

**Academic Policies and Procedures Committee
PROPOSAL FORM -- Part A**

<input type="checkbox"/> ADD <input type="checkbox"/> DELETE <input type="checkbox"/> CHANGE	Department/Program Proposal # _____ Proposed Effective Date (semester/year) _____
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College/School: _____ Dean: _____

Department/Program: _____ Dept. Chair/Prog. Dir: _____

1. Briefly describe the action(s) requested:

2. Rationale for this request:

3. Required catalog copy and attachments:

- a. CURRENT and PROPOSED undergraduate or graduate catalog copy

CURRENT:

PROPOSED:

b. SYLLABI are required when adding or making significant changes to courses.

c. CHECKSHEETS are required for undergraduate degree changes; and PROGRAM OF STUDY FORMS or GRADUATE CATALOG COPY are required for graduate degree changes.

4. List the committees, councils, and other groups that have considered this proposal; the action taken; and the date that action was taken.

Area	Action			Date of Action
	approved	not approved	not applicable	
Department/Program Curriculum Committee				
Department/Program Faculty				
College Council(s)				
General Education Council				
Teacher Education Council				
Graduate Council				
Other Committees/Councils (e.g., Honors, etc.)				
Academic Policies & Procedures Committee				

AP&P PROPOSAL FORM -- Part A (continued)

5. Have the Registrar's Office and all appropriate department chairs/program directors been consulted in the development of this proposal? yes__ no__ *If yes, list the date(s) and person(s) contacted and their response(s):*
6. a. Are there any existing programs or courses that will be curtailed or discontinued as a result of the proposed new program or course? yes__ no__ n/a__ *(If yes, list those courses or programs:)*
- b. Are there courses from other departments that may cover or partially cover the subject matter of the proposed new course? yes__ no__ n/a__ *(If yes, list course numbers and titles:)*
- c. Is this a cross-listed course in another department? yes__ no__ n/a__ *(If yes, list the cross-listed courses:)*
- d. Is this a dual-listed course? yes__ no__ n/a__ *(If requesting a new dual-listing, attach undergraduate and graduate syllabi)*
- e. Is this a General Education course? yes__ no__ n/a__ *(If requesting new general education credit, attach a syllabus and submit Part C of the AP&P proposal form to the Office of General Education)*
- f. Is this a Core Curriculum/Special Designator course? yes__ no__ n/a__ *(If requesting new core/designator credit for continuing students in the old core curriculum, either include here or attach appropriate rationale and justification)*

PROPOSAL FORM -- Part B (For Additions Only)
Academic Policies and Procedures Committee

Complete the following for the proposed new degree or certificate program, concentration, minor, or course:

1. Projected enrollment: 1st year _____ 2nd year _____
2. Projected student clientele:
3. Faculty:
 - a. Additional faculty needed:

 - b. Names of current faculty:

 - c. Other and continuing responsibilities of current faculty involved in new degree or course:
4. For a new degree or certificate program, give the career and/or graduate education opportunities available to students in this program:
5. List estimated costs of the new program or course that cannot be covered by present budget:
6. Has the Library Collection Development Office been consulted? yes___ no___
If yes, list the date(s) and person(s) contacted and their response(s):
7. Resource responsibilities: Has (have) the appropriate dean(s) been consulted in the development of this proposal?
yes___ no___ *If yes, list the date(s) and person(s) contacted and their response(s):*

ITC 6900 Internship

Readings:

Will vary depending upon chosen project.

Description:

The Internship will consist of supervised experiences of instructional technology leadership and management under the direction of competent personnel in a public school, district, or other appropriate agency/institution. It is the capstone course designed to assist students in reflecting upon major concepts studied in the instructional technology leadership program, synthesizing the knowledge base, and demonstrating appropriate applications to individual environments. Individuals will approach their study in various ways but the outcomes of each will develop from these notions:

1. What have you learned in the program?
2. What do you need to learn more about?
3. How can you design a project to accomplish this?

Content Outline:

Goals and Dispositions:

Reflect upon the major concepts in the instructional technology leadership program.	Read selected articles and engage in discussion with others. Exploration of what has been learned in the program and consideration of what more needs to be learned.
Synthesize the knowledge base.	Reflect on what has been learned and needs to be learned and what kind of activities would lead to meeting future learning goals.
Demonstrate appropriate applications of the knowledge base and program concepts into a real world context.	Design and execute a project or group of projects for an educational setting that contribute to continued learning in the identified areas.

Student Responsibilities:

1. Design and complete, in conjunction with instructor and local personnel, a project in instructional technology leadership.
2. Engage in continuous reflection upon project using designated tools.
3. Complete a reflection that includes:
 - a summary of activities undertaken during the class to add to or increase existing skills and knowledge, and an outline of goals and possible activities for continuing to add to or increase existing skills and knowledge.
 - a self analysis of what you have gained personally from the class,
 - an indication of individuals and groups you have interacted during the course both within and outside your cohort, and what you gained by working with these different people,
 - your contributions to your groups and what, if anything you will do differently as you collaborate with others in the future,
 - the impact, direct and indirect, that what you have learned and been involved with in the course will have in your classroom, school or district,
 - who outside our program you contacted or worked with during this course, and
 - a course of action for you as an individual in your efforts to integrate digital technologies into future professional roles.
5. Complete other assignments as requested by the instructor.

Evaluation:

1. Participation (50%). You are expected to participate in all course activities. These include: class discussions, online discussions, group activities, and project development.
2. Project (50%). The Internship project should be completed reflecting agreed-upon objectives for the course.