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<td>1.2 BUAD 2100 Career and Internship Development (1 credit) to College to Career: Preparing for Job and Internship Searches (1 credit)</td>
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BSU Curriculum Forms

Form 1

Curriculum Modification Summary

College: College of Business  
Department: Business Administration  
Proposer: Margie Giauque  
Proposer’s position: Director of Career Services  
Describe the modification(s) you propose, and how it (/they) will work to students’ advantage. (This description and explanation will be included in Curriculum Report packets forwarded to the Faculty Senate.):

Career Services has been offering a course called Career and Internship Development in conjunction with the Business Department since 2006 and we continue to offer it today. Our staff would like to change the name to College to Career: Preparing for Job and Internship Searches to reflect what actually takes place in the course. This course is geared more for juniors and seniors preparing to launch a successful job and or/internship search. With Career Development in the title some students were registering thinking it was a course to help them figure out a major, which it is not.

Although, I agree a course on choosing a Major would be great of all students the only area that currently teaches this is TRIO Programs.

Modifications proposed (specify number of each):

1. Course Modification(s) (form 2)
2. New Course(s) (form 3)
3. Course Drop(s) (form 4)
4. Program Modification(s) (form 5)
5. New Program(s) (form 6)
6. Program Drop(s) (form 7)

The modifications affect (check):

- Liberal Education
- Undergraduate Curriculum  
- Graduate Curriculum
- Teacher Licensure Program(s)
BSU Curriculum Forms

Form 2
Updated 9.19.15

Course Modification Form

Current Course Number(s):
  Undergraduate: BUAD 2100
  Graduate:
Proposed Course Number(s), if different: N/A
  Undergraduate:
  Graduate:

Current Course Title: Career and Internship Development

Proposed Course Title, if different:
College to Career: Preparing for Job and Internship Searches

Current Course Description:
Focus on career and internship development, and enhancement of job seeking skills. Emphasizes resume and cover letter writing, the art of interviewing, negotiating salaries, dressing for success, dining etiquette, and the overall transition from student to professional. Open to all majors seeking internships and applying for full-time employment or graduate/professional school. Prerequisite: Junior or senior status; sophomore status with consent of instructor.

Proposed Course Description, if different: n/a

Current Credits: 1
Proposed Credits, if different: n/a

Current Prerequisite(s):
  Undergraduate: Junior or senior status; sophomore status with consent of instructor.
  Graduate:

Proposed Prerequisite(s), if different:
  Undergraduate:
  Graduate:

1) Reason(s) for change(s): The new title reflects what the course is better than the past name.

With the current name Career and Internship Development many freshmen and sophomore were registering because they thought it was Career Development and a class to help choose a major. The course is geared towards juniors and seniors who are seeking internships or full-time employment.
2) May this modified course replace the current course for students remaining in the old curriculum? Yes ___ No _____ If not, please drop the current course and submit a new course form for the modification.

3) Do these modifications change any of the following? **For all Yes answers, please provide updated information on the next page.**
   - Student Learning Outcomes: Yes _____ No __x____
   - Major Content Areas: Yes _____ No __x____
   - Projected Maximum Class Size (Cap): Yes _____ No __x____

4) Current Course fee(s) per student: $ n/a
   for:
   Proposed Course fee(s) per student, if different: $ for:

5) Service Areas:
   This course is a requirement or an elective in the programs/areas listed below. To locate where this course appears please search the online catalog, as follows:
   a) go to [http://www.bemidjistate.edu/academics/catalog/](http://www.bemidjistate.edu/academics/catalog/) and choose the most recent catalog(s),
   b) click on “Areas of Study, and Course Descriptions,”
   c) click on “PDF of Entire Catalog” in upper right,
   d) press Ctrl F, and enter the prefix and number of the course(s) from this form.

   Non-licensure programs:

   Teacher Licensure programs:

   Liberal Education:

   The above “service area” programs/departments were notified of this modification on __________ (date) by ____________________ (mail, email, or phone).

   Please check one of the items below:

   _____ No comments were received from other programs or departments within one week of the notification.

   _____ Comments were received within one week of the notification, and are attached.
BSU Curriculum Forms

Form 8
Updated: 09.18.15

Signatures

Margie Deaneque
Director of Career Services  2/6/2017

Proposer / Title / Date

/ Chair, Business Administration / 2/15/2017

Chair or Director / Department or Program / Date
Note: "All departmental recommendations [on curriculum] must be reviewed and approved by the department's faculty." --IFO/MnSCU Master Agreement 2009-2011, 20.A.3 (p. 80).

At this point, packet goes to Records Office/Curriculum Coordinator to be logged in to the Curriculum Proposal Progress Grid.

Bonnie Higgins / College of Business / 02.15.17
Dean / College / Date

Note: If proposal is sent back to the Proposer, please notify the Curriculum Coordinator. If approved, packet goes to Academic Affairs Office.