

UMBC UGC Instructions for Change in Existing Course Form (Revised 2/2015)

Course number & title: Enter the current course number and title of the course at the top of the page.

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

Effective date: The semester that the change will be effective, if approved.

Contact information: Provide the contact information of the Chair or UPD of the department 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 information: Provide all of the current information for this course. Check the "change" column for aspects of the course that will be changed by this proposal and provide the specific changes. Unchanged fields may be left blank under the "proposed" column. *Note: all 300- and 400-level courses must have prerequisites or recommended preparation.*

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

Transcript title: Limited to 30 characters, including spaces. Leave the current transcript title blank if this is not known.

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.

Current catalog description: Provide the course description as it appears in the current undergraduate catalog or since the last UGC-approved change.

Proposed catalog description: If this proposal involves a change in the course description, provide the exact wording of the course description as it will appear in the next undergraduate catalog. Course descriptions should be a) no longer than 75 words, b) stated in complete sentences, and c) avoid reference to specific details that may not always pertain (e.g., dates, events, etc.). Leave blank if this proposal does not change the course description. Course descriptions should not repeat information about prerequisites (which are always listed alongside the course description).

Rationale: Provide a brief explanation for the need for the proposed changes.

Cross-listed courses: Requests to change cross-listed courses must be accompanied by letters of support via email from all involved department chairs. Proposals for 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 cannot be cross-listed.

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 Change in Existing Course: BIOL 398: Co-op Internship in the Biological Sciences

Date Submitted: 2/12/2018

Proposed Effective Date: Fall 2018

	Name	Email	Phone	Dept
Dept Chair or UPD	Philip Farabaugh	farabaug@umbc.edu	53018	BIOL
Other Contact	David Eisenmann	eisenman@umbc.edu	52256	BIOL
Other	Nichole Zang Do	Zang.do@umbc.edu	58071	BIOL

COURSE INFORMATION: (please provide all information in the "current" column, and only the information changing in the "proposed" column)

change		current	proposed
<input type="checkbox"/>	Course Number(s)	BIOL 398	
<input type="checkbox"/>	Formal Title	Co-op Internship in the Biological Sciences	
<input type="checkbox"/>	Transcript Title (≤30c)	Co-op in Biol. Science	
<input type="checkbox"/>	Recommended Course Preparation		
<input checked="" type="checkbox"/>	Prerequisite NOTE: Unless otherwise indicated, a prerequisite is assumed to be passed with a "D" or better.	NONE	Students must be concurrently enrolled in PRAC 098.
<input type="checkbox"/>	Credits	1-4	
<input type="checkbox"/>	Repeatable?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Max. Total Credits	4	<small>Max. 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.</small>
<input type="checkbox"/>	Grading Method(s)	<input type="checkbox"/> Reg (A-F) <input type="checkbox"/> Audit <input checked="" type="checkbox"/> Pass-Fail	<input type="checkbox"/> Reg (A-F) <input type="checkbox"/> Audit <input type="checkbox"/> Pass-Fail

CURRENT CATALOG DESCRIPTION:

This course is designed for UMBC degree-seeking students who are employed outside of the university as volunteers or for compensation, provided the following criteria are met. The work must be performed at an institution, agency or company that is a participating employer in UMBC's Cooperative Education Program; and the work performed by the student must have a significant learning component in the biological sciences as judged by the biology internship coordinator in consultation with the faculty of the Department of Biological Sciences. P/F credit only, earned at the rate of one credit for every 50 hours of qualified work during an academic session. Recommended Preparation: 45 total credits earned, including BIOL302. Variable credit course repeatable up to 4 credits.

PROPOSED CATALOG DESCRIPTION (no longer than 75 words): leave blank if no changes are being proposed to the catalog description. NOTE: information about prerequisites should NOT appear in the catalog description.)

RATIONALE FOR CHANGE:

PRAC 098 (Intern Success Practicum) is a 0-credit course administered by the Career Center. Biology faculty work closely with Career Center staff each semester to require PRAC co-registration anyway. The course ensures that UMBC is able to track progress of internships, helps future students find good off-campus internships, and helps biology faculty ensure a successful

research experience. Having this requirement implemented in the system will simply enforce and streamline what happens anyway for the students, faculty and staff involved.

Make PRAC 098 a coreq for BIOL 398

12 messages

Kevin Omland <omland@umbc.edu>
To: zang.do@umbc.edu
Cc: Hindle Susan <shindle@umbc.edu>

Thu, Feb 8, 2018 at 1:42 PM

Nichole. Can u pls start a course modify form. I can give u the reason for adding the coreq.

First could u find out if a 0 credit PRAC course can be a coreq?

Thx

Sent from my iPhone
Kevin Omland. UMBC Biology
<http://omlandlab.umbc.edu>

Begin forwarded message:

From: Susan Hindle <shindle@umbc.edu>
Date: February 8, 2018 at 12:54:27 PM EST
To: Kevin Omland <omland@umbc.edu>
Subject: Re: Request to enroll in BIOL 398

Hi, Kevin,

I do not ever recollect discussing this idea but I love it! Yes, I'm all for this if it will help to streamline this process. Please let me know what you might need from me to make this happen.

Thank you!

On Thu, Feb 8, 2018 at 12:23 PM, Kevin Omland <omland@umbc.edu> wrote:

Hi Susan. Have you and I ever talked about making PRAC 098 a corequisite for Biology 398. That would just mean that the corequisite feature is officially built into PeopleSoft.

If you are amenable to that I think we can just submit a form from the biology department to the undergraduate council - UGC - requesting this kind of a change. Nichole Zang in our front office is carbon copied and I think she could help us with this

Sent from my iPhone
Kevin Omland. UMBC Biology
<http://omlandlab.umbc.edu>

On Feb 8, 2018, at 12:00 PM, Susan Hindle <shindle@umbc.edu> wrote:

Congratulations, [REDACTED] Yes, an amazing experience for sure! I just processed your enrollment for spring 2018 and also initiated the formal correspondence for your interest in BIOL 398.

Lastly, please upload your offer letter (email will suffice) of this experience in your placement record in Uworks.

Please let me know if you have any questions.