# Request for CHANGING an Existing Course

**Department**: Communication Studies  
**College**: Humanities & Social Sciences

**Course Rubric and #**: CMST 7962  
**Date**: 4/9/2014

## Present Course Description

**Title**: Seminar: Rhetorical Criticism

- **Semester Hours of Credit**: 3
- **Contact Hours Per Week**: (Indicate hours in appropriate course type.)
- **Total Weekly Contact Hours**: 3
- **Grading System**: Letter Grade _x_ Pass/Fail

**Course Description**:

7962 Seminar: Rhetorical Criticism (3) Prereq.: consent of instructor. Types of speech criticism, criteria and measures of effectiveness of public address.

## Proposed Course Description

**Title**: Seminar: Rhetorical Criticism

- **Semester Hours of Credit**: 3
- **Contact Hours Per Week**: (Indicate hours in appropriate course type.)
- **Total Weekly Contact Hours**: 3
- **Grading System**: Letter Grade _x_ Pass/Fail

**Course Description**:  

7962 Seminar: Rhetorical Criticism (3) Types of speech criticism, criteria and measures of effectiveness of public address.

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**THESE QUESTIONS MUST BE ANSWERED COMPLETELY AND ACCURATELY OR PROPOSAL WILL BE RETURNED.**

- Has this change been discussed with and approved by all departments/colleges affected? Yes ( ) No ( ) N/A (x)
- Is this course included in any curricula, concentrations, or minors? Yes ( ) No (x) If yes, please list on a separate sheet.
- Is this course a prerequisite or corequisite for other courses? Yes ( ) No (x) If yes, list courses; use separate sheet.
- Is this course on the General Education list? Yes ( ) No (x)

**JUSTIFICATION/EXPLANATION**: Use separate sheet.

## APPROVALS:

**Department Faculty Approval Date**: 4/9/2014  
**Department Chair's Signature**: [Signature]  
**Graduate Dean's Signature**: [Signature]  
**College Contact**: [Name]

**College Faculty Approval Date**: 4-23-14  
**College Dean's Signature**: [Signature]  
**Chair, FS C & C Committee**: [Signature]  
**Academic Affairs Approval**: [Signature]
Has this change been discussed with and approved by all departments/colleges affected? Yes ( ) No ( ) N/A (x)

The only department affected is the Department of Communication Studies.

Is this course included in any curricula, concentrations, or minors? Yes (x) No ( ) If yes, please list on a separate sheet.

M.A., Communication Studies
Ph.D., Communication Studies
Graduate Minor in Communication Studies
JUSTIFICATION/EXPLANATION: Use separate sheet.

The only change is to delete “Prereq.: consent of instructor.” This prerequisite has never been enforced and is not necessary.
Request for CHANGING an Existing Course

Department: Communication Studies
College: Humanities & Social Sciences
Course Rubric and #: CMST 7966
Date: 4/9/2014

Present Course Description

Title: Problems in Rhetorical Theory, Criticism and History

Semester Hours of Credit: 3

If combination course type, # hrs. of credit for: lab/sem: rec: ___ ___ ___
Repeat Credit Max (if repeatable): 12
Graduate Credit?: Yes: No:
Credit will not be given for this course and:

Contact Hours Per Week: (Indicate hours in appropriate course type.)
LEC ___ LAB ___ SEM ___ REC ___ RES/ IND ___ CLIN/ PRACT ___
Total Weekly Contact Hours: ___
Grading System: Letter Grade ___ x ___ Pass/Fail ___

Course Description:
Include course number, title, etc., exactly as it appears in the General Catalog.

7966 Problems in Rhetorical Theory, Criticism and History (3) Prereq.: at least 12 hrs. (four courses) in public address. May be taken for a max. of 12 sem. hrs. of credit when content varies. Selected problem that goes beyond present advanced course offerings in public address; topic to be announced.

PROPOSED COURSE DESCRIPTION

Title: Problems in Rhetorical Theory, Criticism and History

Semester Hours of Credit: 3

If combination course type, # hrs. of credit for: lab/sem: rec: ___ ___ ___
Repeat Credit Max (if repeatable): 12
Graduate Credit?: Yes: No:
Credit will not be given for this course and:

Contact Hours Per Week: (Indicate hours in appropriate course type.)
LEC ___ LAB ___ SEM ___ REC ___ RES/ IND ___ CLIN/ PRACT ___
Total Weekly Contact Hours: ___
Grading System: Letter Grade ___ x ___ Pass/Fail ___

Course Description:
Include course number, title, etc., exactly as it will appear in the General Catalog.

7966 Problems in Rhetorical Theory, Criticism and History (3) May be taken for a max. of 12 sem. hrs. of credit when content varies. Selected problem that goes beyond present advanced course offerings in rhetoric; topic to be announced. Prereq.: consent of instructor.

THESE QUESTIONS MUST BE ANSWERED COMPLETELY AND ACCURATELY OR PROPOSAL WILL BE RETURNED.

Has this change been discussed with and approved by all departments/colleges affected? Yes ( ) No ( ) N/A (x)
Is this course included in any curricula, concentrations, or minors? Yes (x) No ( ) If yes, please list on a separate sheet.
Is this course a prerequisite or corequisite for other courses? Yes ( ) No (x) If yes, list courses; use separate sheet.
Is this course on the General Education list? Yes ( ) No (x)

JUSTIFICATION/EXPLANATION: Use separate sheet.

APPROVALS:
Department Faculty Approval Date: 4/9/2014
Department Chair's Signature: G. Byers (Date): 5-1-14
Graduate Dean's Signature: (Date): 5-1-14
College Contact: (Please print name.)
College Contact E-mail:

College Faculty Approval Date: 4-23-14
College Dean's Signature: (Date): 5/8/2014
Chair, FS C & C Committee: (Date): 5/20/14
Academic Affairs Approval: (Date):
Has this change been discussed with and approved by all departments/colleges affected?  Yes ( )  No ( )  N/A (x)

The only department affected is the Department of Communication Studies.

Is this course included in any curricula, concentrations, or minors?  Yes (x)  No ( ) If yes, please list on a separate sheet.

M.A., Communication Studies
Ph.D., Communication Studies
Graduate Minor in Communication Studies
JUSTIFICATION/EXPLANATION: Use separate sheet.

Two changes are proposed. The first is to delete “Prereq.: at least 12 hrs. (four courses) in public address.” This prerequisite has never been enforced and is not necessary. The second is to replace the phrase “public address” with “rhetoric.” This change is consistent with current nomenclature and departmental expertise.
Faculty Senate Courses and Curricula Committee

From: Lawrence Rouse, Chair, Courses and Curricula Committee

May 9, 2014

At their May 9th meeting, the Faculty Senate Courses and Curriculum Committee took the following action regarding the CMST proposals:

CMST 3900
- The Committee conditionally approved the proposal to change CMST 3900. The Committee requested that the prerequisite remain as the removal could allow a student to take the course with the same topic more than once without any oversight. The department may wish to justify further why the removal is needed but must provide an explanation on how oversight is done for the course if not through the consent of the instructor.

CMST 7966
- The Committee conditionally approved the proposal to change CMST 7966. The Committee requested that consent of instructor or permission of department be added as a prerequisite as the course can be repeated for credit. A student could possibly take this course with the same topic more than once without any oversight.

