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| For Academic Affairs and Research Use Only |  |
| Proposal Number                            |  |
| CIP Code:                                  |  |
| Degree Code:                               |  |

## NEW OR MODIFIED COURSE PROPOSAL FORM

- Undergraduate Curriculum Council  
 Graduate Council

New Course,  Experimental Course (1-time offering), or  Modified Course (Check one box)

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

Amy Hyman 11/7/2022  
 Department Curriculum Committee Chair

|                                   |               |
|-----------------------------------|---------------|
|                                   | ENTER DATE... |
| <b>COPE Chair (if applicable)</b> |               |

Joseph Richmond 11/7/2022  
 Department Chair

|                                     |               |
|-------------------------------------|---------------|
|                                     | ENTER DATE... |
| <b>Head of Unit (if applicable)</b> |               |

Amy Hyman 11/17/2022  
 College Curriculum Committee Chair

|   |               |
|---|---------------|
|   | ENTER DATE... |
| <b>Undergraduate Curriculum Council Chair</b> |               |

ENTER DATE...

**Director of Assessment (new courses only)**

|  |               |
|--|---------------|
|  | ENTER DATE... |
| <b>Graduate Curriculum Committee Chair</b> |               |

Scott E. Gordon 11-17-22  
 College Dean

|   |        |
|---|--------|
| Len Frey                                    | 3/3/23 |
| <b>Vice Chancellor for Academic Affairs</b> |        |

ENTER DATE...

**General Education Committee Chair (if applicable)**

1. Contact Person (Name, Email Address, Phone Number)  
[ahyman@astate.edu](mailto:ahyman@astate.edu) 3672

2. Proposed starting term and Bulletin year for new course or modification to take effect

Spring 2023

**Instructions:**

Please complete all sections unless otherwise noted. For course modifications, sections with a “Modification requested?” prompt need not be completed if the answer is “No.”

3.

|  | Current (Course Modifications Only)   | Proposed (New or Modified)<br><i>(Indicate “N/A” if no modification)</i>   |
|--|---|--|
| Prefix   | DPEM  | N/A  |
| Number*  | 665V  | N/A  |
| Title<br>(include a short title that’s 30 characters or fewer) | Final Project Internship in DPEM  | Final Project Internship in DPEM   |
| Description**  | Final Project Internship is one of three options students may choose to complete the six credit hours of the Final Project curriculum. Students choosing this option will complete 240 contact hours at an approved site related to disaster preparedness and emergency management. | Final Project Internship is one of three options students may choose to complete the six credit hours of the Final Project Capstone curriculum. Students choosing this option will complete 240 contact hours at an approved site related to disaster preparedness and emergency management. Prerequisites: DPEM 6123 and instructor permission. |

\* Confirm with the Registrar’s Office that number chosen has not been used before and is available for use. For variable credit courses, indicate variable range. *Proposed number for experimental course is 9.*

\*\*Forty words or fewer (excepting prerequisites and other restrictions) as it should appear in the Bulletin.

4. Proposed prerequisites and major restrictions [Modification requested? No]

(Indicate all prerequisites. If this course is restricted to a specific major, which major. If a student does not have the prerequisites or does not have the appropriate major, the student will not be allowed to register).

- a. YES Are there any prerequisites?
  - a. If yes, which ones?  
DPEM 6123 and instructor permission
  - b. Why or why not?  
DPEM 665V is one of the options for the Capstone course that students take before graduating. They need a basic knowledge of research before beginning their internship as research methods are used in the internship course. Instructor permission is needed in order to ensure that an internship site and mentor has been located.
  
- b. YES Is this course restricted to a specific major?
  - a. If yes, which major? Master of Science in Disaster Preparedness Emergency Management

**5. Proposed course frequency** [Modification requested? N/A]  
(e.g. Fall, Spring, Summer; if irregularly offered, please indicate, "irregular.") *Not applicable to Graduate courses.*

Enter text...

**6. Proposed course type** [Modification requested? No]  
Will this course be lecture only, lab only, lecture and lab, activity (e.g., physical education), dissertation/thesis, capstone, independent study, internship/practicum, seminar, special topics, or studio? Please choose one.

Enter text...

**7. Proposed grade type** [Modification requested? No]  
What is the grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental, or other [please elaborate])

Enter text...

8. NO Is this course dual-listed (undergraduate/graduate)?

9. NO Is this course cross-listed?

*(If it is, all course entries must be identical including course descriptions. Submit appropriate documentation for requested changes. It is important to check the course description of an existing course when adding a new cross-listed course.)*

a. – If yes, please list the prefix and course number of the cross-listed course.

