WINONA STATE UNIVERSITY
NEW AND REVISED COURSE AND PROGRAM APPROVAL FORM

Routing form for new and revised courses and programs.   Course or Program____EFRT 100_____

Department Recommendation

J.W. Remelee   _11/18/13_   _jremele@winona.edu_
Department Chair   Date   e-mail address

Dean's Recommendation __X__ Yes   _____ No*

E. Kelly   _11/19/13_
Dean of College   Date

*The dean shall forward their recommendation to the chair of the department, the chair of A2C2, and the Vice President for Academic Affairs.

A2C2 Recommendation _____ Approved   _____ Disapproved

_____   _____
Chair of A2C2   Date

Graduate Council Recommendation _____ Approved   _____ Disapproved
(if applicable)

_____   _____
Chair of Graduate Council   Date

_____   _____
Director of Graduate Studies   Date

Faculty Senate Recommendation _____ Approved   _____ Disapproved

_____   _____
President of Faculty Senate   Date

Academic Vice President Recommendation _____ Approved   _____ Disapproved

_____   _____
Academic Vice President   Date

Decision of President _____ Approved   _____ Disapproved

_____   _____
President   Date

Please forward to Registrar.

Registrar _____ Please notify department chair via e-mail that curricular change has been recorded.
                Date entered

WINONA STATE UNIVERSITY
REQUIRED CHECKLIST FOR ALL CURRICULAR PROPOSALS

Course or Program___EFRT 100_____

This checklist enables A2C2 representatives to endorse that their departments have accurately followed the Process for Accomplishing Curricular Change. For each course or program proposal submitted to A2C2, this checklist must be completed, signed by the submitting department's A2C2 representative, and included with the proposal when forwarded for approval. Peer review of proposals is also strongly advised, e.g., departments should discuss and vote on the proposals *as submitted to A2C2*, rather than on just the ideas proposed or drafts of proposals.

If a proposal fails to follow or complete any aspect of the process, the Course and Program Proposal Subcommittee will postpone consideration of the proposal and return it to the department's A2C2 representative for completion and resubmission. Resubmitted proposals have the same status as newly submitted proposals.

Note: This form need not be completed for notifications.

1. The appropriate forms and the "Approval Form" have been completed in full for this proposal. All necessary or relevant descriptions, rationales, and notifications have been provided.
    ____X____ Completed

2a. The "Financial and Staffing Data Sheet" has been completed and is enclosed in this proposal, if applicable.
    ___X_____ Completed   _____ NA

2b. For departments that have claimed that "existing staff" would be teaching the course proposed, an explanation has been enclosed in this proposal as to how existing staff will do this, e.g., what enrollment limits can be accommodated by existing staff. If no such explanation is enclosed, the department's representative is prepared to address A2C2's questions on this matter.
    ___X_____ Completed   _____ NA

3. Arrangements have been made so that a department representative knowledgeable of this proposal will be attending both the Course and Program Proposal Subcommittee meeting and the full A2C2 meeting at which this proposal is considered.
    _____X___ Completed
        Name and office phone number of proposal's representative: ___Jane Morken, Office of Clinical Practice, 507-457-5357__

4. Reasonable attempts have been made to notify and reach agreements with all university units affected by this proposal. Units still opposing a proposal must submit their objections in writing before or during the Course and Program Proposal Subcommittee meeting at which this proposal is considered.
    ____X____ Completed   _____ NA

5. The course name and number is listed for each prerequisite involved in this proposal.
    ___X_____ Completed   _____NA

6. In this proposal for a new or revised program (major, minor, concentration, etc.), the list of prerequisites provided includes all the prerequisites of any proposed prerequisites. All such prerequisites of prerequisites are included in the total credit hour calculations. ____X____ Completed   _____ NA

7. In this proposal for a new or revised program, the following information for each required or elective course is provided:
    a.   The course name and number.
    b.   A brief course description.
    c.   A brief statement explaining why the program should include the course.
    ____X____ Completed   _____ NA

8. This course or program revision proposal:
    a.   Clearly identifies each proposed change.
    b.   Displays the current requirements next to the proposed new requirements, for clear, easy comparison.
    ___X_____ Completed   _____ NA

9. This course proposal provides publication dates for all works listed as course textbooks or references using a standard form of citation. Accessibility of the cited publications for use in this proposed course has been confirmed.
    _____ Completed   ____X____ NA

_____   _____
    Department's A2C2 Representative or Alternate   Date   [Revised 9-05]

This form is to be used to submit a proposal for a new undergraduate or graduate course. Every item on this form must be completed prior to submission to A2C2. The department proposing a new course must include a *Financial and Staffing Data Sheet* and a *New and Revised Course and Program Approval Form* with the department chairperson's and Dean's signatures. Refer to Regulation 3-4, *Policy for Changing the Curriculum*, for complete information on submitting proposals for curricular changes.

