New Course Request

Indiana University
South Bend Campus

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

1. School/Division: School of Continuing Studies
2. Academic Subject Code: SCS-G

3. Course Number: 481 (must be cleared with University Enrollment Services)
4. Instructor: Vukovits, C.

5. Course Title: Professional Internship
   Recommended Abbreviation (Optional) (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Spring 2011

7. Credit Hours: Fixed at _______ or Variable from 1 to 6

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

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

10. Course description (not to exceed 50 words) for Bulletin publication: P: Consent of Instructor. Field experience in a setting appropriate to the students career objectives, under the supervision of a qualified professional. May be repeated for credit up to a maximum of 12 credits.

11. Lecture Contact Hours: Fixed at ___ ARR ___ or Variable from ________ to ________

12. Non-Lecture Contact Hours: Fixed at 0, or Variable from ________ to ________

13. Estimated enrollment: 15 of which 0 percent are expected to be graduate students.

14. Frequency of scheduling: Fall, Spring, Summer. Will this course be required for majors? No

15. Justification for new course: Provide internship opportunity for General Studies students not tied to a specific discipline.

16. Are the necessary reading materials currently available in the appropriate library? N/A

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

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

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: [Signature]
Department Chairman/Division Director

[Signature]
Date 4/16/10

[Signature]
Date

[Signature]
Date 3/12/2010

Dean of Graduate School (when required)

[Signature]
Date

Chancellor/Vice-President

[Signature]
Date

University Enrollment Services

Date

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.
New Course Request

1. School/Division: School of Continuing Studies
2. Academic Subject Code: SCS-G
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Submitted by: ________
Department Chairman/Division Director
Date 4/26/10

Approved by: ________
Dean
Date 3/2/2010

Dean of Graduate School (when required)

Chancellor/Vice-President

University Enrollment Services

Date

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
CJUS-P 304  PROBATION AND PAROLE (3 cr.) Study of probation, parole, and community corrections as subsystems of criminal justice, including the police, courts, and prisons. Theoretical and historical developments will be considered along with current management and research issues.

CJUS-P 310  PUBLIC SAFETY OPERATIONS (3 cr.) P: CJUS-P 100. Examination of threats to public safety including natural and man-made disasters and government response at the local, state, and federal levels. Threat areas include highway and transportation, criminal threats, consumer protection, and fire control and suppression. The roles of police, fire, health care, and emergency planning organizations will be discussed.

CJUS-P 315  CORRECTIONS AND CONSTITUTIONAL LAW (3 cr.) P: CJUS-P 100. Study of historical and recent court decisions that impact the protection of constitutional rights of correctional populations; special attention will be given to the United States Supreme Court decision making process.

CJUS-P 320  FOUNDATIONS OF CRIMINAL INVESTIGATIONS (3 cr.) The pertinence to criminal investigation of physical evidence, people, and documents. Discussion of ethical problems, impact of legal systems on investigative process, and elements of effective testimony. Lectures and case materials.

CJUS-P 370  LEGAL ASPECTS OF CRIMINAL JUSTICE SYSTEMS (3 cr.) P: Consent of instructor. Definition of common crimes in the United States and factors involving the application of criminal law as a formal social control mechanism. Behavior-modifying factors that influence criminal liability and problems created when new offenses are defined.

CJUS-P 375  AMERICAN JUVENILE JUSTICE SYSTEM (3 cr.) Structure and operation of the juvenile justice system in the United States, past and present. Analysis of the duties and responsibilities of the police juvenile officer, the juvenile court judge, and the juvenile probation officer.

CJUS-P 410  ANALYSIS OF CRIME AND PUBLIC POLICY (3 cr.) P: CJUS-P 100, CJUS-P 200, CJUS-P 290, CJUS-P 301, CJUS-P 302, CJUS-P 303, and CJUS-P 370. Explore crime trends and examine crime policies: includes an integration of content learned in other required criminal justice courses.

CJUS-P 413  POLICE-COMMUNITY RELATIONS (3 cr.) Examination of the relations between police and urban communities. Consideration of the social, economic, and political factors that shape these relations and alternative approaches to improving police-community relations.

CJUS-P 481  FIELD EXPERIENCE IN CRIMINAL JUSTICE (1-6 cr.) P: Junior standing, completion of core requirements, and approval of project. Faculty-directed study of aspects of criminal justice based on field experience in conjunction with directed readings and writings.