Enter text...

b. – **Yes / No** Can the cross-listed course be used to satisfy the prerequisite or degree requirements this course satisfies?

Enter text...

10. NO Is this course in support of a new program?

a. If yes, what program?

Enter text...

11. NO Will this course be a one-to-one equivalent to a deleted course or previous version of this course (please check with the Registrar if unsure)?

a. If yes, which course?

Enter text...

## Course Details

**12. Proposed outline** [Modification requested? No]  
(The course outline should be topical by weeks and should be sufficient in detail to allow for judgment of the content of the course.)

Enter text...

**13. Proposed special features** [Modification requested? No]  
(e.g. labs, exhibits, site visitations, etc.)

Enter text...

**14. Department staffing and classroom/lab resources**

N/A

a. Will this require additional faculty, supplies, etc.?

Enter text...

15. NO Does this course require course fees?

*If yes: please attach the New Program Tuition and Fees form, which is available from the UCC website.*

## Justification

### Modification Justification (Course Modifications Only)

#### 16. Justification for Modification(s)

The pre-requisite of DPEM 6123 and instructor permission have always been in place. It was just recently realized that the pre-requisites for this class are not listed in the Bulletin. The words “final project” confuses students in what the course entails. Students think that there is an additional project in addition to the internship course. Eliminating the words “final project” will hopefully eliminate any confusion regarding the course, and what it entails.

### New Course Justification (New Courses Only)

#### 17. Justification for course. Must include:

- a. Academic rationale and goals for the course (skills or level of knowledge students can be expected to attain)

Enter text...

- b. How does the course fit with the mission of the department? If course is mandated by an accrediting or certifying agency, include the directive.

Enter text...

- c. Student population served.

Enter text...

- d. Rationale for the level of the course (lower, upper, or graduate).

Enter text...

## Assessment

### Assessment Plan Modifications **(Course Modifications Only)**

18. NO Do the proposed modifications result in a change to the assessment plan?  
*If yes, please complete the Assessment section of the proposal*

### **Relationship with Current Program-Level Assessment Process (Course modifications skip this section unless the answer to #18 is “Yes”)**

19. What is/are the intended program-level learning outcome/s for students enrolled in this course? Where will this course fit into an already existing program assessment process?

Enter text...

20. Considering the indicated program-level learning outcome/s (from question #19), please fill out the following table to show how and where this course fits into the program’s continuous improvement assessment process.

*For further assistance, please see the ‘Expanded Instructions’ document available on the UCC - Forms website for guidance, or contact the Office of Assessment at 870-972-2989.*

|  |   |
|--|---|
| <b>Program-Level Outcome 1 (from question #19)</b>             | Type outcome here. What do you want students to think, know, or do when they have completed the course?   |
| Assessment Measure   | Please include direct and indirect assessment measure for outcome.  |
| Assessment Timetable   | What semesters, and how often, is the outcome assessed?   |
| Who is responsible for assessing and reporting on the results? | Who (person, position title, or internal committee) is responsible for assessing, evaluating, and analyzing results, and developing action plans? |

*(Repeat if this new course will support additional program-level outcomes)*

### **Course-Level Outcomes**

21. What are the course-level outcomes for students enrolled in this course and the associated assessment measures?

|   |   |
|---|---|
| <b>Outcome 1</b>  | Type outcome here. What do you want students to think, know, or do when they have completed the course? |
| Which learning activities are responsible for this outcome? | List learning activities.   |
| Assessment Measure  | What will be your assessment measure for this outcome?  |

*(Repeat if needed for additional outcomes)*

## Bulletin Changes

### Instructions

Please visit <http://www.astate.edu/a/registrar/students/bulletins/index.dot> and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Please include a before (with changed areas highlighted) and after of all affected sections.

\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.

Link: [https://catalog.astate.edu/preview\\_program.php?catoid=4&poid=1014&returnto=113](https://catalog.astate.edu/preview_program.php?catoid=4&poid=1014&returnto=113)

### BEFORE

#### Capstone

(Select one of the following/offered every term as needed.)

