New Course Request

Indiana University

SOUTH BEND Campus

Check Appropriate Boxes: Undergraduate credit [X] Graduate credit [ ] Professional credit [ ]

1. School/Division: SCHOOL OF BUSINESS & ECONOMICS
2. Academic Subject Code: BUS
3. Course Number: X492 (must be cleared with University Enrollment Services)
4. Instructor: 
5. Course Title: UNDERGRADUATE 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 0 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

Dean of Graduate School (when required)  
Chancellor/Vice-President

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
BUS X492: Undergraduate Field Project in Business & Economics
Semester Year

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
1. AT least Junior Status, and
2. Completion of at least 6 credit hours from Business Core Courses
3. GPA of 2.7 or better

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

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