CJUS-P 495  INDIVIDUAL READINGS AND PROJECTS (1-6 cr.) P: CJUS-P 290, CJUS-K 300, senior status, and consent of chairperson. Individual study project under guidance of faculty member or committee. Credit will not count toward specific CJUS 400 level requirement. May be repeated once for a maximum of 6 credit hours.

CMCL:  COMMUNICATION AND CULTURE

CMCL-C 203  GENDER, SEXUALITY AND THE MEDIA (3 cr.) Examines portrayals of women across various media outlets and diverse cultural regions. The course also considers women as producers and consumers of media products. Topics might focus on a specific medium (e.g., television, film or the Internet), genre (e.g., soap operas, reality TV, anime), or region (the United States, Africa, Asia). Screenings may be required.

CMLT:  COMPARATIVE LITERATURE

CMLT-C 190  AN INTRODUCTION TO FILM (3 cr.) Study the nature of film technique, film language, film form, analysis of specific films, and major historical, theoretical, and critical developments in film and film theory from the beginnings of cinema to the present.

CMLT-C 253  THIRD WORLD AND BLACK AMERICAN FILMS (3 cr.) This class surveys the films of black directors in the United States. We study black directors producing movies within Hollywood and independent directors who challenge traditional cinematic conventions. We examine a range of films from the silent era to the contemporary moment. In addition, we note the influence black United States directors have on Third World film traditions and the influence Third World films have on black United States directors.

Ms. Cindy Vukovits is currently the instructor for CJUS-P 481. General Studie majors enroll in P481 to obtain internship credit in areas unrelated to criminal justice. Ms. Vukovits will teach SCS-G 481 simultaneously (cross-listed) for the General Studies majors.
Internships
Applying classroom knowledge
To real life experiences

INTERNSHIP DIRECTOR
Cynthia Vukovits, M.S.
General Studies Degree Program
Indiana University South Bend
South Bend, IN 46634
Office: DW 2237
Phone: 574-520-4146
Fax: 574-520-5514
cvukovit@iusb.edu

WHY consider an internship?
- To gain valuable work experience.
- To explore possible career paths.
- To gain contacts and network with people and organizations who may help you in the job market.
- To enhance your resume.
- To earn academic credit.

WHO is eligible to do an internship?
- Students with a minimum grade point average of 2.0 (undergraduates).
- Students in the latter part of their educational programs.
- Students in all divisions; however, students need to confirm with their academic advisor that they have elective hours available.

What qualifies as an internship?
- Any work experience that is related to your educational and career goals.
- The key requirement is that the internship involve a NEW experience. Students can earn credit for their current jobs if they are beginning a new project or activity.
- Internships may be part-time or full-time, paid or volunteer.
- Students must work 60 clock hours to earn 1 credit hour. Students may enroll in 1 (minimum) to 6 (maximum) credit hours per semester with a maximum of 6 credit hours overall. Graduate students must work 80 clock hours to earn 1 credit hour.

Where are internship opportunities available?
- Students may find an internship sponsor own or the Internship Director can provide assistance in locating a sponsor.
- Internship opportunities are available in the Michiana area and nationwide.
- Internship opportunities are available in many professional areas including: law, corrections, probation, education, health, community services, government, private business, social service, and many more.

WHEN are internships completed?
- Because work experiences don’t always fit in the typical academic calendar, students may begin an internship any time during the calendar year.
- Students may, with the Internship Director’s approval, count hours worked four months prior to the beginning of the semester for which they are enrolled.

HOW do I earn internship credit?

THE PROCEDURE IS AS FOLLOWS:

1. Confirm with your academic advisor that you have elective hours available. Internships can be used toward the 30 credit hours required at the 300-400 level for the B.G.S. You can use a total of 12 credit hours of internship toward the B.G.S.

2. Discuss your proposed internship with the Internship Director and obtain necessary paperwork.

3. Prior to registering for Internship credit, a contract between the sponsor (employer) and the student must be completed and returned to the Internship Director. The contract consists of:
   - Title and brief description of the proposed internship.
   - Questions directed to the students (e.g., Why have you chosen this particular organization? What do you expect to learn?)
   - Questions directed to the sponsor/ supervisor (e.g., What results are expected from the intern? In what areas will the intern be expected to exercise responsibility?)
   - A request for a signed copy of the sponsors’ sexual harassment policy.