Please submit the requested documentation to Anna Castrillo in the Office of the University Registrar at 112 Thomas Boyd Hall or by email at acastrill@lsu.edu.

If you have any questions regarding the request, please feel free to contact me at lrouse@lsu.edu.
Thanks for your feedback. We would like both classes, CMST 3900 and CMST 7966, to be consent of instructor.

Renee Edwards  
Professor and Chair  
Department of Communication Studies  
Louisiana State University  
Baton Rouge, LA 70803  
225.578.6821

From: Anna M Castrillo  
Sent: Friday, May 09, 2014 9:40 AM  
To: Renee Edwards  
Cc: Rebecca E Caire  
Subject: CMST Proposals

Dr. Edwards,

Attached please find the memo regarding actions taken by the C&C Committee at yesterday's meeting. Please note that all other CMST proposals were approved. You can submit your answers or revisions to me electronically. I can also revise the course descriptions if you choose to add the verbiage the committee requested.

Sincerely,

Anna Castrillo, M.A.  
Coordinator  
Office of the University Registrar  
Louisiana State University  
112 Thomas Boyd Hall  
Phone: (225)578-4111  
Fax: (225)578-5991
# Request for CHANGING an Existing Course

**Department:** Communication Studies  
**College:** Humanities & Social Sciences  
**Course Rubric and #** CMST 7999  
**Date:** 4/9/2014

## Present Course Description

**Title:** Independent Research in Communication Studies

<table>
<thead>
<tr>
<th>Semester Hours of Credit</th>
<th>1-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>If combination course type, # hrs. of credit for lecture: lab/sem/rec:</td>
<td></td>
</tr>
<tr>
<td>Repeat Credit Max (if repeatable): 6</td>
<td></td>
</tr>
<tr>
<td>Graduate Credit?: Yes: No:</td>
<td></td>
</tr>
</tbody>
</table>

Credit will not be given for this course and:

**Contact Hours Per Week:** (Indicate hours in appropriate course type.)

<table>
<thead>
<tr>
<th>LEC</th>
<th>LAB</th>
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<th>REC</th>
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</tr>
</tbody>
</table>

**Total Weekly Contact Hours:** 1-3

**Grading System:** Letter Grade _x_ Pass/Fail

**Course Description:**

7999 Independent Research in Communication Studies (1-3)  
Prereq.: consent of instructor and approval of department chair. May be taken for a max. of 6 sem. hrs. credit. For advanced graduate students to pursue research on special topics.

## Proposed Course Description

**Title:** Independent Research in Communication Studies

<table>
<thead>
<tr>
<th>Semester Hours of Credit</th>
<th>1-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>If combination course type, # hrs. of credit for lecture: lab/sem/rec:</td>
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<tr>
<td>Repeat Credit Max (if repeatable): 6</td>
<td></td>
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<tr>
<td>Graduate Credit?: Yes: No:</td>
<td></td>
</tr>
</tbody>
</table>

Credit will not be given for this course and:

**Contact Hours Per Week:** (Indicate hours in appropriate course type.)

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<tr>
<th>LEC</th>
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</tbody>
</table>

**Total Weekly Contact Hours:** 1-3

**Grading System:** Letter Grade _x_ Pass/Fail

**Course Description:**

7999 Independent Research in Communication Studies (1-3)  
Prereq.: permission of department. May be taken for a max. of 6 sem. hrs. credit. For advanced graduate students to pursue research on special topics.

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**THESE QUESTIONS MUST BE ANSWERED COMPLETELY AND ACCURATELY OR PROPOSAL WILL BE RETURNED.**

Has this change been discussed with and approved by all departments/colleges affected? Yes ( ) No ( ) N/A ( )

Is this course included in any curricula, concentrations, or minors? Yes ( ) No ( ) If yes, please list on a separate sheet.

Is this course a prerequisite or corequisite for other courses? Yes ( ) No ( ) If yes, list courses; use separate sheet.

Is this course on the General Education list? Yes ( ) No ( )

**JUSTIFICATION/EXPLANATION:** Use separate sheet.

**APPROVALS:**

**Department Faculty Approval Date:** 1/1/2014  
Department Chair’s Signature: 1/1/2014  
Graduate Dean’s Signature: 5/5/2014

**College Faculty Approval Date:** 4-23-14  
College Dean’s Signature: 4/23/2014  
Chair, FS C & C Committee: 5/8/2014

**College Contact:** (Please print name.)  
**College Contact E-mail:**

**Academic Affairs Approval:** (Date)
Has this change been discussed with and approved by all departments/colleges affected? Yes ( ) No ( ) N/A (x)

The only department affected is the Department of Communication Studies.

Is this course included in any curricula, concentrations, or minors? Yes (x) No ( ) If yes, please list on a separate sheet.

M.A., Communication Studies
Ph.D., Communication Studies
Graduate Minor in Communication Studies
JUSTIFICATION/EXPLANATION: Use separate sheet.

The only change is to require permission of the department rather than "Prereq.: consent of instructor and approval of department chair." The reason is to streamline office procedures. The department already requires the appropriate signatures on an internal form before manually adding a student to this class.
# Request for CHANGING an Existing Course

**Department:** Communication Studies  
**College:** Humanities & Social Sciences  
**Course Rubric and #:** CMST 2200  
**Date:** 4/9/2014

## Present Course Description

<table>
<thead>
<tr>
<th>Title</th>
<th>Practicum in Communication Studies</th>
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</thead>
<tbody>
<tr>
<td><strong>Semester Hours of Credit</strong>:</td>
<td>1-3</td>
</tr>
<tr>
<td><strong>Contact Hours Per Week</strong>:</td>
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<tr>
<td>LEC</td>
<td>LAB</td>
</tr>
<tr>
<td>Total Weekly Contact Hours:</td>
<td>1-3</td>
</tr>
<tr>
<td><strong>Grading System</strong>:</td>
<td>Letter Grade x Pass/Fail</td>
</tr>
<tr>
<td><strong>Course Description</strong>:</td>
<td>Include course number, title, etc., exactly as it appears in the General Catalog</td>
</tr>
</tbody>
</table>

2200 Practicum in Communication Studies (1-3)  
Prereq.: consent of instructor. May be taken for a max. of 3 sem. hrs.; however, no more than a total of 3 sem. hrs. in CMST 2200 and CMST 4200 may be taken for undergraduate credit. Pass/fail grading. Practical experience in major interdepartmental activities outside the classroom under direct faculty supervision.

## Proposed Course Description

<table>
<thead>
<tr>
<th>Title</th>
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<td><strong>Contact Hours Per Week</strong>:</td>
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<td>LEC</td>
<td>LAB</td>
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<td>Total Weekly Contact Hours:</td>
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<tr>
<td><strong>Grading System</strong>:</td>
<td>Letter Grade x Pass/Fail</td>
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<tr>
<td><strong>Course Description</strong>:</td>
<td>Include course number, title, etc., exactly as it will appear in the General Catalog</td>
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</table>

2200 Practicum in Communication Studies (1-3)  
Prereq.: permission of department. May be taken for a max. of 3 sem. hrs.; however, no more than a total of 3 sem. hrs. in CMST 2200 and CMST 4200 may be taken for undergraduate credit. Pass-fail grading. Practical experience in major interdepartmental activities outside the classroom under direct faculty supervision.

