New Course Request

Indiana University

SOUTH BEND Campus

Check Appropriate Boxes: Undergraduate credit □ Graduate credit X Professional credit □

1. School/Division BUSINESS & ECONOMICS 2. Academic Subject Code BUSB

3. Course Number X592 (must be cleared with University Enrollment Services) 4. Instructor TBD

5. Course Title GRADUATE FIELD PROJECT IN BUSINESS & ECONOMICS

Recommended Abbreviation (Optional) (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): FALL 2008 SPRING 2009 2010

7. Credit Hours: Fixed at 3 or Variable from _______ to _______

8. Is this course to be graded S-F (only)? Yes ___ No X

9. Is variable title approval being requested? Yes X No ___

10. Course description (not to exceed 50 words) for Bulletin publication: This course engages students in conducting field projects in local businesses. Teams of up to three students work with host firms to identify real business problems related to their fields of study in business and economics. The team of students work with a faculty advisor to formulate and implement solutions to "real-world" business problems.

11. Lecture Contact Hours: Fixed at 3 or Variable from _______ to _______

12. Non-Lecture Contact Hours: Fixed at 3 or Variable from _______ to _______

13. Estimated enrollment: 20 of which 100 percent are expected to be graduate students.

14. Frequency of scheduling: SEMESTER Will this course be required for majors? NO

15. Justification for new course: To provide experiential learning.

16. Are the necessary reading materials currently available in the appropriate library? Yes

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials. Attached.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant. N/A

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: __________________________ Date 10.7.08

Department Chairman/Division Director

Approved by: __________________________ Date 10-7-08

Dean

Date ____________

Chancellor/Vice-President

Date ____________

University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

UPS 724 University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services Advance—White
Faculty Advisor Information
Name: TBD
Title: 
Address: Indiana University South Bend  
1700 Mishawaka Avenue  
South Bend, Indiana 46634
Phone: (574) 520- 
Fax: (574) 520-4866
Email: 
Office hours: 

Prerequisites
GPA of 3.0 or better
MBA:  
Phase 1 and Phase 2 completed
MSA:  
Prerequisites and Skills completed
MS-MIT:  
Full admission status and completed Foundation Courses

Course description
The field project course is designed to provide the student with significant experience in a business organization. The project provides the student with an opportunity to apply his/her educational background to managerial issues confronted by the sponsoring firms. The field project is intended to provide students with an opportunity to use the knowledge and skills learned in the classroom in an actual work setting. Individual faculty or a faculty team will be available to mentor and consult with students to help them understand and resolve managerial issues in organizations. This course is intended to be both practical and educational. The students will form an interdisciplinary student team based on student project preferences. Each member of the student team will be assigned a course grade based on their performance in the work situation. Strong emphasis is placed upon critical and creative thinking in problem identification, strategy, and implementation methodologies.

Course objectives
- Apply academic background to “real world” managerial issues
- Gain work experience
- Gain understanding of a new business environment
- Apply the theoretical concepts of the classroom to the realities of the field
- Enhance ability to communicate with and work with professionals
- Identify a problem, gather data, and propose solutions to the problem with an understanding of the managerial implications
- Increase powers of observation and ability to evaluate “real world” business conditions and situations
• Increase perception of business processes
• Demonstrate the ability to participate in and lead groups.
• Demonstrate familiarity with techniques for team building and decision-making.
• Demonstrate the ability to give and receive constructive feedback in a team environment.

Potential functional areas covered in field projects
• Accounting
• Business Law
• Customer Service
• Economics
• Entrepreneurship
• Finance
• Human Resources
• Information Systems
• International Management
• Management and Administration
• Marketing and Sales
• Production and Operations Management
• Quality Management
• Strategic Analysis and Planning

Required Text

Recommended Readings

Case Studies

Course Requirements
1. Students must have a minimum GPA of 2.7 to qualify for a Field Project Course
2. Field Project process must be followed.
3. During a semester each member of the team will work for a minimum of 10 hours/week.
4. Student will complete a Field Project Experience, reflection, and other assignments.
5. A paper relating the Field Project experience will be written and submitted by the student upon completion of the project.
6. The project team will make a presentation relating to the Field Project experience.
7. A grade will be assigned to each member of the team at the end of the semester by the faculty sponsor(s).

Evaluation Requirements
1. A mid-term evaluation of the intern’s performance will be conducted by the faculty sponsor.
2. Employer will evaluate the intern’s experience at the end of the Internship.
3. The faculty sponsor will monitor the Intern to maintain the quality, rigor, and professionalism of the Internship program in order to provide a value-added learning for the Intern.

Course Policies and Guidelines
- Each student in the team is responsible for working out an acceptable arrangement for his/her field project with the faculty advisor(s) and the project supervisor(s) for the course, before committing him/herself to a particular project.
- The team shall contact the organization at which their field training is to take place in order to schedule a pre-training interview with the person who will serve as their supervisor.
- This is a 3-hrs credit course.
- The team shall maintain the same hours during the course of the project or as deemed necessary by the organization supervisor.
- The team shall dress in a manner similar to the personnel in the organization.
- Any team member who has to miss a day due to an emergency should notify the organization supervisor and the faculty advisor.
- Members of the team should conduct themselves in a manner which enhances the productivity of the organization.
- In case of a problem, the students should discuss it with both the organization supervisor and faculty advisor.
- The student team will meet, clarify team roles, and agree on a work plan (including regular meetings) with the faculty advisor.

Grading
Select one or more from the list and indicate weights of each:
Reflection
Case Reports
Projects
Quiz
Exams
Final Report
Mid-term evaluation by employer
Final evaluation by employer
Field project experience
Attendance
Other

Letter Grades and Minimum Percentage:

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