4. When students return their completed contracts, the Internship Director will give them authorization to enroll in SCS-X XXX.

5. During the semester, students submit progress reports, journals, and supervisor evaluations (3 of each). These forms are submitted after one-third of the clock hours have been completed, after two-thirds, and when the final clock hours have been completed. Forms are available from the Internship Director. There are also 4 mandatory classes that are scheduled throughout the semester. Please refer to your registration for dates.

6. Upon completion, students will receive a grade of S (satisfactory) or F (fail). A satisfactory grade is dependent on completion of the required hours and proper completion of all paperwork. Students who have otherwise met the terms of the internship, but are unable to complete the required clock hours during the semester in which they are enrolled, may be given an incomplete.
Internship Contract

INTERNSHIP DIRECTOR
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Office: DW 2237
Phone: 574-520-4146
Fax: 574-520-5514
cvukovit@iusb.edu

Name: ___________________________ 10 Digit Student ID Number: ___________________________

Semester: ___________________________

Number of Credits for Internship: ___________________________

Intern Address: ___________________________ Intern Telephone: ___________________________

Intern E-mail address: ___________________________

Name of Agency/Organization: ___________________________

Address: ___________________________

Telephone: ___________________________

Supervisor: ___________________________

Title and Brief Description of Proposed Internship: ___________________________

Beginning Date: ___________________________

Estimated Date Of Completion: ___________________________

Estimated Number of Hours of Work per Week: ___________________________

Approved by Internship Director: ___________________________ Date: ___________________________
To be Completed by Student Intern

1. Why have you chosen this organization?

2. What do you want to learn from your internship experience? (i.e., what are your objectives?)

3. Explain how you intend to gain the knowledge and/or skills stated in (2) above.

Supervisor Approval:

I understand that undergraduate students are required to serve 60 clock hours for each credit hour enrolled (graduate students serve 80 clock hours). I understand that this contract, the three sets of journals, the supervisor evaluations, and the student progress reports, must be on file in the Internship Office in order to receive academic credit. I also understand that the course is an elective and that the final grade will be satisfactory/fail. Your signature below denotes that you understand and accept the course requirements.

Supervisor's Signature: _______________________________________________

Date: ________________________________
To be Completed by Student Intern

1. Why have you chosen this organization?

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Supervisor’s Signature: ____________________________________________

Date: __________________________
Internship Journal #1
Submit after 1/3 of the required clock hours have been completed

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General Studies Degree Program
Indiana University South Bend
South Bend, IN 46634
Office: DW 2237
Phone: 574-520-4146
Fax: 574-520-5514
evukovit@iusb.edu

Intern: ___________________________ Date: ___________________________
Organization: ___________________________ Semester: ___________________________
Supervisor’s Name: ___________________________ Number of Credit Hours Enrolled: ___________

Brief Description of Your Work Activities
Include all Professional Experiences

Week Of ___________________________
Number of Hours ___________________________

Week Of ___________________________
Number of Hours ___________________________

______________________________
Brief Description of Your Work Activities
Include all Professional Experiences

Week Of ___________________
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Brief Description of Your Work Activities
Include all Professional Experiences

Week Of _______________
Number of Hours _________
Internship Student Progress Report-Number 1
To be completed and turned in by the student when 1/3 of the required clock hours have been completed.

1. Describe how your work experience has helped you develop in each of the following areas:
   
   Efficient use of time:
   
   Problem solving ability:
   
   Understanding and managing interpersonal relationships:
   
   Self-confidence and the ability to work independently without close supervision:
   
   Leadership Skills:

2. Describe any new knowledge, skills and/or abilities you have acquired since your last report (i.e., what do you know, or what can you do, that you couldn’t do before?).