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**THESE QUESTIONS MUST BE ANSWERED COMPLETELY AND ACCURATELY OR PROPOSAL WILL BE RETURNED.**

- Has this change been discussed with and approved by all departments/colleges affected? **Yes ( ) No ( ) N/A ( )**
- Is this course included in any curricula, concentrations, or minors? **Yes ( ) No ( )**
- If yes, please list on a separate sheet.
- Is this course a prerequisite or corequisite for other courses? **Yes ( ) No ( )**
- If yes, list courses; use separate sheet.
- Is this course on the General Education list? **Yes ( ) No ( )**
- If yes, list courses; use separate sheet.

**JUSTIFICATION/EXPLANATION:** Use separate sheet.

**Note:** IF COURSE IS OR WILL BE CROSS-LISTED, SEPARATE FORMS MUST BE SUBMITTED BY EACH DEPARTMENT.

**APPROVALS:**

- **Department Faculty Approval Date:** 4/9/2014  
- **Department Chair’s Signature:** (Date)
- **Graduate Dean’s Signature:** (Date)
- **College Contact:** (Please print name.)
- **College Contact E-mail:**

- **College Faculty Approval Date:** 4/23/14  
- **College Dean’s Signature:** (Date)
- **Chair, FS C & C Committee:** (Date)
- **Academic Affairs Approval:** (Date)
Has this change been discussed with and approved by all departments/colleges affected? Yes ( ) No ( ) N/A (x)

The only department affected is the Department of Communication Studies.

Is this course included in any curricula, concentrations, or minors? Yes ( x ) No ( ) If yes, please list on a separate sheet.

B.A., Communication Studies
Minor in Communication Studies
JUSTIFICATION/EXPLANATION: Use separate sheet.

The *only* change is to require permission of the department rather than the instructor. The reason is to streamline office procedures. The department already requires an instructor’s signature on an internal form before manually adding a student to this class.
**Request for CHANGING an Existing Course**

**Department** | Communication Studies  
---|---  
**Course Rubric and #** | CMST 3810  
**Date** | 4/9/2014  
**Present Course Description**  
**Title** | Independent Study  
**Semester Hours of Credit** | 1-3  
**If combination course type, # hrs. of credit for lecture:** |  
**lab/sem/rec:** |  
**Repeat Credit Max (if repeatable):** | 6  
**Graduate Credit?** | Yes: No:  
**Credit will not be given for this course and:** | CMST 4200  
**Contact Hours Per Week:** |  
**LEC LAB SEM REC RES/IND 1-3 CLIN/PRACT** |  
**Total Weekly Contact Hours:** | 1-3  
**Grading System:** | Letter Grade X Pass/Fail  
**Course Description:**  
Include course number, title, etc., exactly as it appears in the General Catalog 3810 Independent Study (1-3) May be taken for a max. of 3 hrs. of credit on a communication topic not duplicated in regular course offerings. Course may be taken for a max. of 6 hrs. of credit in the major.  

**Proposed Course Description**  
**Title** | Independent Study  
**Short Title** | INDEPENDENT STUDY  
**Semester Hours of Credit** | 1-3  
**If combination course type, # hrs. of credit for lecture:** |  
**lab/sem/rec:** |  
**Repeat Credit Max (if repeatable):** | 6  
**Graduate Credit?** | Yes: No:  
**Credit will not be given for this course and:** | CMST 4200  
**Contact Hours Per Week:** |  
**LEC LAB SEM REC RES/IND 1-3 CLIN/PRACT** |  
**Total Weekly Contact Hours:** | 1-3  
**Grading System:** | Letter Grade X Pass/Fail  
**Course Description:**  
Include course number, title, etc., exactly as it appears in the General Catalog 3810 Independent Study (1-3) Prereq.: permission of department. May be taken for a max. of 3 hrs. of credit on a communication topic not duplicated in regular course offerings. Course may be taken for a max. of 6 hrs. of credit in the major.

**THESE QUESTIONS MUST BE ANSWERED COMPLETELY AND ACCURATELY OR PROPOSAL WILL BE RETURNED.**

- Has this change been discussed with and approved by all departments/colleges affected? **Yes ( ) No ( ) N/A ( )**
- Is this course included in any curricula, concentrations, or minors? **Yes (x) No ( )**
- Is this course a prerequisite or corequisite for other courses? **Yes ( ) No (x) if yes, please list on a separate sheet.**
- Is this course on the General Education list? **Yes ( ) No (x) if yes, list courses; use separate sheet.**

**JUSTIFICATION/EXPLANATION:** Use separate sheet.

**Note:** IF COURSE IS OR WILL BE CROSS-LISTED, SEPARATE FORMS MUST BE SUBMITTED BY EACH DEPARTMENT.

**APPROVALS:**

- **Department Faculty Approval Date** | 4/11/2014  
- **Department Chair’s Signature** | (Date)  
- **Graduate Dean’s Signature** | (Date)  

- **College Faculty Approval Date** | 4-23-14  
- **College Dean’s Signature** | (Date)  
- **Chair, FS C & C Committee** | (Date)  

- **College Contact:**  
(Please print name.)  

- **College Contact E-mail:**  

- **Academic Affairs Approval** | (Date)
Has this change been discussed with and approved by all departments/colleges affected? Yes ( ) No ( ) N/A ( )

The only department affected is the Department of Communication Studies.

Is this course included in any curricula, concentrations, or minors? Yes (x) No ( ) If yes, please list on a separate sheet.

B.A., Communication Studies
Minor in Communication Studies
JUSTIFICATION/EXPLANATION: Use separate sheet.

The *only* change is to add "Prereq.: permission of department." The reason is to prevent students from signing up for independent studies without a faculty member to direct them.
**Request for CHANGING an Existing Course**

**Department:** Communication Studies  
**College:** Humanities & Social Sciences  
**Course Rubric and #:** CMST 4200  
**Date:** 4/9/2014

### Present Course Description

**Title:** Practicum in Communication Studies  
**Course Description:**  
Include course number, title, etc., exactly as it appears in the General Catalog.

#### Semester Hours of Credit 1-3

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<tr>
<th>LEC</th>
<th>LAB</th>
<th>SEM</th>
<th>REC</th>
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<th>1-3</th>
<th>CLIN/PRACT</th>
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</tr>
</tbody>
</table>

**Repeat Credit Max (if repeatable) see note:**  
**Graduate Credit?** Yes: _X_ No: __

**Credit will not be given for this course and: CMST 2200 (see note)**

**Contact Hours Per Week:** (Indicate hours in appropriate course type.)  
**Grading System:** Letter Grade ___ Pass/Fail _X_

#### Course Description:

Include course number, title, etc., exactly as it appears in the General Catalog.

**4200 Practicum in Communication Studies (1-3)** Prerequisite: consent of instructor. May be taken for a max. of 3 sem. hrs. of undergraduate credit; no more than a total of 3 sem. hrs. of CMST 2200 and CMST 4200 may be taken for undergraduate credit. May be taken for a max. of 9 sem. hrs. of graduate credit in Communication Studies. Pass-fail grading. Practical experience in major interdepartmental activities outside the classroom under direct faculty supervision.

