

Transmittal Memo

Rationale for Revision

The School of Family and Consumer Studies has a B.S. degree in Human Development and Family Studies (HDFS) with an option in Case Management. This curriculum proposal includes:

Revising the description and content outline of **HST 21092/21192 Internship in Human Services Technology I & II**. Currently, the 3-credit courses require a minimum of 9 hours of work experience. This 1:3 ratio, however, is out of compliance with University policy. It should be 1 credit hour equals 7 hours of internship. Therefore, this proposal would bring the required internship hours to a minimum of 21.

Impact on Students

This correction will positively impact students by giving them a better professional experience.

Impact on Other Courses

None

Reviews/Approvals

The proposal was reviewed and approved by the HDFS faculty and the FCS Curriculum Committee on January 8, 2008.

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **20-Dec-07** Curriculum Bulletin

Effective Date **Spring 2008** Approved by EPC

Department	Human Services Technology		
College	EH - Education, Health and Human Services		
Proposal	Revise Course		
Course Subject	HST	Course Number	21092
Course Title	Internship in Human Services Technology I		
Minimum Credits	03	Maximum Credits	03

Checked items are new or revised	<input type="checkbox"/> Subject	<input type="checkbox"/> Cross-Listed / Slash
	<input type="checkbox"/> Number	<input type="checkbox"/> Grade Rule
	<input type="checkbox"/> Title	<input type="checkbox"/> Credit by Exam
	<input type="checkbox"/> Title Abbreviation	<input type="checkbox"/> Course Fee
	<input type="checkbox"/> Credit Hours	<input type="checkbox"/> Liberal Education Requirements (LER)
	<input type="checkbox"/> Prerequisites	<input type="checkbox"/> Writing-Intensive (WIC)
	<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Diversity
	<input type="checkbox"/> Schedule Type	<input checked="" type="checkbox"/> Other Content Outline

Describe impact on other policies, programs or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need, audience, prerequisites; teacher education licensure):
NA

Units consulted (other departments, programs or campuses affected by this proposal):
NA

REQUIRED ENDORSEMENTS

Mary Delkhearns-Jenkins 1/7/08
Department Chair / School Director / Campus Dean

College Dean _____ / /

_____/_____/_____
Executive Dean of Regional Campuses

_____/_____/_____
Senior Vice President for Academic Affairs and Provost

BASIC DATA SHEET

Complete all fields. Data entered below should reflect new/revised information.

Preparation Date **20-Dec-07** Requested Effective Term **Spring 2008**
 Course Subject **HST** Course Number **21092**
 Course Title **Internship in Human Services Technology I**
 Title Abbreviation **Intern Human Serv Tech I**
 NOTE: Maximum 30 spaces, with no punctuation or special characters (exception: forward slash "/" is allowed with no spaces before or after the slash)
 Slash Course **/ /** Cross-listed with _____ Cross-list Banner code _____
 4/5, 4/5/7 or 6/7 NOTE: To be completed by Curriculum Services.
 Minimum Credit **03** ☒ to ☐ or Maximum Credit **03** (e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)
 Contact Hours ☐ Lecture Minimum Hours ☐ to ☐ or Maximum Hours
 Per Week ☐ Laboratory Minimum Hours ☐ to ☐ or Maximum Hours
☒ Other Minimum Hours **21.00** ☒ to ☐ or Maximum Hours **21.00**
 NOTE: Contact hours should be per week.
 Repeat Status **NR - Course may not be repeated**
 If repeats, course limit **OR** maximum hours
 Course Level **UG - Undergraduate**
 Grade Rule **B - Letter**
 Schedule Type(s) **LEC - Lecture**
 Course Attribute(s) **none**
 Credit By Exam **N - Credit by Exam Not Approved**

COMPLETE ONLY WHAT IS APPLICABLE TO THE COURSE

Prerequisite

Course(s)

NOTE: List minimum-grade requirement for course prerequisites if other than "D."

Test Score(s)

Corequisite(s) **HST 21000 HLP REL HUMAN SERV TECH
and HST 21001 ASSESS OF CLIENT NEEDS**

Registration is by special approval only ☒ Yes ☐ No

NOTE: Checking "yes" means all students must seek approval from department to register.

Restrict Registration

(e.g., VCD majors, East Liverpool Campus, junior level and above, graduate standing, BA-CHEM program)

COMPLETED BY CURRICULUM SERVICES

OBR Program Code _____

OBR Subsidy Code _____

OBR Course Level _____

CIP Code _____

Catalog Description **Supervised field experience in a human service agency (minimum of twenty-one
hourse per week). Joint University-agency supervision. Advisor approval
required; Corequisites: HST 21000 and HST 21001**

Complete the following only if applicable:

Previous Title

Previous Subject

Previous Number

Term Start _____ Term End _____ NOTE: To be completed by Curriculum Services.