3. In what way(s) have you been able to apply classroom learning to your job?

4. Are you satisfied with your progress? Please explain.

5. Are you satisfied with your work environment (e.g., supervisor, coworkers and resources)? Please explain.

6. Have you work objectives or responsibilities changed since your last report? If yes, please explain.

7. Other comments about your internship?
**Supervisor's Evaluation Number 1**

*To be completed by the supervisor and turned in by the student intern when 1/3 of the required clock hours have been completed*

**Intern:** ___________________________  **Date:** ___________________________

**Organization:** _______________________

Please circle the number which most accurately describes the intern's performance in each of the following areas:

1 = Needs Improvement,  2-4 = Satisfactory,  5 = Above Average

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**Work Habits and Attitudes**

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**Work-related Knowledge and Skills**

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**Comments:**

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**Signatures:**

**Student** ___________________________  **Date** ___________________________

**Supervisor** ___________________________  **Date** ___________________________
**Supervisor's Evaluation Number 1**

*To be completed by the supervisor and turned in by the student intern when 1/3 of the required clock hours have been completed.*

**Intern:** ___________________________  **Date:** ___________________________

**Organization:** ___________________________

Please circle the number which most accurately describes the intern's performance in each of the following areas:

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**Comments:**

**Signatures:**

**Student** ___________________________  **Date** ___________________________

**Supervisor** ___________________________  **Date** ___________________________
Internship Journal #2
Submit after 2/3 of the required clock hours have been completed

INTERNSHIP DIRECTOR
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South Bend, IN 46634
Office: DW 2237
Phone: 574-520-4146
Fax: 574-520-5514
cvukovits@iusb.edu

Intern: __________________________ Date: __________________________
Organization: __________________________ Semester: __________________________
Supervisor’s Name: __________________________ Number of Credit Hours Enrolled: ___________

Brief Description of Your Work Activities
Include all Professional Experiences

Week Of _________________
Number of Hours __________

________________________________________
Week Of __________________
Number of Hours __________

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Brief Description of Your Work Activities
Include all Professional Experiences

Week Of __________________
Number of Hours ____________

Week Of __________________
Number of Hours ____________

Week Of __________________
Number of Hours ____________

Week Of __________________
Number of Hours ____________
Internship Student Progress Report-Number 2

To be completed and turned in by the student when 2/3 of the required clock hours have been completed.

1. Describe how your work experience has helped you develop in each of the following areas:
   
   Efficient use of time:
   
   Problem solving ability:
   
   Understanding and managing interpersonal relationships:
   
   Self-confidence and the ability to work independently without close supervision:
   
   Leadership Skills:

2. Describe any new knowledge, skills and/or abilities you have acquired since your last report (i.e., what do you know, or what can you do, that you couldn’t do before?).

3. In what way(s) have you been able to apply classroom learning to your job?

4. Are you satisfied with your progress? Please explain.

5. Are you satisfied with your work environment (e.g., supervisor, coworkers and resources)? Please explain.

6. Have you work objectives or responsibilities changed since your last report? If yes, please explain.

7. Other comments about your internship?
Supervisor's Evaluation Number 2

To be completed by the supervisor and turned in by the student intern when 2/3 of the required clock hours have been completed.

Intern: ___________________________________ Date: ___________________________________

Organization: ____________________________

Please circle the number which most accurately describes the intern's performance in each of the following areas:

1 = Needs Improvement    2-4 = Satisfactory    5 = Above Average

**Work Habits and Attitudes**

- Uses time efficiently and effectively. 1 2 3 4 5
- Work is consistently accurate and complete. 1 2 3 4 5
- Meets attendance and punctuality requirements. 1 2 3 4 5
- Completes assigned tasks on time. 1 2 3 4 5
- Willing and eager to learn and take on new responsibilities. 1 2 3 4 5
- Is self-reliant, can complete his/her work assignments without relying on others for direction. 1 2 3 4 5
- Works well with others. 1 2 3 4 5

**Work-related Knowledge and Skills**

- Demonstrates acceptable knowledge of the organization and area of responsibility. 1 2 3 4 5
- Problem Identification Skills 1 2 3 4 5
- Judgment 1 2 3 4 5
- Written Communication Skills 1 2 3 4 5
- Oral Communication Skills 1 2 3 4 5
- Leadership Skills 1 2 3 4 5

Comments:

Signatures:

**Student** ___________________________________ Date ___________________________________

**Supervisor** ___________________________________ Date ___________________________________
**Supervisor's Evaluation Number 2**
*To be completed by the supervisor and turned in by the student intern when 2/3 of the required clock hours have been completed.*