Department __Education – With EFRT prefix_____ Date __11/15/13_____

_100_____   __Introductory Education Field Experience_____1___
Course No.   Course Title   Credits

This proposal is for a(n):   ___x___ Undergraduate Course _____ Graduate Course

Is this course for USP? ____Yes __x__ No   Is this course for GEP? ____Yes __x__ No

List all Major Codes to which this proposal applies as a required course:
None

List all Major Codes to which this proposal applies as an elective course:

EFRT 100 will be optional for all students enrolled in our Teacher Education Programs.

List all Minor Codes to which this proposal applies as a required course:
None

List all Minor Codes to which this proposal applies as an elective course:
None

Prerequisites   _Admission to Winona State University; Declaration of Teacher Education Major, Passing Background Check.

Grading method _____ Grade only   ___x___ P/NC only _____ Grade and P/NC Option

Frequency of offering: __Every Semester_____

What semester do you anticipate that will this course be offered for the first time? __Fall, 2014_____
Note: The approval process for a new course typically takes at least four to six weeks

* If this course will change the number of credits for any major or minor, the form *Proposal for a Revised Program* must also be submitted and approved according to the instructions on that form.

**For General Education Program (GEP) or University Studies (USP) course approval, the form *Proposal for General Education Courses* or *Proposal for University Studies Courses* must also be completed and submitted according to the instructions on that form.

Please provide all of the following information:
(Note: a syllabus or other documentation may not substitute for this)

A. Course Description

   1. Description of the course as it will appear in the WSU catalog, including the credit hours, any prerequisites, and the grading method.
      If the course can be repeated, indicate the maximum number of credit hours for which this can be done.

   Introductory Education Field Experience:
            This course provides a general elective education-related field experience within a community-based or school-based setting to pre education students, prior to admission into Teacher Education. This course has a seminar, as well as supervised service component, within designated community agencies and/or area schools. All placements need to be approved by the second week of the course. This course has 15 field experience hours and may be repeated. Prerequisites: Instructor's permission. P/NP only. Offered each semester.

   2. Course outline of the major topics, themes, subtopics, etc., to be covered in the course. This outline should be, at a minimum, a two-level outline, i.e., consisting of topics and subtopics. This information will be submitted to MnSCU by the WSU Registrar's office.

Professionalism

(1) Professional Appearance
    (a) Dress
    (b) Image
(2) Communication
    (a) Oral
    (b) Written
    (c) Non-Verbal
(3) Dependability
(4) Environment
    (a) Sense of belonging
    (b) Inclusive
(5) Interactions
    (a) Equitable
    (b) Feedback
    (c) Family and community
(6) Self-Direction
(7) Ethical Standards

Observations

(1) Purpose
    (a) Diversity Non-Bias
    (b) Seeing beyond the obvious
(2) Methods
    (a) Narrative
    (b) Anecdotal
    (c) Ethnographic
    (d) Thematic
    (e) Visual
    (f) Rating
    (g) Coding

Reflection

(1) Define
    (a) Observations – Community
        (i) Voices
        (ii) Ethics
    (b) Observations – Group
        (i) Listening
        (ii) Cognitive Coaching Skills
    (c) Observations – Self
        (i) Identity
        (ii) Inquiry
(2) Types (Ghaye, 2011)
    (a) Reflection-IN-Action
    (b) Reflection-ON Practice
    (c) Reflection-FOR Action
    (d) Reflection-WITH Action

3.a Instructional delivery methods utilized: (Please check all that apply).

Auditorium/Classroom: X	ITV	Online	Web Enhanced	Web Supplemented
Laboratory:	Service Learning	Travel Study	Internship/Practicum X	
Other: (Please indicate)				

3.b. MnSCU Course media codes: (Please check all that apply).

None:X	3. Internet	6. Independent Study	9. Web Enhanced
1. Satellite	4. ITV Sending	7. Taped	10. Web Supplemented
2. CD Rom	5. Broadcast TV	8. ITV Receiving	

4. Course requirements (papers, lab work, projects, etc.) and means of evaluation.

Dispositions Evaluation

Reflections

Attendance at seminars

Completion of field experience hours

5. Course materials (textbook(s), articles, etc.).

6. List the student learning outcomes for this course and how each outcome will be assessed.

Professionalism
   1. Understand professional responsibility and the need to engage in and support appropriate professional practices for self and colleagues.
   2. Understand standards of professional conduct.
 	
Observations
   1. Identify and use community resources to foster student learning.
 	