Content Outline (include contact hours for each section)

Contact
Hours

Outline

Participation in human services activities of selected agency or organization. This course requires a minimum of 21 hours per week of work experience.

Total Contact Hours

Textbook(s) Used in this Course

Writing Expectations

Students will be expected to submit progress reports and a final summary to supervising faculty.

Instructor(s) Expected To Teach

Dale Curry, Ph.D.

Instructor(s) Contributing to Content

Mary Dellmann-Jenkins, Ph.D.

 REQUIRED ENDORSEMENT

M. Dellmann-Jenkins

Department Chair / School Director / Campus Dean

01 / 08 / 08

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **20-Dec-07** Curriculum Bulletin _____

Effective Date **Spring 2008** Approved by EPC _____

Department **Human Services Technology**
College **EH - Education, Health and Human Services**
Proposal **Revise Course**
Course Subject **HST** Course Number **21192**
Course Title **Internship in Human Services Technology II**
Minimum Credits **03** Maximum Credits **03**

Checked items are new or revised	<input type="checkbox"/> Subject	<input type="checkbox"/> Cross-Listed / Slash
	<input type="checkbox"/> Number	<input type="checkbox"/> Grade Rule
	<input type="checkbox"/> Title	<input type="checkbox"/> Credit by Exam
	<input type="checkbox"/> Title Abbreviation	<input type="checkbox"/> Course Fee
	<input type="checkbox"/> Credit Hours	<input type="checkbox"/> Liberal Education Requirements (LER)
	<input type="checkbox"/> Prerequisites	<input type="checkbox"/> Writing-Intensive (WIC)
	<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Diversity
	<input type="checkbox"/> Schedule Type	<input checked="" type="checkbox"/> Other Content Outline

Describe impact on other policies, programs or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need, audience, prerequisites; teacher education licensure):
NA

Units consulted (other departments, programs or campuses affected by this proposal):
NA

REQUIRED ENDORSEMENTS

<u>Mary Dellmann-Jenkins</u> Department Chair / School Director / Campus Dean	<u>1 / 7 / 08</u>
_____ College Dean	<u> / / </u>
_____ Executive Dean of Regional Campuses	<u> / / </u>
_____ Senior Vice President for Academic Affairs and Provost	<u> / / </u>

BASIC DATA SHEET

Complete all fields. Data entered below should reflect new/revised information.

Preparation Date **20-Dec-07** Requested Effective Term **Spring 2008**
 Course Subject **HST** Course Number **21192**
 Course Title **Internship in Human Services Technology II**
 Title Abbreviation **Intern Human Serv Tech II**
 NOTE: Maximum 30 spaces, with no punctuation or special characters (exception: forward slash "/" is allowed with no spaces before or after the slash)
 Slash Course **/ /** Cross-listed with _____ Cross-list Banner code _____
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 Course Level **UG - Undergraduate**
 Grade Rule **B - Letter**
 Schedule Type(s) **LEC - Lecture**
 Course Attribute(s) **none**
 Credit By Exam **N - Credit by Exam Not Approved**

COMPLETE ONLY WHAT IS APPLICABLE TO THE COURSE

Prerequisite

Course(s) **HST 21092 INTERN HUMAN SERV TECH I**

NOTE: List minimum-grade requirement for course prerequisites if other than "D."

Test Score(s) _____

Corequisite(s) **HST 21002 CL ADV CASE MGT HSO3**

Registration is by special approval only ☒ Yes ☐ No

NOTE: Checking "yes" means all students must seek approval from department to register.

Restrict Registration

(e.g., VCD majors, East Liverpool Campus, junior level and above, graduate standing, BA-CHEM program)

COMPLETED BY CURRICULUM SERVICES

OBR Program Code _____

OBR Subsidy Code _____

OBR Course Level _____

CIP Code _____

Catalog Description **Continued supervised field experience in a human service agency (minimum of twenty-one hours per week). Joint University-agency supervision. Prerequisite: HST 21092; Corequisite: HST 21002; Permission Required.**

Complete the following only if applicable:

Previous Title _____

Previous Subject _____

Previous Number _____

Term Start _____ Term End _____ NOTE: To be completed by Curriculum Services.

Content Outline (include contact hours for each section)

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Hours

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REQUIRED ENDORSEMENT

M. Dellmann-Jenkins

Department Chair / School Director / Campus Dean

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