

UMBC UGC Instructions for New Course Request Form (revised 12/2020)

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

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.

Cross-listed courses: All cross-listed course numbers must be listed in the course number box. 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.

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.

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.

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:

- Why is there a need for this course at this time?
- How often is the course likely to be taught?
- How does this course fit into your department's curriculum?
- What primary student population will the course serve?
- Why is the course offered at the level (ie. 100, 200, 300, or 400 level) chosen?
- Explain the appropriateness of the recommended course preparation(s) and prerequisite(s).
- Explain the reasoning behind the P/F or regular grading method.
- 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.

Component: This is the type of instruction the course will utilize. The options are as follows: Clinical, Continuance, Discussion, Field Study, Independent Study, Laboratory, Lecture, Practicum, Seminar. Additionally, more than one component may be selected by the department. Please review the UMBC guidelines for components here: <https://registrar.umbc.edu/course-component-and-credit-hour-guidelines/>

Departmental Consent: Does this course require a student to have departmental approval noted in PeopleSoft prior to registering? If yes, please check the box. Departmental consent is a permanent addition to the course description. If the department would like consent to be administered by semester, or instructor do not check this box.

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. <https://highpoint-prd.ps.umbc.edu/app/catalog/listCatalog>

UMBC UGC New Course Request: ENTR 350 Design Thinking

Date Submitted: April 15, 2021

	Name	Email	Phone	Dept
Dept Chair or UPD	George Karabatis	georgek@umbc.edu	410-455-3940	ENTR Director
Other Contact	Vivian Armor Gib Mason	armor@umbc.edu gibmason@umbc.edu	410-455-5740 443-562-7912	AB Center of ENTR GPD MPS in EIL

COURSE INFORMATION:

Course Number(s) <small>Include Cross-listed Courses</small>	ENTR 350, ENTR 608
Formal Title	Design Thinking
Transcript Title (≤30c)	Design Thinking
Recommended Course Preparation	
Prerequisite	Must the pre-requisite be passed with a grade of : <input type="checkbox"/> 'A' <input type="checkbox"/> 'B' <input checked="" type="checkbox"/> 'C' or <input type="checkbox"/> 'D' ENTR 200
# of Credits Must adhere to the UMBC Credit Hour Policy	3
Repeatable for additional credit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Max. Total Credits	3 <small>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>
Grading Method(s)	<input checked="" type="checkbox"/> Reg (A-F) <input type="checkbox"/> Audit <input type="checkbox"/> Pass-Fail

PROPOSED CATALOG DESCRIPTION (Approximately 75 words in length. Please use full sentences.):

This course addresses the fundamental principles of design thinking, and solving for difficult entrepreneurship and business problems facing early and growth-stage companies. A regional entrepreneurial company will serve as a source of problems for student teams who will take on the role of advisors.

RATIONALE FOR NEW COURSE:

a) Why is there a need for this course at this time?

The need for/use of Design Thinking in organizations of all sizes has continued to intensify to solve difficult problems. As we continue to build the ENTR Minor it is essential we continue to include courses that address knowledge and skill areas our students will need to have.

b) How often is the course likely to be taught?

The course will be taught every 3 semesters during either the Fall or Spring semester.

c) How does this course fit into your department's curriculum?

It is a much needed elective for the ENTR Minor as it teaches design thinking for problem solving in organizations of all sizes, from early stage startups to established companies.

d) What primary student population will the course serve?

Juniors and seniors interested in design thinking. This course is also offered as a graduate course (ENTR 608) and is crosslisted as ENTR 350. **The purpose of crosslisting is to provide the opportunity for undergraduate students to meet and learn from students already working in professional fields who are enrolled in the graduate section of the class. Undergraduate students will also experience being in a graduate setting (in a limited number of undergraduate seats).** In addition, Gib Mason, the instructor of the course is the Graduate Program Director of the MPS in Entrepreneurship Innovation and Leadership

e) Why is the course offered at the level (ie. 100, 200, 300, or 400 level) chosen?
 It is an elective that requires some preliminary knowledge taught in earlier classes (it has a prerequisite of ENTR 200 and enrollment in the ENTR Minor) and the rigor of the class is at a level that juniors must have attained. Therefore, it is proposed to be a 300 level course.

f) Explain the appropriateness of the recommended course preparation(s) and prerequisite(s).
 ENTR 200 is a prerequisite to this course.

g) Explain the reasoning behind the P/F or regular grading method.
 This is a course of 3 credits and the grading is to be regular, typical to other lecture courses that are offered at this level with student material, and assessments. The regular grading reflects the different degrees of learning attained by the students.

h) Provide a justification for the repeatability of the course.
 This course is not to be repeated.

ATTACH COURSE SYLLABUS (mandatory): Please see separate file

Required Information for Registrar's Office Implementation:

Items below will be listed in the catalog, but do not require UGC approval. For future changes to these items, submit an RT ticket to the Registrar's Office.

Component	<input type="checkbox"/> Clinical <input type="checkbox"/> Discussion <input type="checkbox"/> Field Study <input type="checkbox"/> Independent Study <input type="checkbox"/> Laboratory <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Practicum <input type="checkbox"/> Seminar <input type="checkbox"/> Thesis Research <input type="checkbox"/> Tutorial
Departmental Consent	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
When Offered (Fall, Summer, Winter, Spring, Other*) <small>*If Other, please describe</small>	This course will be offered as an elective every 3 semesters during either the Fall or Spring.

Requested Effective Date (Please note that the final approval date will determine the earliest possible effective date):

Fall 2021 or Spring 2022

Under what APR will this course evaluated? Under the regular APR of all ENTR-designated courses in the ENTR Minor