### Proposed Course Description

**Title:** Practicum in Communication Studies  
**Semester Hours of Credit 1-3**

<table>
<thead>
<tr>
<th>LEC</th>
<th>LAB</th>
<th>SEM</th>
<th>REC</th>
<th>RES/IND</th>
<th>1-3</th>
<th>CLIN/PRACT</th>
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<tbody>
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</tbody>
</table>

**Repeat Credit Max (if repeatable) see note:**  
**Graduate Credit?** Yes: _X_ No: __

**Credit will not be given for this course and: CMST 2200 (see note)**

**Contact Hours Per Week:** (Indicate hours in appropriate course type.)  
**Grading System:** Letter Grade ___ Pass/Fail _X_

#### Course Description:

Include course number, title, etc., exactly as it appears in the General Catalog.

**4200 Practicum in Communication Studies (1-3)** Prerequisite: permission of department. May be taken for a max. of 3 sem. hrs. of undergraduate credit; no more than a total of 3 sem. hrs. of CMST 2200 and CMST 4200 may be taken for undergraduate credit. May be taken for a max. of 9 sem. hrs. of graduate credit in Communication Studies. Pass-fail grading. Practical experience in major interdepartmental activities outside the classroom under direct faculty supervision.

### Justification/Explanation

**THESE QUESTIONS MUST BE ANSWERED COMPLETELY AND ACCURATELY OR PROPOSAL WILL BE RETURNED.**

- Has this change been discussed with and approved by all departments/colleges affected? Yes ( ) No ( ) N/A (x)
- Is this course included in any curricula, concentrations, or minors? Yes (x) No ( ) If yes, please list on a separate sheet.
- Is this course a prerequisite or corequisite for other courses? Yes ( ) No (x) If yes, list courses; use separate sheet.
- Is this course on the General Education list? Yes ( ) No (x)

**JUSTIFICATION/EXPLANATION:** Use separate sheet.

### Approvals

**Department Faculty Approval Date:** 5/11/2014  
**Department Chair’s Signature:** 5/11/2014  
**Graduate Dean’s Signature:** 5/5/2014  
**College Faculty Approval Date:** 4/23/14  
**College Dean’s Signature:** 3/14/14  
**Chair, FS C & C Committee:** 5/8/2014  
**Academic Affairs Approval:** 5/14/14
Note: Undergraduates may take CMST 4200 (and/or CMST 2200) for a maximum of 3 hours credit. Graduate students may take CMST 4200 for a maximum of 9 hours of credit.

Has this change been discussed with and approved by all departments/colleges affected? Yes ( ) No ( ) N/A ( )

The only department affected is the Department of Communication Studies.

Is this course included in any curricula, concentrations, or minors? Yes (x) No ( ) If yes, please list on a separate sheet.

- B.A., Communication Studies
- M.A., Communication Studies
- Ph.D., Communication Studies
- Minor in Communication Studies
- Graduate Minor in Communication Studies
JUSTIFICATION/EXPLANATION: Use separate sheet.

The only change is to require permission of the department rather than the instructor. The reason is to streamline office procedures. The department already requires an instructor’s signature on an internal form before manually adding a student to this class.
Request for CHANGING an Existing Course

Course Number and #  CMST 4312 Date 4/9/2014

Present Course Description

<table>
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<tr>
<th>Title</th>
<th>Topics in Critical Media Theory and Practice</th>
</tr>
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<td>Semester Hours of Credit</td>
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</tr>
<tr>
<td>Laboratory/Recitation</td>
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</tr>
<tr>
<td>Repeat Credit Max (if repeatable)</td>
<td>6</td>
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<tr>
<td>Graduate Credit?</td>
<td>Yes: No:</td>
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<td>Credit will not be given for this course and:</td>
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<td>Contact Hours Per Week</td>
<td>3</td>
</tr>
<tr>
<td>Grading System</td>
<td>Letter Grade: Pass/Fail</td>
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<tr>
<td>Course Description</td>
<td>Include course number, title, etc. exactly as it appears in the General Catalog</td>
</tr>
<tr>
<td>4312 Topics in Critical Media Theory and Practice (3)</td>
<td></td>
</tr>
<tr>
<td>Prereq: CMST 2012, 3012, 3107 or consent of instructor. May be taken for a max. of 6 sem. hrs. of credit when topics vary. Topics such as “Basic Concepts of Cinema,” “Aesthetics of Film and Video,” and “Cyberculture Theory.”</td>
<td></td>
</tr>
</tbody>
</table>

Proposed Course Description

<table>
<thead>
<tr>
<th>Title</th>
<th>Topics in Critical Media Theory and Practice</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Laboratory/Recitation</td>
<td></td>
</tr>
<tr>
<td>Repeat Credit Max (if repeatable)</td>
<td>6</td>
</tr>
<tr>
<td>Graduate Credit?</td>
<td>Yes: No:</td>
</tr>
<tr>
<td>Credit will not be given for this course and:</td>
<td></td>
</tr>
<tr>
<td>Contact Hours Per Week</td>
<td>3</td>
</tr>
<tr>
<td>Grading System</td>
<td>Letter Grade: Pass/Fail</td>
</tr>
<tr>
<td>Course Description</td>
<td>Include course number, title, etc. exactly as it will appear in the General Catalog</td>
</tr>
<tr>
<td>4312 Topics in Critical Media Theory and Practice (3)</td>
<td></td>
</tr>
<tr>
<td>Prereq: CMST 2012, 3012, 3107, or permission of department. May be taken for a max. of 6 sem. hrs. of credit when topics vary. Topics such as “Basic Concepts of Cinema,” “Aesthetics of Film and Video,” and “Cyberculture Theory.”</td>
<td></td>
</tr>
</tbody>
</table>

THESE QUESTIONS MUST BE ANSWERED COMPLETELY AND ACCURATELY OR PROPOSAL WILL BE RETURNED.

Has this change been discussed with and approved by all departments/colleges affected? Yes (√) No ( ) N/A (√)
Is this course included in any curricula, concentrations, or minors? Yes ( x ) No ( ) If yes, please list on a separate sheet.
Is this course a prerequisite or corequisite for other courses? Yes ( ) No ( x ) If yes, list courses; use separate sheet.
Is this course on the General Education list? Yes ( ) No ( x )

JUSTIFICATION/EXPLANATION: Use separate sheet.

APPROVALS:

Department Faculty Approval Date 11/1/2014
Department Chair’s Signature 11/1/2014
Graduate Dean’s Signature 5-5-14

College Faculty Approval Date 4-23-14
College Dean’s Signature 4-27-14
Chair, FS C & C Committee 5/8/2014

Academic Affairs Approval 5/2/2014
Has this change been discussed with and approved by all departments/colleges affected? **Yes ( ) No ( ) N/A ( )**

The only department affected is the Department of Communication Studies.

Is this course included in any curricula, concentrations, or minors? **Yes (x) No ( )** If yes, please list on a separate sheet.

- B.A., Communication Studies
- M.A., Communication Studies
- Ph.D., Communication Studies
- Minor in Communication Studies
- Graduate Minor in Communication Studies
JUSTIFICATION/EXPLANATION: Use separate sheet.

