# http://www.ric.edu/webcommunications/images/SealWithText_Small_Black.pngUNDERGRADUATE CURRICULUM COMMITTEE (UCC) PROPOSAL FORM

## **Cover page** scroll over blue text to see further important [instructions](#instructions): [if not working select “COMMents on rollover” in your Word preferences under view] **please read these.**

**N.B. ALL numbered categories in section (A) must be completed. Please do not use highlight to select choices within a category but simply delete the options that do not apply to your proposal (e.g. in A.2 if this is a course revision proposal, just delete the creation and deletion options and the various program ones, so it reads “course revision”) Do not delete any of the numbered categories—if they do not apply leave them blank. If there are no resources impacted, please put “none” in each A. 7 category.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A.1. [Course or program](#Proposal) | **HPE 417 PRACTICUM IN ELEMENTARY HEALTH EDUCATION** | | | |  |
| [Replacing](#Ifapplicable) |  | | | |
| A. 1b. Academic unit | **School of Education** | | | |  |
| A.2. [Proposal type](#type) | **Course: revision** | | | |  |
| A.3. [Originator](#Originator) | **Susan Clark** | [Home department](#home_dept) | **Health and Physical Education** | | |
| A.4. [Context and Rationale](#Rationale) Must include additional information listed in smart tip for all [new programs](#type). If **online** course or program, you need to explain what mode(s) you plan to use and why you need that specific delivery. | **Proposal: Add HPE 326 Assessment in Health Education as a pre-requisite for HPE 417 Practicum in Elementary Health Education.**  **The knowledge and skills acquired in HPE 326 are expected and required prior to entering HPE 417.** **Take out HPE 300 since HPE 300 is a prerequisite for HPE 326**  **In HPE 326 candidates learn how to write health education assessments, how to align assessments with all levels of cognitive and affective learning objectives, how to collect and analyze assessment data and how to utilize Google Classroom to evaluate student work and how to post grades.  Each of these teacher skills need to be present in order to apply them to the work in HPE 417, including design and implementation of lesson plans and unit plans, and delivery of instruction in the field. Additionally, in HPE 417 candidates teach in the field and utilize Google Classroom with their students (posting assignments, grading work, posting notifications, etc.).  Training and practice with peers in HPE 326 on how to become a Google Classroom teacher occurs in HPE 326.**  **There is no need to list HPE 300 as a prerequisite since HPE 326 has HPE 300 as a prerequisite.** | | | | |
| A.5. [Student impact](#student_impact)  Must include to explain why this change is being made? | **Students will only be positively impacted, as they will be best prepared for success in HPE 417.  Advising documents and sessions in the HPE department have reflected this sequence of courses, but the pre-requisite in the catalogue was overlooked during the many 2019 revisions of the program.** | | | | |
| A.6. [Impact on other programs](#impact) | **None, no students in other programs take these courses.** | | | | |
| A.7. [Resource impact](#Resource) | [*Faculty PT & FT*](#faculty): | **No impact** | | | |
| [*Library*:](#library) | **No impact** | | | |
| *Technology (for in person delivery)*  The VP of Information Services should be consulted prior to submission and their acknowledgement signature included. | **None** | | | |
| *Technology: (for online delivery. Must be RIC supported)*  The VP of Information Services should be consulted prior to submission and their approval signature included. |  | | | |
| [*Facilities*](#facilities): | **No impact** | | | |
| A.8. [Semester effective](#Semester_effective) | **Fall 2024** | A.9. [Rationale if sooner than next Fall](#Semester_effective) | |  | |
| A.10. INSTRUCTIONS FOR CATALOG COPY: Use the Word copy versions of the catalog sections found on the UCC Forms and Information page. Cut and paste into a single file **ALL the relevant pages from the college catalog that need to be changed.** Use tracked changes feature to show how the catalog will be revised as you type in the revisions. If totally new copy, indicate where it should go in the catalog. If making related proposals a single catalog copy that includes all changes is preferred. Send catalog copy as a separate single Word file along with this form. | | | | | |
| A.11. List here (with the relevant urls), any RIC website pages that will need to be updated (to which your department does not have access) if this proposal is approved, with an explanation as to what needs to be revised:  <https://ric.smartcatalogiq.com/en/2022-2023/catalog/courses/hpe-health-and-physical-education/400/hpe-417/> | | | | | |
| A. 12 **Check to see if your proposal will impact any of our** [**transfer** **agreements,**](file:///Users/SAbbotson/Documents/Curriculum/ManualandWebsite/transfer%20agreements) **and if it does explain in what way. Please indicate clearly what will need to be updated, including any changes in prefix numbers/titles for TES.** | | | | | |
| A. 13 Check the section that lists “Possible NECHE considerations” on the UCC Forms and Information page and if any apply, indicate what that might be here and contact Institutional Research for further guidance. | | | | | |

