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

☐ Subject ☐ Cross-Listed / Slash
☐ Number ☐ Grade Rule
☐ Title ☐ Credit by Exam
☐ Title Abbreviation ☐ Course Fee
☐ Credit Hours ☐ Liberal Education Requirements (LER)
☐ Prerequisites ☐ Writing-Intensive (WIC)
☒ Description ☐ Diversity
☐ Schedule Type ☒ 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

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REQUIRED ENDORSEMENTS

Mary Delkunn-Jenkins 11/7/08
Department Chair / School Director / Campus Dean

__________________________ __________________________
College Dean

__________________________ __________________________
Executive Dean of Regional Campuses

__________________________ __________________________
Senior Vice President for Academic Affairs and Provost

Revised October 2007
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)

Catalog Description Supervised field experience in a human service agency (minimum of twenty-one hours 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
Term Start ______  Term End ______  NOTE: To be completed by Curriculum Services.

Revised October 2007
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

[Signature]
Department Chair / School Director / Campus Dean

01 / 08 / 08

Revised October 2007
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

☐ Subject    ☐ Cross-Listed / Slash
☐ Number    ☐ Grade Rule
☐ Title    ☐ Credit by Exam
☐ Title Abbreviation    ☐ Course Fee
☐ Credit Hours    ☐ Liberal Education Requirements (LER)
☐ Prerequisites    ☐ Writing-Intensive (WIC)
☒ Description    ☐ Diversity
☐ Schedule Type    ☒ 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 Dellbeam-Jenkins
Department Chair / School Director / Campus Dean

11/7/08

College Dean

11/7/08

Executive Dean of Regional Campuses

11/7/08

Senior Vice President for Academic Affairs and Provost

11/7/08
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)

Cross-listed with

Cross-list Banner code

NOTE: To be completed by Curriculum Services.

slash Course 4/5, 4/5/7 or 6/7

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

☐ 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) 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)

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.

Revised October 2007
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

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Instructor(s) Contributing to Content

Mary Dellmann-Jenkins, Ph.D.

REQUIRED ENDORSEMENT

[Signature]
Department Chair / School Director / Campus Dean

01 / 08 / 08