**Intern:** ___________________________  **Date:** ___________________________

**Organization:** ___________________________

Please circle the number which most accurately describes the intern's performance in each of the following areas:

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### Work Habits and Attitudes
- Uses time efficiently and effectively. 1 2 3 4 5
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- Willing and eager to learn and take on new responsibilities. 1 2 3 4 5
- Is self-reliant, can complete his/her work assignments without relying on others for direction. 1 2 3 4 5
- Works well with others. 1 2 3 4 5

### Work-related Knowledge and Skills
- Demonstrates acceptable knowledge of the organization and area of responsibility. 1 2 3 4 5
- Problem Identification Skills 1 2 3 4 5
- Judgment 1 2 3 4 5
- Written Communication Skills 1 2 3 4 5
- Oral Communication Skills 1 2 3 4 5
- Leadership Skills 1 2 3 4 5

**Comments:**

**Signatures:**

**Student** ___________________________  **Date** ___________________________

**Supervisor** ___________________________  **Date** ___________________________
Internship Journal #3
Submit after all of the required clock hours have been completed

INTERNSHIP DIRECTOR
Cynthia Vukovits, M.S.
General Studies Degree Program
Indiana University South Bend
South Bend, IN 46634
Office: DW 2237
Phone: 574-520-4146
Fax: 574-520-5514
cvukovic@iusb.edu

Intern: ___________________________ Date: ___________________________
Organization: ___________________________ Semester: ___________________________
Supervisor’s Name: ___________________________ Number of Credit Hours Enrolled: __________

Brief Description of Your Work Activities
Include all Professional Experiences

Week Of ___________________________
Number of Hours __________

__________________________

Week Of ___________________________
Number of Hours __________

__________________________
Brief Description of Your Work Activities
Include all Professional Experiences

Week Of __________________
Number of Hours __________

Week Of __________________
Number of Hours __________

Week Of __________________
Number of Hours __________

Week Of __________________
Number of Hours __________
Brief Description of Your Work Activities
Include all Professional Experiences

Week Of ________________
Number of Hours __________

Week Of ________________
Number of Hours __________

Week Of ________________
Number of Hours __________

Week Of ________________
Number of Hours __________
Internship Student Progress Report-Number 3
To be completed and turned in by the student intern when all of the required clock hours have been completed.

1. Describe how your work experience has helped you develop in each of the following areas:

   Efficient use of time:

   Problem solving ability:

   Understanding and managing interpersonal relationships:

   Self-confidence and the ability to work independently without close supervision:

   Leadership Skills:

2. Describe any new knowledge, skills and/or abilities you have acquired since your last report (i.e., what do you know, or what can you do, that you couldn’t do before?).

3. In what way(s) have you been able to apply classroom learning to your job?

4. Are you satisfied with your progress? Please explain.

5. Are you satisfied with your work environment (e.g., supervisor, coworkers and resources)? Please explain.

6. Have you work objectives or responsibilities changed since your last report? If yes, please explain.

7. Other comments about your internship?
# Supervisor's Evaluation Number 3

To be completed by the supervisor and turned in by the student intern when all of the required clock hours have been completed.

**Intern:** ___________________________  **Date:** ___________________________

**Organization:** ___________________________

Please circle the number which most accurately describes the intern’s performance in each of the following areas:

1 = Needs Improvement  2-4 = Satisfactory  5 = Above Average

### Work Habits and Attitudes

<table>
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<tr>
<th>Behavior</th>
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<th>2</th>
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<th>5</th>
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### Work-related Knowledge and Skills

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</table>

**Comments:**

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**Signatures:**

**Student** ___________________________  **Date** ___________________________

**Supervisor** ___________________________  **Date** ___________________________
Supervisor's Evaluation Number 3

To be completed by the supervisor and turned in by the student intern when all of the required clock hours have been completed.