**B.** [**NEW OR REVISED COURSES**](#delete_if) **FOR WHICH FULL CONTACT HOURS ARE MET IN PERSON and listed as such in the catalog. If the course will be also taught in other modes just fill out the questions that are noted at the top of sections C and/or D, as applicable.**

**Delete section B. if the proposal does not include a new or revised IN-PERSON course. As in section A. do not highlight but simply delete suggested options not being used. Always fill in b. 1 and B. 3 for context. NOTE: course learning outcomes and topical outlines only needed for new or substantially revised courses.**

|  | Old ([for revisions only](#Revisions)) ONLY include information that is being revised, otherwise leave blank. | New Examples are provided within some of the boxes for guidance, delete just the examples that do not apply. |
| --- | --- | --- |
| B.1. [Course prefix and number](#cours_title) | **HPE 417** |  |
| B.2. Cross listing number if any |  |  |
| B.3. [Course title](#title) | **Practicum in Elementary Health Education** |  |
| B.4. [Course description](#description) |  |  |
| B.5. [Prerequisite(s)](#prereqs) | HPE 300 or consent of department chair. | HPE 326 or consent of department chair. |
| B.6. [Offered](#Offered) please read the screen tips to do this correctly, alternate years needs to be assigned odd/even, and a specific semester. |  |  |
| B.7. [Contact hours](#contacthours) |  |  |
| B.8. [Credit hours](#credits) |  |  |
| B.9. [Justify differences if any](#differences) |  | |

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| --- | --- | --- |
| B.10. [Grading system](#grading) |  |  |
| B.11. [Type of cours](#instr_methods)e |  |  |
| B.12. CATEGORIES  12. a. [How](#required) to be used | **Required for major** |  |
| 12 b. Is this an Honors  course? | **NO** |  |
| 12. c. [General Education](#ge)  N.B. Connections must include at  least 50% Standard Classroom  instruction. | **NO** |  |
| 12. d. Writing in the  Discipline (WID) | **NO** |  |
| B.13. [How will student performance be evaluated?](#performance) |  |  |
| B.14 [Recommended class-size](#class_size" \o "Check appendix XVIII in the UCC Manual for Best Practices) |  |  |
| B.15. [Redundancy statement](#competing) |  |  |
| B. 16. Other changes, if any |  | |

| B.17**.** [**Course learning outcomes**](#outcomes)**: List each one in a separate row** |  |  |
| --- | --- | --- |
|  |  | Click Tab from here to add rows |

| B.18. [**Topical outline**](#outline)**:** |
| --- |
| Topic 1  Subtopic 1a  Subtopic 1b  Subtopic 1c  Topic 2  Subtopic 2a  Subtopic 2b etc. |

## **G. Signatures**

* **Changes that affect General Education in any way MUST be approved by ALL Deans and COGE Chair**.
* Changes that directly impact more than one department/program MUST have the signatures of all relevant department chairs, program directors, and their relevant dean (e.g. when creating/revising a program using courses from other departments/programs). Check UCC manual 4.2 for further guidelines on whether the signatures need to be approval or acknowledgement.
* Proposals that do not have appropriate approval signatures will not be considered.
* Type in name of person signing and their position/affiliation.
* Send electronic files of this proposal and accompanying catalog copy to [curriculum@ric.edu](mailto:curriculum@ric.edu) to the current Chair of UCC. Check UCC website for due dates. **Do NOT convert to a .pdf.**

##### G.1. Approvals: required from programs/departments/deans who originate the proposal. THESE may include multiple departments, e.g., for joint/interdisciplinary proposals.

| Name | Position/affiliation | [Signature](#_Signature" \o "Insert electronic signature, if available, in this column) | Date |
| --- | --- | --- | --- |
| Susan Clark | Program Coordinator of B.S. Health Education | Susan Clark | 9/6/23 |
| Susan Clark | Chair of Health and Physical Education Department | Susan Clark | 9/6/23 |
| Carol Cummings | Interim Dean of FSEHD | Carol Cummings | 9/27/23 |
|  |  |  | Tab to add rows |

##### G.2. [Acknowledgements](#acknowledge): REQUIRED from OTHER PROGRAMS/DEPARTMENTS (and their relevant deans if not already included above) that are IMPACTED BY THE PROPOSAL. SIGNATURE DOES NOT INDICATE APPROVAL, ONLY AWARENESS THAT THE PROPOSAL IS BEING SUBMITTED. CONCERNS SHOULD BE BROUGHT TO THE UCC COMMITTEE MEETING FOR DISCUSSION; all faculty are welcome to attend.

| Name | Position/affiliation | [Signature](#Signature_2) | Date |
| --- | --- | --- | --- |
| Kristen Pepin | Program Coordinator Physical Education | Kristen Pepin | 9/7/23 |
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