The only change is to require permission of the department rather than the instructor. The reason is to streamline office procedures. The department already requires an instructor’s signature on an internal form before manually adding a student who does not satisfy the other prerequisites.
Request for CHANGING an Existing Course

Department: School of Art
Course Rubric and #: ART 4514

Present Course Description
Title: Experimental Design

Semester Hours of Credit: 3

If combination course type, # hrs. of credit for:
lecture: lab/sem rec:
Repeat Credit Max if repeatable:

Graduate Credit?: Yes: X No:

Credit will not be given for this course and:

Contact Hours Per Week (Indicate hours in appropriate course type.)
LEC LAB SEM REC RES/ IND CLIN/ PRAC
6

Total Weekly Contact Hours: 6

Grading System: Letter Grade _X_ Pass/Fail

Course Description:
Include course number, title, etc. exactly as it appears in the General Catalog
4514 Experimental Design (3) Prereq.: consent of instructor based on review of student's portfolio. 6 hrs. studio. Advanced experimental work in a predetermined area of graphic design.

THESE QUESTIONS MUST BE ANSWERED COMPLETELY AND ACCURATELY OR PROPOSAL WILL BE RETURNED.

Has this change been discussed with and approved by all departments/colleges affected? Yes ( ) No ( ) N/A ( )

Is this course included in any curricula, concentrations, or minors? Yes ( ) No ( ) If yes, please list on a separate sheet.

Is this course a prerequisite or corequisite for other courses? Yes ( ) No ( ) If yes, list courses; use separate sheet.

Is this course on the General Education list? Yes ( ) No ( )

JUSTIFICATION/EXPLANATION: Use separate sheet.

Note: IF COURSE IS OR WILL BE CROSS-LISTED, SEPARATE FORMS MUST BE SUBMITTED BY EACH DEPARTMENT.

APPROVALS:
Department Faculty Approval Date 4/1/14
Department Chair's Signature (Date)
 Graduate Dean's Signature (Date)

College Contact: ____________________________
(Please print name.)

College Contact E-mail: ________________________

Proposed Course Description
Title: Experimental Design
Short Title: EXPERIMENTAL DESIGN

Semester Hours of Credit: 3

If combination course type, # hrs. of credit for:
lecture: lab/sem rec:
Repeat Credit Max if repeatable: 9

Graduate Credit?: Yes: X No:

Credit will not be given for this course and:

Contact Hours Per Week (Indicate hours in appropriate course type.)
LEC LAB SEM REC RES/ IND CLIN/ PRAC
6

Total Weekly Contact Hours: 6

Grading System: Letter Grade _X_ Pass/Fail

Course Description:
Include course number, title, etc. exactly as it appears in the General Catalog
4514 Experimental Design (3) Prereq.: consent of instructor based on review of student's portfolio. May be taken for a max. of 9 sem. hrs. of credit. 6 hrs. studio. Advanced experimental work in a predetermined area of graphic design.

College Faculty Approval Date 4/30/2014
College Dean's Signature (Date)
Chair, FS C & C Committee (Date)

Academic Affairs Approval (Date)
FORM C – Request for Changing an Existing Course in Graphic Design

Justification:

The School of Art requests that the credit hours be repeatable up to 9 semester hours of credit.

In this course, students will gain professional graphic design experience in the Graphic Design Student Office (GDSO), a permanent campus design studio that challenges students’ creativity and professionalism as they undertake design jobs for LSU units as well as local, regional and national clients. Through client-based assignments students learn the day-to-day operations of a design studio, learn to work in design teams, learn client relation skills, develop professional-quality portfolio pieces, and enhance their design skills under the supervision of a faculty advisor.

It is the nature of the class that course content varies depending on the nature of the collaboration or the client project assigned although course objectives remain constant. Students from any level of the program may register for the class and as topics vary, it is acceptable for students to repeat this class. Additionally, when advanced collaborative projects are extended over two semesters, a student will be able to take the project through to final completion.

Students in the BFA Studio Art, Graphic Design concentration may take up to three studio art electives. Adding a repeat credit maximum of 9 credit hours for this course would enable a student to take this class multiple times as they sequence through the program.
REQUEST FOR ADDITION OF NEW COURSE

Department: Foreign Languages & Literatures

College: Humanities & Social Sciences

Date: 4/22/14

PROPOSED COURSE

Short Title: INDEPENDENT WORK

Rubric & No.: ARAB 4915

Title: Independent Work

COURSE CREDIT

Graduate Credit: YES x NO

Semester Hours of Credit: 1-3

(For combination course types only: Lecture Hrs. Lab/Sem/Rec Hrs.)

If course may be repeated for credit (i.e. special topics), course may be taken for a max. of 6 credit hours.

Credit will not be given for this course and:

(Indicate rubrics and course numbers)

GRADING

Final Exam: YES x NO

Grading System: Letter Grade Pass/Fail

(Attach justification if the proposed course will not hold a final exam during examination week.)

COURSE TYPE

(Indicate hours in the appropriate course type)

Maximum enrollment per section: 25

(Use integer, e.g. 25 not 20-30)

CATALOG TEXT

(Concise catalog statement exactly as you wish it to appear in the LSU General Catalog)

ARAB 4915 (1-3) May be taken for a max. of 6 hours. Readings in Arabic literature directed by a senior faculty member. Prereq.: permission of department.

BUDGET IMPACT

If this course is approved, will additional staff be needed? YES X NO

Will additional space, equipment, special library materials or other major expense be involved? YES X NO

(Assign answer to either question above is 'yes' attach explanation)

Academic Affairs Approval: Date:

ATTACHMENTS

ATTACH THE FOLLOWING TO YOUR PROPOSAL.

JUSTIFICATION: Justification must explain why this course is needed and how it fits into the curricula. Will the course duplicate other courses?

SYLLABUS: Including 14 week outline of the subject matter; titles of text, lab manual, and/or required readings; grading scale and criteria

(For 4000-level, specify graduate student grading criteria if requirements differ for graduate and undergraduate students)

APPROVALS

Department Faculty Approval

College Faculty Approval

Department Chair's Signature

College Dean's Signature

Graduate Dean's Signature (for 4000 level and above)

College Contact:

College Contact E-mail:

Academic Affairs Approval
ARAB 4915--Justification

With LSU's current staffing in Arabic we can offer a three-year sequence in the language. However, some students finish the sequence and want to do additional work in Arabic. An Independent Work course (modeled on those which exist in every other language) will allow students to do this. Since such courses are not taught as part of a faculty member's normal teaching load, this course will enable us to accommodate student demand without making additional hires. Since the precise topic and assignments will be developed in consultation with students themselves, a final research paper would be more appropriate than a regularly-scheduled final examination.
Sample Syllabus:
Arabic 4915: Independent Work
The Modern Arabic Short Story
(3 credit hours)

Required Texts
Bassam K. Frangieh, *Anthology of Arabic Literature, Culture, and Thought From Pre-Islamic Times to the Present* (Yale University Press, 2005)

Grading Scale: 90-100%=A; 80-89%=B; 70-79%=C; 60-69%=D; 50-59%=F

Course requirements
Participation: (15%) This component of the grade is calculated on the basis of 1) a student’s thorough preparation for each class and 2) successfully leading the class during one session.

Quizzes: (20%) - There will be 4 scheduled quizzes, each about 10-15 minutes long. Quizzes will focus on translation and grammar, but will also address basic factual information to test reading comprehension.