Reflective Practice
   1. Understand the role of teacher as researcher.
   2. Understand methods of inquiry, self-assessment, and problem solving strategies for use in professional self-assessment.
   3. Understand the impact of teachers' beliefs and behaviors on student learning.
   4. Understand the role of reflection and self-assessment on continual learning.
	Professionalism
	
	   1. Reflection
	   2. Dispositions Evaluation
	
	Observations
	
	   1. Field hours in community or school setting
	
	Reflective Practice
	
	   1. Reflection – Field Study
	   2. Reflection – Field Study
	   3. Reflection – Field Study

B. Rationale
Provide a rationale for the new course. The rationale should include the following items.

1. A statement of the major focus of the course.
   a. To understand and apply professional outlook, observational skills, and reflective practice within an educational setting.
2. A statement of how this course will contribute to the departmental curriculum.
   a. This course (or other WSU courses offering a field experience, or a job or voluntary placement in a community child setting) is required for admission to Teacher Education, and is a foundational piece of educational practice.
3. A statement of why this course is to be offered at this level (i.e. 100-, 200-, 300-, 400-, or 500-level)
   a. Early field experiences are designed for exploring teacher education as a career.
4. Identification of any courses which may be dropped, if any, if this course is implemented.
   a. None

C. Impact of This Course on Other Departments, Programs, Majors, and Minors
Provide a statement of the impact of this course on other departments, programs, majors, and minors.

1. Clearly state the impact of this course on courses taught in other departments. Does this course duplicate the content of any other course? Is there any effect on prerequisites for this or any other courses?
   a. The clinical experiences gained in this course will impact education majors. It is designed to provide a career exploration for pre-service teachers.

2. Would approval of this course change the total number of credits required by any major or minor of any department? If so, explain the effects which this course would have.
   a. Students may choose one of many options to accomplish an early clinical experience that is required for admission to the College of Education. Students may take EFRT 100, or other courses on campus with a field experience working with PreK-12 students, or show documentation of work in a camp or daycare or other "child based" setting was completed.

3. If this course has an impact on the major or minor of any other department or program, it is the responsibility of the department submitting the course proposal to send written notification to the department(s) or program(s) affected. State clearly which other programs are affected by this proposal and whether the other departments have been notified and/or consulted. Attach letter(s) of understanding from impacted department(s).

Programs affected will receive information through TEA meetings and minutes, as well as in Center for Clinical Practice meetings and minutes, and COE and Unit Meetings. Detailed discussions have taken place in these settings prior to bringing forth a proposal to CPPS.

D. **Attach to This Proposal a Completed**
1. *Financial and Staffing Data Sheet*
2. *New and Revised Course and Program Approval Form*

E. **Department Contact Person for this Proposal:**

Jane Morken_____   _____507-457-5357_____   ___jmorken@winona.edu_____
Name (please print)   Phone   e-mail address

F. **Review by Department A2C2 Representative**

I have reviewed this proposal and certify that it is complete _____
                                                               Signature of A2C2 representative

Definitions for codes in 3a and 3b:
01-Satellite:
02- CD ROM:
03- Internet: Predominately = where all, or nearly all, course activity occurs in an online environment. One to two activities may occur
    face-to-face in a classroom, with the maximum being two activities.
04 – ITV Sending: a course in which students are in the classroom with the instructor, other students join via interactive television
    technology from other geographically separate locations
05 – Broadcast TV:
06 – Independent Study: a course in which the teacher develops specialized curriculum for the student(s) based on department guidelines in
    the University course catalog
07 – Taped: a course in which the teacher records the lessons for playback at a later date
08 – ITV Receiving: a course in which students are not in the classroom with the teacher, other students join via interactive television
    technology from other geographically separate locations
09 – Web Enhanced- Limited Seat Time: For a course in which students are geographically separate from the teacher and other students
    for a majority of required activities. However, some on-site attendance is required. The course includes synchronous and/or
    asynchronous instruction.
10 – Web Supplemented- No Reduced Seat Time: For a course utilizing the web for instructional activities. Use of this code may assist your
    college/university in tracking courses for "smart classrooms" and/or facility usage.

WINONA STATE UNIVERSITY
FINANCIAL AND STAFFING DATA SHEET

Course or Program__EFRT100_____

Include a Financial and Staffing Data Sheet with any proposal for a new course, new program, or revised program.

Please answer the following questions completely. Provide supporting data.

1. Would this course or program be taught with existing staff or with new or additional staff? If this course would be taught by adjunct
faculty, include a rationale.

    At this time, we believe the best method is to use existing probationary/tenured faculty and adjunct faculty, if needed.   Some
faculty members have volunteered and are compensated for their service on the Center of Clinical Practice. Some of those faculty
members will be given the opportunity to serve in this capacity.

2. What impact would approval of this course/program have on current course offerings? Please discuss number of sections of current
offerings, dropping of courses, etc.

    Because this course is recommended and not required, it has no impact on current course offerings.   The number of sections will
be determined by enrollment in EFRT 100. No courses will be dropped.

3. What effect would approval of this course/program have on the department supplies? Include data to support expenditures for staffing,

equipment, supplies, instructional resources, etc.

Center of Clinical Practice Faculty have been given reassigned time to dedicate to this course.