Intern: ___________________________ Date: ___________________________

Organization: ___________________________

Please circle the number which most accurately describes the intern's performance in each of the following areas:

1 = Needs Improvement  2-4 = Satisfactory  5 = Above Average

Work Habits and Attitudes

Uses time efficiently and effectively.  1  2  3  4  5
Work is consistently accurate and complete.  1  2  3  4  5
Meets attendance and punctuality requirements.  1  2  3  4  5
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Work-related Knowledge and Skills

Demonstrates acceptable knowledge of the organization and area of responsibility.  1  2  3  4  5
Problem Identification Skills  1  2  3  4  5
Judgment  1  2  3  4  5
Written Communication Skills  1  2  3  4  5
Oral Communication Skills  1  2  3  4  5
Leadership Skills  1  2  3  4  5

Comments:

Signatures:

Student ___________________________ Date ___________________________

Supervisor ___________________________ Date ___________________________
From: "Anderson, Allen F." <allander@iusb.edu>
Subject: RE: question on SCS-G481
Date: May 26, 2010 1:16:05 PM GMT-04:00
To: "Vollrath, David A" <vollrath@iusb.edu>, "Brown, Anne E" <abrown@iusb.edu>

Anne: I do confirm that I support the cross-listing of the CJUS internship course.

Al

-----Original Message-----
From: Vollrath, David A
Sent: Wednesday, May 26, 2010 12:54 PM
To: Brown, Anne E
Cc: Anderson, Allen F.
Subject: RE: question on SCS-G481

Anne:

1) We proposed variable credit for the courses because the existing EDUC-F 203 and 401 courses are variable credit. We have always offered the courses for 1 credit each, but the variable format seems useful in case we decide to revise significantly the work load in either course. This is more an administrative than curricular rationale, so if the Committee feels that fixed credit is preferable, we can live with that.

2) Our rationale for cross-listing is also more administrative than curricular. I have notified Allen Anderson of our proposal to cross-list the GS and CJ internships courses, and he has endorsed this arrangement. However, if the Committee feels that the courses should not be cross-listed, we can cope.

Thanks,

DV

-----Original Message-----
From: Brown, Anne E
Sent: Monday, May 24, 2010 2:01 PM
To: Vollrath, David A
Subject: Re: question on SCS-G481

Dave,

We had a couple more questions about your proposals:

1) Could you clarify why G203 and G400 are proposed for variable rather than fixed credit?

2) While there is no place on the form for approval of the department chair of Criminal Justice, can you confirm that he is aware of the arrangement planned for cross-listing G481? We did find this to be sort of an odd request, since it is a purely administrative question rather than a question of curriculum (right?)

Thanks,

Anne
On May 18, 2010, at 4:10 PM, Vollrath, David A wrote:

Anne:

Historically, the GS program used the SPEA internship course and coordinator as the means to provide GS students with access to internships. After the break-up of SPEA, the internship course became a CJUS course.

Cindy Vukovits now coordinates internships for both CJUS and GS (as well as advises students for both programs). The courses, although cross-listed, each address the experiential learning process of an internship (e.g., reflections in journals and discussion of field experiences), rather than focus on criminal justice concepts.

Cross-listing these courses will facilitate their management by the common instructor, for example, by having a single enrollment cap for both courses.

If you and/or the Committee have other questions, let us know.

DV

-----Original Message-----
From: Brown, Anne E
Sent: Tuesday, May 18, 2010 10:20 AM
To: Vollrath, David A
Subject: question on SCS-G481

Hi Dave,

The Senate Curriculum Committee is considering your General Studies course proposals and one question has arisen about G481. Why exactly is a general studies course cross-listed with a criminal justice course? We are confused by the connection. Is there anything you can add that would clarify what is going on here?

Thanks,
Anne
Thanks.

INDIANA UNIVERSITY

From: Callison, Daniel J.
Sent: Monday, April 26, 2010 1:22 PM
To: Christopher, Karen Jeanne
Cc: Vollrath, David A; Gardner, Marlene J
Subject: RE: New Course Requests

Hi Danny,

I have the New Course Requests prepared and hope to place them in campus mail to you today. Our campus has a route sheet that requires your signature in addition to the IU multi-part form. I'll flag the locations so you don't have to hunt through the stack of documents.

They need to be returned to our Senate Curriculum Committee Chair:
   Anne Brown
   Mathematical Sciences
   IU South Bend
   Northside Hall #307

I'm sending them to you at 408 N. Union St., Bloomington, IN 47405. Do I need to include a room number?

Thanks,
Karen

Karen J. Christopher,
Assistant Director
General Studies Degree Program
Indiana University South Bend
574-520-4260 (Appointments)
http://www.iusb.edu/~sbgems

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