Paper: (15%) A 10-12 page paper on a work discussed in class. This paper should demonstrate an understanding of the place of the work in question in the author's work as well as the place of the author in modern Arabic literature, history, and culture.

Midterm (20%); Final paper: (30%) The primary activity of these tests will be the translation of an unseen extract from literature. Students will be allowed to use a dictionary.

If you have a documented disability that will make it difficult for you to carry out the work as I have outlined and/or if you need special accommodations/assistance due to the disability, please contact the Office of Disability Services (ODS), 112 Johnston Hall, 225/578-5919 immediately. Appropriate arrangements/accommodations can be arranged.

Course schedule

Week 3: excerpt from “Men in the Sun” by Ghassan Kanafani (Palestine)
Week 4 (quiz #1): “A Lonely Woman” by Zakariyya Tamir (Syria)
Week 5: excerpt from "The Epidemic" by Hani al-Rahib (Syria)

Week 6: (quiz #2) "The Sacred Tree" by Muhammad al-Zafzaf (Morocco)

Week 7: "Sun on a Cloudy Day" by Hana Mina (Syria)

Week 8: review and midterm

Week 9: Fall Holiday

Week 10: excerpt from "The Book of the Dead" by Ibrahim al-Faqih (Libya)

Week 11: (quiz #3) "The Guard of the Lost City" by Ibrahim Nasrallah (Palestine/Jordan)

Weeks 12-13: "Qismati and Nasibi" by Najib Mahfouz (Egypt)

Week 14: Thanksgiving

Week 15 (quiz #4) excerpt from "The Children of Our Quarter" by Najib Mahfouz

Library Resources

Allen, Roger, An Introduction to Arabic Literature, ELECTRONIC RESOURCE
Allen, Roger, Modern Arabic Literature PJ7538 .M58 1987
Badawi, M.M., Modern Arabic Literature (Cambridge History of Arabic Literature) PJ7538 .M58
Beard, Michael, Naguib Mahfouz: From regional fame to global recognition PJ7846 .A46 Z716 1993
Cooke, Miriam, Dissident Syria DS94.6 .C66 Z007
El-Enany, Rasheed, Naguib Mahfouz: His life and times PJ7846 .A46 Z5963 2007
Fontaine, Jean, Etudes de littérature tunisienne PJ8248 .F59 1989
Fontaine, Jean, Histoire de la littérature tunisienne par les textes PJ8241 .F46 1988
Kanafani, Ghassan, Men in the sun and other Palestinian stories PJ7842 .A5 M4
Meisami, Julie Scott and Paul Sharkey, eds., The Encyclopedia of Arabic Literature (TBA)
Moosa, Matti, The Early novels of Naguib Mahfouz: Images of modern Egypt ELECTRONIC RESOURCE
Peled, Matityahu, Religion, my own: The literary works of Najib Mahfouz PJ7846 .A46 Z74 1983
Somekh, Sasson, Genre and Language in Modern Arabic Literature PJ7538 .S66 1991
From: Lawrence Rouse, Chair, Courses and Curricula Committee

At their May 8th meeting, the Faculty Senate Courses and Curriculum Committee took the following action regarding the ARAB 4915 proposal:

**ARAB 4915**

- The Committee conditionally approved the proposal to add ARAB 4915 pending the addition of permission of department as a prerequisite for the course. Since the course can be repeated for 6 hours of credit, someone must oversee that a student cannot repeat a course when topics are the same. The course needs a gatekeeper. This follows the pattern of the other foreign language courses.

Please submit the requested documentation to Anna Castrillo in the Office of the University Registrar at 112 Thomas Boyd Hall or by email at acastr1@lsu.edu.

If you have any questions regarding the request, please feel free to contact me at lrouse@lsu.edu.
Ms. Castrillo,

Thank you for the email. I approve the action taken on ARAB 4915. The gatekeeper should be whoever is section head of Arabic in a given academic year. The current section head is Professor Touria Khannous. I assume that the appropriate paperwork will be forwarded to me for my signature. I am including Dr. Khannous in this email.

Sincerely yours,

John Pizer

Dr. Pizer,

Attached please find the memo regarding the actions taken on ARAB 4915 at yesterday’s C&C meeting.

Sincerely,

Anna Castrillo, M.A.
Coordinator
Office of the University Registrar
Louisiana State University
112 Thomas Boyd Hall
Phone: (225)578-4111
Fax: (225)578-5991
REQUEST FOR ADDITION OF NEW COURSE

Department: School of Art
College of Art & Design

Date: 1/2/14

PROPOSED COURSE
Rubric & No.: ART 4280  Title: Digital Art Practicum

COURSE CREDIT
Graduate Credit:  YES  NO
Semester Hours of Credit: 3

If course may be repeated for credit (i.e. special topics), course may be taken for a max. of 9 credit hours.
Credit will not be given for this course and:

(Indicate rubrics and course numbers)

GRADING
Final Exam: YES  NO  Grading System:  Letter Grade  Pass/Fail

(Attach justification if the proposed course will not hold a final exam during examination week.)

COURSE TYPE
(Indicate hours in the appropriate course type)

Maximum enrollment per section: 25

CATALOG TEXT
(Concise catalog statement exactly as you wish it to appear in the LSU General Catalog)
Prereq.: completion of all 2000-level digital art courses and consent of instructor based on review of student’s portfolio. May be taken for a max. of 9 sem. hrs. of credit. An internship or supervised learning experience at a digital art related firm or agency.

BUDGET IMPACT
If this course is approved, will additional staff be needed?  YES  NO
Will additional space, equipment, special library materials or other major expense be involved?  YES  NO
(If answer to either question above is “yes” attach explanation)

ATTACHMENTS
ATTACH THE FOLLOWING TO YOUR PROPOSAL.

JUSTIFICATION: Justification must explain why this course is needed and how it fits into the curricula. Will the course duplicate other courses?

SYLLABUS: Including 14 week outline of the subject matter, titles of text, lab manual, and/or required readings; grading scale and criteria
(For 4000-level, specify graduate student grading criteria if requirements differ for graduate and undergraduate students).

APPROVALS
Department Faculty Approval  4-11-14
College Faculty Approval  4-26-2014

Department Chair’s Signature  4-22-14
Graduate Dean’s Signature (for 4000 level and above)  5-5-14

College Contact:  
College Contact E-mail:  

Academic Affairs Approval  (date)
Justification: ART 4280 Digital Art Practicum

ART 4280 Digital Art Practicum is a necessary course for the Digital Art concentration curriculum. As a student, obtaining "real-world" experience is often hard to achieve while in school. Up until now Digital Art students have been encouraged to pursue internships but there has been little oversight and students often wanting an internship would not care or know how to gain course credit for working somewhere.

By creating an ART 4280 the Digital Art faculty can oversee an individual student's internship experience. This can be done by employee evaluations done twice a semester and student reflections. Faculty can also more easily establish relationships with local companies that need interns on a continual basis. This allows for a more controlled system for matching students with the most appropriate position.

Before pursuing this course students should complete all required 2000-level digital art courses. This will ensure that they have a base skillset and be more prepared to enter the workforce even at an internship level. If digital art student follow the recommended path this will be upon completion of their junior year. This will allow them to include their internship in portfolios and resumes when applying to jobs before graduation.

