerequisite: permission of instructor required and junior standing.

CIS-610 Internship (1-3 hours). This course requires an in-depth involvement in on-going project under direct professional supervision. A project may be on-campus or with a business, financial institution or governmental agency. A formal report of project activities must be submitted to the course instructor. Students must apply for admission to the course and selection will be made by the course instructor. Prerequisites: Junior standing and consent of instructor.

ECON-694 Internship in Economics (1-6 hours). Relevant work experience in private or public institutions. The work experience must be approved by the instructor. May be repeated for a maximum of six hours. Prerequisite: Permission of the instructor required.

FIN-694 Internship in Finance (1-6 hours). Relevant work experience in private or public institutions. The work experience must be approved by the instructor. May be repeated for a maximum of six hours. Prerequisite: 55 hours completed and permission of the instructor required.

IB-620 Internship in International Business (1-3 hours). Internship work experience in public, private, governmental, or not-for-profit business setting. The work experience must be approved by a departmental internship representative/faculty member. Students must enroll in the course during the same semester and time in which the internship occurs. Prerequisite: Permission of instructor required.

MGT-620 Internship in Management (1-3 hours). Internship work experience in public, private, governmental, or not-for-profit business setting. The work experience must be approved by a departmental internship representative/faculty member. Students must enroll in the course during the same semester and time in which the internship occurs. Prerequisite: Permission of instructor required.

MKTG-620 Internship in Marketing (1-3 hours). Internship work experience in public, private, governmental, or not-for-profit business setting. The work experience must be approved by a departmental internship representative/faculty member. Students must enroll in the course during the same semester and time in which the internship occurs. Prerequisite: Permission of instructor required.

MKTG-621 Internship in Professional Sales (3 hours). Internship work experience in a professional selling role. The work experience must be approved by a departmental internship representative/faculty member. Students must enroll in the course during the same semester an time in which the internship occurs. Prerequisite: MKTG 450 Personal Selling and Sales Management and permission of Instructor required.