UMBC UGC Instructions for New Course Request Form (revised 2/2015)

Course number & title: Enter the number and title of the course at the top of the page. Contact the Registrar's Office to confirm that the desired course number is available.

Date submitted: The date that the form will be submitted to the UGC.

Effective date: The semester the new course is in effect, if approved.

Contact information: Provide the contact information of the Chair or UPD of the department or program housing the course. If the course is not housed in a department or program, then provide the same information for the head of the appropriate academic unit. (See UGC Procedures) If another faculty member should also be contacted for questions about the request and be notified about UGC actions on the request, include that person's contact information on the second line.

Course number: For cross-listed courses, provide all the numbers for the new course.

Transcript title: Limited to 30 characters, including spaces.

Recommended Course Preparation: *Please note that all 300 and 400 level courses should have either recommended course preparation(s) or prerequisite(s) and that 100 or 200 level courses may have them.*
Here fill in what previous course(s) a student should have taken to succeed in the course. These recommendations will NOT be enforced by the registration system. Please explain your choices in the "rationale" (discussed below).

Prerequisite: *Please note that all 300 and 400 level courses should have either recommended course preparation(s) or prerequisite(s)* Here fill in course(s) students need to have taken before they enroll in this course. These prerequisites will be enforced through the registration system. Please explain your choices in the "rationale" (discussed below).

NOTE: Please use the words "AND" and "OR", along with parentheses as appropriate, in the lists of prerequisites and recommended preparation so that the requirements specified will be interpreted unambiguously.

NOTE: Unless otherwise indicated, a prerequisite is assumed to be passed with a "D" or better.

Maximum total credits: This should be equal to the number of credits for courses that cannot be repeated for credit. For courses that may be repeated for credit, enter the maximum total number of credits a student can receive from this course. E.g., enter 6 credits for a 3 credit course that may be taken a second time for credit, but not for a third time. Please note that this does NOT refer to how many times a class may be retaken for a higher grade.

Grading method(s): Check all that apply.

Proposed catalog description: Provide the exact wording of the course description as it will appear in the next undergraduate catalog. Course proposals should be a) no longer than 75 words, b) stated in declarative sentences in language accessible to students, and c) avoid reference to specific details that may not always pertain (e.g., dates, events, etc.). Course descriptions should not repeat information about prerequisites (which are always listed alongside the course description)."

Rationale: Please explain the following:
a) Why is there a need for this course at this time?
b) How often is the course likely to be taught?
c) How does this course fit into your department's curriculum?
d) What primary student population will the course serve?
e) Why is the course offered at the level (ie. 100, 200, 300, or 400 level) chosen?
f) Explain the appropriateness of the recommended course preparation(s) and prerequisite(s).
g) Explain the reasoning behind the P/F or regular grading method.
h) Provide a justification for the repeatability of the course.

Cross-listed courses: Requests to create cross-listed courses must be accompanied by letters of support via email from all involved department chairs. Proposals for new courses or the addition of a cross-listing to an existing course must include as a part of the rationale the specific reason why cross-listing is appropriate. Email from all involved department chairs is also required when cross-listing is removed and when a cross-listed course is discontinued. Please note that Special
Topics courses cannot be cross-listed.

Course Outline: Provide a syllabus with main topics and a weekly assignment schedule which includes complete citations for readings with page numbers as appropriate. Explain how students' knowledge and skills will be assessed.

Note: the UGC form is a Microsoft Word form. You should be able to enter most of the information by tabbing through the fields. The document is protected. In the rare case that you need to unprotect the document, use the password 'ugcform'. Beware that you will lose all the data entered in the form's fields if you unlock and lock the document.

UMBC UGC New Course Request: <u>SOWK 250 Introduction to Social Work</u>

Date Submitted: 9/22/2016   Proposed Effective Date: Aug 2017

	Name	Email	Phone	Dept
Dept Chair or UPD	Carolyn Tice	tice@umbc.edu	410-455-2144	Social Work
Other Contact	Karen Kraft	kkraft@umbc.edu	410-455-2145	Social Work

COURSE INFORMATION:

Course Number(s)	SOWK 250 – **This number fits with the sequence of our curriculum.**
Formal Title	Introduction to Social Work
Transcript Title (≤30c)	Introduction to Social Work
Recommended Course Preparation	
Prerequisite **NOTE:** Unless otherwise indicated, a prerequisite is assumed to be passed with a "D" or better.	
Credits	3
Repeatable?	☐ Yes ☒ No
Max. Total Credits	3 This should be equal to the number of credits for courses that cannot be repeated for credit. For courses that may be repeated for credit, enter the maximum total number of credits a student can receive from this course. E.g., enter 6 credits for a 3 credit course that may be taken a second time for credit, but not for a third time. Please note that this does NOT refer to how many times a class may be retaken for a higher grade.
Grading Method(s)	☒ Reg (A-F) ☐ Audit ☐ Pass-Fail

PROPOSED CATALOG DESCRIPTION (no longer than 75 words**):**
This course introduces students to the social work profession and to fundamental concepts of generalist social work practice. Students will learn concepts central to understanding the profession's work on behalf of vulnerable populations. The course includes an overview of the nation's social service delivery system, social inequality, and social work advocacy.

RATIONALE FOR NEW COURSE:
This course has been created to provide additional emphasis on generalist social work practice, which provides the fundamental knowledge base for social workers. As of now, the department does not offer an introduction to social work course, which is needed to establish a general foundation for social work majors as they move into more advanced courses. Although the primary student population this course will serve are social majors, the course will also serve as an introduction to the profession for potential majors and for students interested in the provision of the US social service delivery system. Components of Social Work 240, a course currently offered, will transfer to the new course, while others components have been added and others expanded. The course will be offered every semester, as it will be a required course for social work majors. Students will be required to take this course prior to entering the major's first methods course (SOWK 397). The course will be offered as a face-to-face class and could potentially be offered as a hybrid class in the future. This is a 200 level course, which is consistent with the current program's courses. The grading proposed (regular grading) is also consistent with how all other classes (except for the field experience) are graded in the social work major.

ATTACH COURSE OUTLINE (mandatory): Course outlined attached