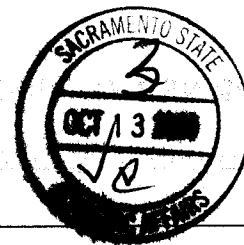




SACRAMENTO  
STATE

# Course Change Proposal Form A



<b>Academic Group (College):</b> NSM	<b>Academic Organization (Department):</b> Biological Sciences	<b>Date:</b> 5/20/09
<b>Type of Course Proposal:</b> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Deletion <input type="checkbox"/>	<b>Department Chair:</b> Rose Leigh Vines	<b>Submitted by:</b> Jennifer Lundmark
<b>Does this course fulfill a requirement for single-subject or multiple subject credential students? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>	<b>For Catalog Copy: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b> <b>CCE (Extension): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></b>	<b>Semester Effective:</b> Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> 2010 <input type="checkbox"/>

<b>This course replaces experimental course Subject Area (prefix) and Catalog Nbr (course number):</b>	
<b>If changing an existing course, should new version be considered a repeat of the original version? If so, the same Course ID will be maintained. If not, a new Course ID will be assigned. Note: In PeopleSoft terminology, the Course ID is the unique system identifier, not the Catalog Nbr.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Change from:**

<b>Subject Area (prefix) &amp; Catalog Nbr (course no.):</b>	<b>Title:</b>	<b>Units:</b>
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**NEW Change to:**

<b>Subject Area (prefix) &amp; Catalog Nbr (course no.):</b> BIO 195T	<b>Title:</b> Teaching Internship	<b>Units:</b>
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**JUSTIFICATION:**

BIO 195T will serve as an additional elective course for Biology majors and minors and will add diversity to courses offered by the Department of Biological Sciences. BIO 195 (Biological Internship) is too broad a course, which can involve training in any area related to biological sciences. The "T" in BIO 195T stands for "Teaching." This designation will provide the prominent recognition that students will receive an early field experience in teaching, which is required to meet the requirements for the Single Subject Matter Program in science. Students will work in selected K-12 classrooms, meet regularly with their supervising high school teacher, and submit a field experience journal for credit.

**NEW COURSE DESCRIPTION:** (Not to exceed 80 words, and language should conform to catalog copy. See <http://www.csus.edu/umannual/acad.htm> - Guidelines for Catalog Course Description)

Supervised non-paid internship experience in K-12 teaching. Includes regular meetings with supervising teacher and submission of a field experience journal. No more than 2 units from BIO 195, 197 and 199 combined can be applied to the biological sciences upper division major requirement. Prerequisite: Department chair and instructor (an advisor within the Single Subject Matter Teacher Preparation Program) permission. Graded: Credit / No Credit. Units: 1.0-2.0 (1 unit = 40 hours of participation/semester and 2 units = 80 hours of participation/semester).

<b>Note:</b>	
<b>Prerequisite: Department Chair and Instructor permission</b> Enforced at Registration: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Corequisite:</b> Enforced at Registration: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Graded: Letter <input type="checkbox"/> Credit/No Credit <input checked="" type="checkbox"/></b>	<b>Instructor Approval Required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>
<b>Course Classification (e.g., lecture, lab, seminar, discussion):</b> S1	<b>Title for CMS (not more than 30 characters):</b> Teaching Internship
<b>Cross Listed?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>If yes, do they meet together and fulfill the same requirement, and what is the other course.</b>
<b>How Many Times Can This Course be Taken for Credit? <u>4</u></b>	
<b>Can the course be taken for Credit more than once during the same term? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></b>	

**FOR NEW COURSE PROPOSALS OR SUBSTANTIVE CHANGES ONLY:**

**Description of the Expected Learning Outcomes:** Describe outcomes using the following format: "Students will be able to: 1), 2), etc."  
See the example at <http://www.csus.edu/acaf/example.htm>

Students will be able to:

- Demonstrate knowledge of basic safety procedures within a K-12 classroom
- Describe the biological sciences content addressed in the K-12 classroom
- Communicate with students and teachers in a professional manner.
- Demonstrate exposure to various pedagogical approaches

**\*\*Attach a list of the required/recommended course readings and activities [Note: it is understood that these are updated and modified as needed by the instructor(s).] This attachment should be forwarded only to your Dean's office, not Academic Affairs.**

**Assessment Strategies:** A description of the assessment strategies (e.g., portfolios, examinations, performances, pre-and post-tests, conferences with students, student papers) which will be used by the instructor to determine the extent to which students have achieved the learning outcomes noted above:

Students will be assessed based on the following:

- Field experience journals that will include details of the date and time of the visits, specifics of what he/she observes, and some reflection on the experience. The log is turned in to the faculty member sponsoring the unit(s) to review as part of the course requirements twice during the semester, and at the end of the semester for final course credit.
- Feedback from supervising teachers
- Interactions with sponsoring faculty member during mid-semester meetings

For whom is this course being developed?

