

UMBC UGC Instructions for Change in Existing Course Form (Revised 4/2016)

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.

of credits: To determine the appropriate number of credits to assign to a course please refer to the [UMBC Credit Hour Policy](#) which articulates the standards for assignment and application of credit hours to all courses and programs of study at UMBC regardless of degree level, teaching and learning formats, and mode of instruction.

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): Please review the [grading methods document](#) (this link can be found on the UGC forms page) before selecting a grading option. Please do not select all three grading options by default.

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 including a pedagogical justification to any changes in course level: 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: AGNG 460

Date Submitted: 11/25/19

Proposed Effective Date: Fall 2020

	Name	Email	Phone	Dept
Dept Chair or UPD	Dana Burr Bradley	bradleyd@umbc.edu	(443) 543-5647	Erickson School
Other Contact	Louise Murray	lmmurray@umbc.edu	(443) 543-5644	Erickson School

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)	AGNG 460	
<input type="checkbox"/>	Formal Title	Management of Aging Services Internship	
<input type="checkbox"/>	Transcript Title (≤30c)	Aging Services Internship	
<input type="checkbox"/>	Recommended Course Preparation	N/A	
x <input type="checkbox"/>	Prerequisite NOTE: Unless otherwise indicated, a prerequisite is assumed to be passed with a “D” or better.	15 hours of AGNG course credits Junior standing	9-15 hours of AGNG course credits Junior Standing
<input type="checkbox"/>	# of Credits Must adhere to the UMBC Credit Hour Policy	3	
<input type="checkbox"/>	Repeatable?	<input type="checkbox"/> Yes x <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Max. Total Credits	3	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.
<input type="checkbox"/>	Grading Method(s)	X <input type="checkbox"/> Reg (A-F) <input type="checkbox"/> Audit <input 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 part of the internship requirement in the Management of Aging Services major. Students are placed at established agencies that provide services to older adults. Students will either undertake a new project directly related to the management of aging services or participate in an ongoing project designed to improve and/or evaluate services for older adults. Students work under the direction of an immediate supervisor at the agency and are overseen by the Internship Director at the Erickson School. Student internship placements will reflect the student’s career interests and career plans in government/policy, human services/aging network, or business/forprofit services. Students attend a one-hour internship seminar twice monthly during the semester.

Course ID: 57346

Consent: No Special Consent Required

Components: Field Studies, Lecture

Prerequisite/Corequisite: Junior standing; 15 credits in AGNG

PROPOSED CATALOG DESCRIPTION (Approximately 75 words in length. Please use full sentences): leave blank if no changes are being proposed to the catalog description. NOTE: information about prerequisites should NOT appear in the catalog description.)

This course is part of the internship requirement in the Management of Aging Services major. Students are placed at established agencies that provide services to older adults. Students will either undertake a new project directly related to the management of aging services or participate in an ongoing project designed to improve and/or evaluate services for older adults. Students work under the direction of an immediate supervisor at the agency and are overseen by the Internship Director at the Erickson School. Student internship placements will reflect the student's career interests and career plans in government/policy, human services/aging network, or business/forprofit services. Students attend a one-hour internship seminar twice monthly during the semester.

Students must complete 9-15 AGNG course credits before taking this course and a determination of the required level of credits will be made by the Internship Director or the Management of Aging Services Academic Advisor. Please contact the course Instructor for permission to register for this course.

Course ID: 57346

Consent: No Special Consent Required

Components: Field Studies, Lecture

Prerequisite/Corequisite: Junior standing; 9-15 credits in AGNG

RATIONALE FOR CHANGE:

AGNG 460 is part of the internship requirement in the Management of Aging Services major. Students are placed at established agencies that provide services to older adults. Previously 15 AGNG credits were required to ensure that the learners had a good foundational understanding of the theories and application of aging to prepare them to either undertake a new project directly related to the management of aging services or participate in an ongoing project designed to improve and/or evaluate services for older adults.

While 15 credits of AGNG courses will still be appropriate for many students in the MAgS undergraduate program, changing the requirement to a range of 9-15 credits will allow for flexibility to account for learners who may have prior experience with the field of aging or relevant experience within their major field of study and may be more prepared as individuals to undertake this internship earlier in their academic program.

Discussions with our MAgS Academic Advisor and AGNG 460 Instructor/Internship Director will determine the appropriate number of credits as a pre-requisite for each individual student to enroll in AGNG 460 within the 9 – 15 credit minimum range. This will allow us to be responsive to the diversity of experience, both academic and in the workplace, of our students and to provide an academic path that is tailored to the individual. By Instructor Permission only is also added to support this process.

Current MAgS Undergraduate BA students will not be impacted by this change.