ART 4280 will take the place of ART 4240 Special topics in Digital Art during the 7th semester of the Digital Art curriculum. ART 4280 will be a part of a required selection of classes. Students will have to choose 1 course to take from ART 4280, 4391, and 4992.

Justification for No Final Exam
In place of a final exam for this course students will be expected to complete a writing assignment at the end of their work experience. In addition the student's supervisor will fill out an evaluation form at the end of the semester. Each of these will serve an important role in determining the student's final grade.
LOUISIANA STATE UNIVERSITY

Digital Art Practicum | Semester Year
---|---

Course Number | ART 4280 | Section Number | 01
Room | Art Building 330 | Class Times | MW 3:30 - 6:20

Faculty | Derick Ostrenko | Office Location | Art Building 321b
Office Hours | Fridays 9:00 - 12:00 | Email | dostrenko@lsu.edu

Course Description

Digital Art Practicum is an internship or supervised learning experience at a digital art related firm or agency. Before pursuing this course you must complete all required 2000-level digital art courses. Once this is accomplished (typically after your 5th semester in December) you are expected to submit a letter of intent, resume, and portfolio of work to the digital art faculty as a part of your "Junior Review". You will not be recommended an internship off campus unless you receive a satisfactory or higher on this. By using the same portfolio materials from the review it is the student’s responsibility to work with the digital art internship coordinator to line up a position the semester before. If you receive less than satisfactory or if you wish to work at LSU you may coordinate with the course instructor to receive credit for ART 4280 by working at an on-campus location such as the Digital Art & Design Association.

Once an approved position is secured you are expected to fill out a School of Art Internship Confirmation form which will be signed by the student and on-site supervisor. During the semester your supervisor will fill out an evaluation form (below) mid-way through the semester and at the end. This is what will determine your grade in the class. Interns receiving class credit are expected to travel and work 8 – 12 hours per week (24 hours per week in summer) except in the case of a slow work period in which case the supervisor may let the intern leave at his/her discretion. Interns are not required to travel and work more than 12 hours per week (24 hours per week in summer). Interns and sponsors may negotiate a mutually agreeable plan to work more than the required number of hours. Interns should follow company policy regarding work hours, holidays, etc.

Learning Outcomes

By taking this course students will...

- Learn how to work in a professional environment with "real" clients and "real"
• Gain experience outside the classroom that can be used for future employment.
• Work effectively under supervisions and as a part of a team.
• Apply classroom theory to practical situations.
• Synthesize a diversity of material learned from their experience thus far in the classroom.
• Expand communication skills.
• Develop skills to work formally and informally within a professional environment.
• Understand project management techniques used in digital art workflows.

**Methods for Assessment**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Due Date</th>
<th>Percent of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Confirmation Form</td>
<td>Before the start of the semester.</td>
<td>Required for course.</td>
</tr>
<tr>
<td>Student Internship Agreement</td>
<td>Two weeks after the start of the internship.</td>
<td>10%</td>
</tr>
<tr>
<td>Employer's Midpoint Evaluation</td>
<td>Before the last day of midterm exams.</td>
<td>20%</td>
</tr>
<tr>
<td>Student Midpoint Reflection</td>
<td>Before the last day of midterm exams.</td>
<td>20%</td>
</tr>
<tr>
<td>Employer's Final Evaluation</td>
<td>Before the last day of final exams.</td>
<td>20%</td>
</tr>
<tr>
<td>Student Final Reflection</td>
<td>Before the last day of final exams.</td>
<td>20%</td>
</tr>
<tr>
<td>Weekly Log</td>
<td>Each week of the internship.</td>
<td>10%</td>
</tr>
</tbody>
</table>

- **Internship Confirmation Form**
  - The internship confirmation form is required before beginning an internship. Please have the internship first approved by the course instructor before having this form filled out by your supervisor. Once the form is filled out please have it emailed back to the course instructor.

- **Student Internship Agreement**
  - In less than 500 words write what you will doing as a part of your internship. Speak about the expectations you have. Think about what you intend to gain from this experience. In addition to this write a small description of the company you are working for. Find out a little about its history and how it began. How big is the company and what are its
ambitions?

- **Employer's Midpoint Evaluation**
  - Give this form to your supervisor before the last day of midterm exams for the semester. See the LSU calendar for an exact date. It will ask your supervisor to assess your performance of a large variety of abilities on a 5-point scale. Have your supervisor email this form back to the course instructor.

- **Student Midpoint Reflection**
  - Halfway through your time you will write a reflection on the work you have done up that point. Detail what you accomplished as well as anything new you've learned as a result. Were you satisfied with the work you completed? How would you do it differently? How well did you work under supervision? Did you face any problems during your time on the job? This should be between 500 and 750 words. This should be posted to your weekly log.

- **Employer's Final Evaluation**
  - Give this form to your supervisor before the last day of final exams for the semester. See the LSU calendar for an exact date. It will ask your supervisor to assess your performance of a large variety of abilities on a 5-point scale. Have your supervisor email this form back to the course instructor.

- **Student Final Reflection**
  - During final exams at LSU write a reflection on the work you have done while on the job. Detail what you accomplished as well as anything new you've learned as a result. Were you satisfied with the work you completed? How would you do it differently? How well did you work under supervision? Did you face any problems during your time on the job? This should be between 500 and 750 words. This should be posted to your weekly log.

- **Weekly Blog**
  - Keep a log of your activities at the internship from week to week. It is easiest to use a blogging site such as Wordpress, Tumblr, or Blogspot. This will also be the spot students post their Midpoint and Final Reflections.

- **Assignment Grading**
  - Evaluations will be assessed on an accumulation of points between 0 and 135. There are 22 traits the supervisor is asked to rank on a scale between 0 and 5. There are 5 short answer questions the supervisor is asked to fill in. The later will be judged by the course instructor on an 0 to 5 scale. The range of 0 - 135 will be rescaled to 0 - 100.
  - Reflections will be assessed on (1) the clarity of the writing; and (2) completeness of the report.
- **Grading**
  - A: 90 – 100%
  - B: 80 – 89%
  - C: 70 – 79%
  - D: 60 – 69%
  - F: 0 – 60%

**Reasonable Accommodation**

If you have a disability you feel may prevent you from fully demonstrating your abilities, contact me as soon as possible so we can discuss accommodations necessary to ensure full participation and facilitate your involvement in this class.

**Schedule**

**Week #**

1. Have the *Internship Confirmation Form* filled out by your supervisor and emailed to the course instructor.
2. Post a *log* of what you do to your weekly blog.
3. Post your *Student Internship Agreement* to your blog.
4. Post a *log* of what you do to your weekly blog.
5. Post a *log* of what you do to your weekly blog.
6. Post a *log* of what you do to your weekly blog.
7. Post *Student Midpoint Reflection* to your blog. Have the *Employer’s Midpoint Evaluation* filled out by your supervisor and emailed to the course instructor.
8. Post a *log* of what you do to your weekly blog.
9. Post a *log* of what you do to your weekly blog.
10. Post a *log* of what you do to your weekly blog.
11. Post a *log* of what you do to your weekly blog.
12. Post a *log* of what you do to your weekly blog.
13. Post a *log* of what you do to your weekly blog.
14. Post a *log* of what you do to your weekly blog.
15. Post *Student Final Reflection* to your blog. Have the *Employer’s Final Evaluation* filled out by your supervisor and emailed to the course instructor.
Attached are the internship forms we plan to use. I've added a spot for faculty signature. This is essentially a redesign of the internship forms the school of art has been using for a number of years.