Majors in the Dept  Majors of other Depts  Minors in the Dept  General Education  Other Pre-credential students   
Is this course required in a degree program (major, minor, graduate degree, certificate)? Yes  No   
If yes, identify program(s):

Does the proposed change or addition cause a significant increase in the use of College or University resources (lab room, computer facilities, faculty, etc.)? Yes  No   
If yes, attach a description of resources needed and verify that resources are available.

Indicate which department or programs will be affected by the proposed course (if any). None

**The Department Chair's signature below indicates that affected programs have been sent a copy of this proposal form.**

**Approvals:** If proposed change, new course or deletion is approved, sign and date below. If not approved, forward without signing to the next reviewing authority, and attach an explanatory memorandum to the original copy.

Signatures:

	Date
Department Chair: <i>Rae Ledge Vines</i>	September 22, 2009
College Dean or Associate Dean: <i>Laurie Yeffner</i>	10/12/09
CPSP (for school personnel courses ONLY)	
Associate Vice President and Dean for Academic Programs	

Distribution: Academic Affairs (original), Department Chair and College Dean. Dean's office to send original after approval to Academic Affairs, at mail zip 6016. An electronic copy must also be sent.

Department of Biological Sciences

**BIO 195T-INTERNSHIP PETITION**

Student's Name:	Semester:	Yr:			
Address:	Class level: (circle one)				
Telephone # :	Fr	Soph	Jr	Sr	Grad
Student I.D. #:	No. of units:	1	2		

**DESCRIPTION OF COURSE CONTENT**

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Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency (School) Sponsor (please print)	(2) Biology Faculty Sponsor's Signature
(1) Agency sponsor's signature	(3) Biology Department Chair's Signature
Agency telephone No.	

**INSTRUCTIONS:**

This form must be completed during the first **TWO** weeks of the semester. Obtain all three signatures. Submit the completed form to the Department Secretary of the Department of Biological Sciences. Students must sign the form on the back of this sheet. Thank you.

# COLLEGE OF NATURAL SCIENCES AND MATHEMATICS

## Health and Safety Guidelines for Off-campus Learning Experiences (Internships, Cooperative Education, Service Learning)

- A. Students must be informed by the host organization of any foreseeable personal health or safety risks that may be inherent in an off-campus learning experience.
- B. It is the student's responsibility to ask the host organization about any potential personal health or safety risks. It is also the student's responsibility to comply with the host organization's health and safety requirements.
- C. Students are responsible for any pre-placement health and safety preparation and must participate in such preparation when it is offered by the host organization.
- D. The University does not assume liability for students participating and does not provide liability or medical coverage for participants in the above-mentioned off campus learning experiences. Students should be advised that they can purchase secondary medical insurance through ASI.
- E. No University employee (management, staff, or faculty) shall sign a "hold harmless and indemnification" agreement from a host organization.

I am clearly aware, have read, and have received a copy of the above guidelines prior to my participation in any off-campus learning experience and agree to abide by the conditions therein.

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Name (Type/Print)

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SSN

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Signature

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Date

The signed original of this form is to be retained for a minimum of three years in the office of the sponsoring NSM department, and a copy is to be given to the student.

## **Policy Guidelines for BIO 195 Internship in the Department of Biological Sciences**

### **I. Goals and Objectives**

The purpose of an internship is to provide the opportunity for Biological Sciences majors to have a supervised work-learn experience in a public or private agency in a career area that is related to the student's majors. To be a valid learning experience the internship should (1) enrich and reinforce the academic program of the student, (2) take place under adequate supervision, (3) permit evaluation of the experience, (4) allow the student to integrate knowledge and apply concepts learned in the classroom, and (5) demonstrate the relationship between the student's academic program and the world of work.

### **II. Qualifications**

This program is limited to upper division or graduate majors in the Department of Biological Sciences who have the necessary background to perform the tasks involved with the particular internship.

### **III. Nature of the Work**

The work involved in an internship should be similar to that expected of full-time employees of the agency. The intern is expected to put in 40 volunteer contact hours per unit of credit.

### **IV. BIO 195 Petition**

The student is responsible for submitting the completed 195 petition to the department's secretary. This petition includes (1) a brief description of the work to be performed by the student intern, and (2) signatures of the supervisor from the sponsoring agency, the sponsoring professor from the Biological Sciences faculty, the department's chair, and the student intern. The completed petition must be filed in the department office before the student begins internship duties. **Internship credit cannot be given for past work experience.**

### **V. Evaluation/Grading**

Internships will be graded Credit/No Credit. (1) A written evaluation will be submitted by the supervisor from the sponsoring agency to the sponsoring professor (2) who will submit the grade.

### **VI. Limitation of Credit**

No more than two units from BIO 195, 197, and 199 combined can be applied to the Biological Sciences upper division major requirements. Units received for BIO 195 will not count toward the 30 units for the Master's Degree.