Wilkes University Curriculum Committee

PROPOSAL SUBMITTAL FORM

Directions:
- Use this set of forms for all proposals sent to the Curriculum Committee.
- Pages 1-3 of this document are required. Any unnecessary forms should be deleted from the packet before submissions. If multiple forms are needed (course addition, course deletion, etc), simply copy and paste additional forms into this packet.
- Note that all new programs (majors and minors), program eliminations, significant program revisions and all general education core revisions must be reviewed and approved by the Provost and Academic Planning Committee (APC) prior to submission to the Curriculum Committee. The Provost will make the decision if a program revision requires APC review.
- Completed and signed forms are due no later than the first Tuesday of every month. Submit one signed original hard copy and a scanned electronic copy with all signatures to the Chair of the Curriculum Committee.

1. Originator:  Dr. Kurt Eisele / Anne M. Butler
   School of Education: Master’s Education Department
   570.408.4058  kurt.eisele@wilkes.edu
   570.408.6814  anne.butler@wilkes.edu

2. Proposal Title: Revision of Master of Science in Middle Level Education program

3. Check only one type of proposal: (double click on the appropriate check box and change default value to "checked").
   - □ New Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and APC.
   - □ Elimination of Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and APC.
   - □ Program Revision. Significant revisions to a program require review and approval by the Provost. The Provost determines if review and approval by APC is necessary.
   - □ General Education Revision. Submissions only accepted from the General Education Committee (GEC). Must be reviewed and approved by the Provost.
   - □ Creation of new departments, elimination of existing department. This requires prior review and approval by the Provost and APC.
   - □ Course additions or deletions not affecting programs (such as elective courses, transition of “topics” courses to permanent courses).
   - □ Change in course credit or classroom hours.
   - ✗ Incidental Changes. Includes changes in course/program title, course descriptions, and course prerequisites. (Although these changes do require approval by the Curriculum Committee, they do not go before the full faculty for approval).
   - □ Other (Specify)
4. Indicate the number of course modification forms that apply to this proposal:

[ ] Course Addition Form (plus syllabi)
[ ] Course Deletion Form
[ ] Course Change Form

5. Executive Summary of Proposal.
   Briefly summarize this proposal. The breadth and depth of this executive summary should
   reflect the complexity and significance of the proposal. Include an overview of the
   proposal, background and reasoning behind the proposal and a description of how the
   proposal relates to the mission and strategic long-range plan of the unit and/or university.
   For incidental changes a one or two sentence explanation is adequate.

This proposal is for Incidental Changes to the capstone course of the Middle Level program,
pursuant to PDE recommendations.

On October 9, 2013, the Pennsylvania Department of Education granted Wilkes University approval
as a post-baccalaureate, initial certification program provider for grades 4-8 teaching certificates in
English/Language Arts, Mathematics, Science, and Social Studies in accordance with new
Pennsylvania Chapter 49 requirements. The programmatic changes articulated herein are necessary
to meet the PDE mandates.

EDML 5009: Internship has been modified to reflect only assignments and requirements of already-
certified teachers; references to initial certification candidates have been eliminated.

6. Other specific information. (Not applicable for incidental changes.)

   What other programs, if any, will be affected by this proposal? Describe what resources
   are available for this proposal. Are they adequate? What would be the effect on the
   curriculum of all potentially affected programs if this proposal were adopted? Include any
   potential effects to the curriculum of current programs, departments and courses.

NONE. All changes are within courses within the Master’s Level Education department.

7. Program Outline. (Not applicable for incidental changes).
   A semester-by-semester program outline as it would appear in the bulletin for a new
   program or any modified program with all changes clearly indicated.

8. Signatures and Recommendations. (please date)
• Signatures of involved Department chair(s) and Dean(s) indicate agreement with the proposal and that adequate resources (library, faculty, technology) are available to support proposal.
• If a potential signatory disagrees with a proposal he/she should write “I disagree with this proposal” and a signed statement should be attached to this submission.

Dr. Diane Polacheck
Chair, Undergraduate Education

Signature Date

Dr. Kurt Eisele,
Director of Graduate (Master’s Level) Education

Signature Date

Dr. Mary Kropicwnicki
Chair, Graduate (Doctoral Level) Education

Signature Date

Dr. Rhonda Waskiewicz
Interim Dean, School of Education

Signature Date

Ms. Susan Hritzak
Registrar

Signature Date

Dr. Terese Wignot
Provost (For new programs, significant revisions and revisions to the General Education Program revisions only).

Signature Date

Provost should check here if this proposal is a program revision AND the significance of the revision requires review and approval by APC prior to Curriculum Committee.

Print Name Signature Date
Chair, Academic Planning Committee. For new programs, program revisions sent via the provost. Signature indicates that the proposal has been reviewed and approved by APC.

Print Name Signature Date
Chair, General Education Committee. For revisions to General Education program only. (Signature indicates that the proposal has been approved by GEC).
Wilkes University Curriculum Committee  
COURSE CHANGE FORM

Directions: Use this form to change information relating to an existing course. Please note, changes to course number require separate course addition/deletion forms (not this form!). Only indicate changes that are proposed (existing and proposed), other fields should be left blank.

Course Number: EDML 5009  
Course Title: Internship in Middle Level Education

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Credit hours. (Indicate classroom, lab or “other” hours.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Prerequisites</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Description (as proposed for Bulletin)</td>
<td>This is the culminating course for middle level certification (4-8). Students will apply their knowledge of content and research-based practices in the field by working with young adolescents. A 90-hour teaching internship is required for PA certified teachers having no documented evidence of successful teaching at the middle level. For initial certification, 12 weeks of intern teaching is required.</td>
<td>This is the culminating course for middle level certification (4-8). Students holding current Pennsylvania teaching certification will apply their knowledge of middle-level content and research-based practices in the field by working with young adolescents.</td>
</tr>
</tbody>
</table>

1 Course descriptions provide an overview of the topics covered. If the course is offered on a scheduled basis, i.e. every other year, or only during a set semester, note this in the description. Course descriptions should be no more than two to three sentences in length.