As for the second question; digital art plans to change our concentration in the fall. It seems we've run out of time for this semester!

- Derick

--

digitalart lsu.edu
avatar lsu.edu
813 731 2396

On Mon, May 5, 2014 at 10:56 AM, Lynne Baggett <lbagge2@lsu.edu> wrote:
Hi Derick
Can you help with the 4280 confirmation form that will be needed for the university curriculum committee to review on Thursday.
I have attached the HRE 4808 pdf so you can see what they turned in (it was approved except for they requested the addition of a space for the faculty/instructor signature on the confirmation form, page 9). Can you add a sheet that is similar and then forward the form directly to Anna.

Can you also respond to the second question from Anna (is the DA concentration change going to be revised in the fall?).
Thanks Derick
Internship Guidelines

1. Interns receiving class credit are expected to travel and work 8 – 12 hours per week (24 hours per week in summer) except in the case of a slow work period in which case the supervisor may let the intern leave at his/her discretion.

2. Interns are not required to travel and work more than 12 hours per week (24 hours per week in summer). Interns and sponsors may negotiate a mutually agreeable plan to work more than the required number of hours.

3. Interns should follow company policy regarding work hours, holidays, etc.

4. Please email or return the confirmation form upon decision to accept the student as an intern.

5. The mid-term evaluation form should be completed and returned by...
   - Fall Semester
     - October 14th
   - Spring Semester
     - March 10th
   - Summer Semester
     - June 30th

6. The final evaluation form should be completed and returned by...
   - Fall Semester
     - December 9th
   - Spring Semester
     - May 5th
   - Summer Semester
     - July 30th

7. The final day that a student is required to work as an intern for credit is July 30th.
Internship Confirmation Form

LSU Digital Art

Prior to beginning the internship the student should have the on-site supervisor complete the below form and have it emailed or returned to: Digital Art Internship Coordinator, LSU, 123 Art Building, Baton Rouge, LA 70803. Phone: (225) 578-5411 Fax: (225) 578-5424 Email: digitalart@lsu.edu. Once received the LSU internship coordinator will sign this form for approval.

___________________________ (Intern’s First & Last Name) has discussed serving an internship with our firm for the ________________ (Semester & Year) semester, and I have agreed to serve as his/her On-Site Internship Supervisor. I agree to provide the Internship Coordinator with an evaluation of the intern’s performance midway through the internship period and a final evaluation at the conclusion of the period. Please briefly outline in the space below the nature of the assignments to be given to the intern.

To be completed by the intern’s supervisor:

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>City, State</td>
</tr>
<tr>
<td>Zip</td>
<td>Phone #</td>
</tr>
<tr>
<td>Email</td>
<td>Signature</td>
</tr>
</tbody>
</table>

To be completed by internship coordinator, counselor, or faculty advisor:

<table>
<thead>
<tr>
<th>Internship Coordinator</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Coordinator Signature</td>
<td></td>
</tr>
</tbody>
</table>
Mid-Semester Internship Evaluation Form

LSU Digital Art

Please complete by the following date: Fall Semester - October 14th; Spring Semester - March 10th; Summer Semester - June 30th. Email or return to: Digital Art Internship Coordinator, LSU, 123 Art Building, Baton Rouge, LA 70803. Phone: (225) 578-5411 Fax: (225) 578-5424 Email: digitalart@lsu.edu.

___________ (Intern's First & Last Name) is an intern under your supervision. Please provide an evaluation of the intern's performance. Below are listed several dimensions that we believe are important to the successful completion of the internship experience. Please evaluate the intern on each of these dimensions by making a check in the appropriate box.

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1. Please evaluate the QUANTITY and QUALITY of the work accomplished by the intern.

2. Relative to the tasks assigned, what were the intern's strengths?

3. Relative to the tasks assigned, what were the intern's weaknesses?

4. Based on your experience, how well equipped is the intern to pursue a successful career in this field?

5. If you had a full-time position open in the area of the intern's experience, would you seriously consider this intern as a candidate for that position? (This does not imply in any way a commitment on your part.)

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End of Year Internship Evaluation Form

Please complete by the following date: Fall Semester - December 9th; Spring Semester - May 5th; Summer Semester - July 30th. Email or return to: Digital Art Internship Coordinator, LSU, 123 Art Building, Baton Rouge, LA 70803. Phone: (225) 578-5411 Fax: (225) 578-5424 Email: digitalart@lsu.edu.

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**Request for CHANGING an Existing Course**

**Department**
International Studies

**Course Rubric and #**
INTL 3002

**College**
HSS

**Date**
4/1/14

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**Present Course Description**

<table>
<thead>
<tr>
<th>Title</th>
<th>Independent Study in International Studies</th>
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**Semester Hours of Credit**

3

If combination course type, # hrs. of credit for:

<table>
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<th>lecture</th>
<th>lab/sem</th>
<th>rec</th>
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Repeat Credit Max (if repeatable) 6

Graduate Credit? Yes: No:

Credit will not be given for this course and:

Contact Hours Per Week: (Indicate hours in appropriate course type.)

<table>
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<tr>
<th>LEC</th>
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Total Weekly Contact Hours: 3

Grading System: Letter Grade X Pass/Fail

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**Proposed Course Description**

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**Semester Hours of Credit**

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Credit will not be given for this course and:

Contact Hours Per Week: (Indicate hours in appropriate course type.)

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Total Weekly Contact Hours: 3

Grading System: Letter Grade X Pass/Fail

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**Course Description:**

Include course number, title, etc. exactly as it appears in the General Catalog.

- INTL 3002 Independent Study in International Studies (3)
- May be taken for a max. of 6 hrs. of credit when topics vary.
- Independent study relevant to the field of international studies.

---

**JUSTIFICATION/EXPLANATION:** Use separate sheet.

Note: IF COURSE IS OR WILL BE CROSS-LISTED, SEPARATE FORMS MUST BE SUBMITTED BY EACH DEPARTMENT.

**APPROVALS:**

- **Department Faculty Approval Date**
  3/20/14

- **Department Chair's Signature**
  (Date)

- **Graduate Dean's Signature**
  (Date)

- **College Contact:**
  (Please print name.)

- **College Contact E-mail:**
  

---

**College Faculty Approval Date**
4-23-14

**College Dean's Signature**
(4/15/14)

**Chair, FS C & C Committee**
(5/18/14)

**Academic Affairs Approval**
(7/20/14)
Justification for changes to INTL 3002

INTL 3002 "Independent Study in International Studies" was entered incorrectly into the ACM screen in 1999.

The course abbreviation was apparently duplicated from another course (INTL 4997). The abbreviation should be "IND STUDY INTL". Also the course is intended to be an individual course not a group course. This is a technical distinction which governs how course enrollment is handled by university software. Group courses enroll multiple students, are taught on load, and are subject to enrollment minima. Individual courses are taught off load, do not appear on low enrollment reports, and enrollment is by permission of instructor.

No substantive change is being made to the course.
INTL 3002 is an option for partial fulfillment of the Global Studies concentration in the INTL major and minor.