- [DPEM 665V - Final Project Internship in DPEM](#) Sem. Hrs: Variable
- [DPEM 667V - Research in DPEM](#) Sem. Hrs: Variable
- [DPEM 668V - Thesis in DPEM](#) Sem. Hrs: Variable

#### DPEM 665V - Final Project Internship in DPEM

Sem. Hrs: Variable

**Final Project** Internship is one of three options students may choose to complete the six credit hours of the **Final Project Capstone** curriculum. Students choosing this option will complete 240 contact hours at an approved site related to disaster preparedness and emergency management. **Prerequisites, DPEM 6123 Research Design and instructor permission.**

### PROGRAM REQUIREMENTS:

- 
- [DPEM 6103 - Health Care Issues And Policies Related To Disaster Preparedness And Emergency Management](#) **Sem. Hrs: 3**
  - [DPEM 6113 - Theory Development In Disaster Preparedness And Emergency Management](#) **Sem. Hrs: 3**
  - [DPEM 6123 - Research Design And Methodologies In Disaster Preparedness And Emergency Management](#) **Sem. Hrs: 3**
  - [DPEM 6133 - Ethics And Legal Considerations In Disaster Preparedness And Emergency Management](#) **Sem. Hrs: 3**
  - [DPEM 6143 - Global Perspectives in Disaster Preparedness in Disaster Preparedness and Emergency Management](#) **Sem. Hrs: 3**
  - [DPEM 6153 - Crisis Communication In Disaster Preparedness And Emergency Management](#) **Sem. Hrs: 3**

**Select one of the following:**

- 
- [DPEM 665V - Final Project Internship in DPEM](#) **Sem. Hrs: Variable**
  - [DPEM 667V - Research in DPEM](#) **Sem. Hrs: Variable**
  - [DPEM 668V - Thesis in DPEM](#) **Sem. Hrs: Variable**

**Sub-total: 24**

## AFTER

### Fall Courses

- 
- [DPEM 6153 - Crisis Communication In Disaster Preparedness And Emergency Management](#) **Sem. Hrs: 3**
  - [DPEM 6113 - Theory Development In Disaster Preparedness And Emergency Management](#) **Sem. Hrs: 3**
  - EMPHASIS Course
  - EMPHASIS Course, Practicum or a Capstone course.

### Spring Courses

- 
- [DPEM 6123 - Research Design And Methodologies In Disaster Preparedness And Emergency Management](#) **Sem. Hrs: 3**
  - [DPEM 6143 - Global Perspectives in Disaster Preparedness in Disaster Preparedness and Emergency Management](#) **Sem. Hrs: 3**
  - EMPHASIS Course
  - EMPHASIS Course, Practicum or Practicum or a Capstone course.

### Summer Courses

- 
- [DPEM 6103 - Health Care Issues And Policies Related To Disaster Preparedness And Emergency Management](#) **Sem. Hrs: 3**
  - [DPEM 6133 - Ethics And Legal Considerations In Disaster Preparedness And Emergency Management](#) **Sem. Hrs: 3**
  - EMPHASIS Course
  - EMPHASIS Course, Practicum or Practicum or a Capstone course.



## Capstone

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(Select one of the following/offered every term as needed.)

- [DPEM 665V - Internship in DPEM](#) Sem. Hrs: Variable
- [DPEM 667V - Research in DPEM](#) Sem. Hrs: Variable
- [DPEM 668V - Thesis in DPEM](#) Sem. Hrs: Variable

### DPEM 665V - Final Project Internship in DPEM

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**Sem. Hrs: Variable**

Internship is one of three options students may choose to complete the six credit hours of the Capstone curriculum. Students choosing this option will complete 240 contact hours at an approved site related to disaster preparedness and emergency management. Prerequisites, DPEM 6123 Research Design and instructor permission.

## PROGRAM REQUIREMENTS:

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- [DPEM 6103 - Health Care Issues And Policies Related To Disaster Preparedness And Emergency Management](#) Sem. Hrs: 3
- [DPEM 6113 - Theory Development In Disaster Preparedness And Emergency Management](#) Sem. Hrs: 3
- [DPEM 6123 - Research Design And Methodologies In Disaster Preparedness And Emergency Management](#) Sem. Hrs: 3
- [DPEM 6133 - Ethics And Legal Considerations In Disaster Preparedness And Emergency Management](#) Sem. Hrs: 3
- [DPEM 6143 - Global Perspectives in Disaster Preparedness in Disaster Preparedness and Emergency Management](#) Sem. Hrs: 3
- [DPEM 6153 - Crisis Communication In Disaster Preparedness And Emergency Management](#) Sem. Hrs: 3

**Select one of the following:**

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- [DPEM 665V - Internship in DPEM](#) Sem. Hrs: Variable
- [DPEM 667V - Research in DPEM](#) Sem. Hrs: Variable
- [DPEM 668V - Thesis in DPEM](#) Sem. Hrs: Variable

**Sub-total: 24**