REQUEST FOR ADDING, CHANGING, SUSPENDING OR DROPING AN UNDERGRADUATE CONCENTRATION

Department: Kinesiology
College: CHSE
Name of Concentration: Fitness Studies
Name of Curriculum/Major: Kinesiology
Type of Degree: BS
Date: 2-13-17

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

ATTACH JUSTIFICATION for all actions: Use separate sheet.
ATTACH RESPONSE from any departments affected [i.e. any department whose course(s) are to be added.]
ATTACH FORM D ADDENDUM for all new concentration or changes involving General Education courses.

ACTION (check appropriate box):

( ) ADDING: The entire new concentration, by semester, must be typed on plain sheets and attached to Form E. (See sample layout attached.)

(X) CHANGING: Regardless if all semesters of a concentration are to be changed or only parts, the present and proposed (eight-semester) recommended path should be attached on separate pages. On the Present recommended path, use strikeout and on the Proposed recommended path, highlight areas to identify deletions and additions. Do not use boldface to designate changes as boldface is reserved for critical requirements within the recommended path. Explain all changes adequately on attachment.

( ) SUSPENDING: Provide an adequate explanation for suspending the concentration on plain sheets and attach.

( ) DROPING: Provide an adequate explanation for dropping the concentration on plain sheets and attach.

CONCENTRATION

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total semester hours in current concentration: 120</td>
<td>Total semester hours in proposed concentration: 120</td>
</tr>
</tbody>
</table>

APPROVALS:

Department Faculty Approval 11-18-16

Department Chair's Signature (Date)

Chair, FS C & C Committee (Date)

College Faculty Approval Date 3-20-17

College Dean's Signature (Date)

Academic Affairs Approval (Date)

Contact E-mail: cbenne5@lsu.edu
JUSTIFICATION:
In the present curriculum, the students are required to take KIN 1804 and choose from either 1801, 1802 or 1803. We are proposing that this requirement be changed to select any two of the four 1800 level courses. The purpose of requiring four credit hours of the KIN 1800 level professional courses in the Fitness Studies curriculum is to gain basic knowledge, skills and abilities needed in order to create, organize, modify and lead group physical activities for a variety of populations. The specific type of activity taught in the course is not as critical. Therefore, a selection of any two of the four courses meets the criteria for the Fitness Studies student.

KIN 1801 Movement Fundamentals for Physical Activity (2)
KIN 1802 Individual/Lifetime Activities (2)
KIN 1803 Team Activities (2)
KIN 1804 Aerobic and Strength Activities (2)

Changes in Area of Concentration Courses: We are proposing the addition of four courses to the Area of Concentration electives, due to the increase in career options in the fitness industry and the diversity of our students’ professional goals. The addition of ATRN 3300: Clinical Pharmacology, KIN 3519: Cadaver Prosection, KIN 3609: Wellness Education, KIN 4519: Cadaver Dissection and KIN 4530: Essentials of Sport Performance Training enhance the options students have to select from that might better prepare them for employment in clinical, corporate wellness, research, personal training, sports performance and strength and conditioning settings.
**FITNESS STUDIES 8-SEMESTER RECOMMENDED PATH**

Students wishing to enter the School of Kinesiology Bachelor of Science degree program in Kinesiology must satisfy the following minimum requirements:

* 24 earned semester hours with a 2.5 cumulative & LSU GPA.
* English proficiency – advanced placement in, credit for, or a grade of "C" or better in ENGL 1001 (ENGL 1004).
* General Education Math Proficiency – advanced placement in, credit for, or a grade of "C" or better in MATH 1021 and MATH 1022; and
* General Education Biology proficiency – advanced placement, credit for, or a grade of "C" or better in BIOL 1201 and BIOL 1202.

A degree in Kinesiology is conferred when the following conditions have been met:

- Completion of curriculum with cumulative and LSU averages of 2.5 on all work taken, with no grade less than "C" in specialized academic courses and concentration courses
- Completion of the final 25 percent of the program in residence in the College of Human Sciences and Education
- Completion of the appropriate approved curriculum
- Proficiency in written expression.

**CRITICAL REQUIREMENTS**

| Sem 1: Critical: “C” or better in ENGL 1001; MATH 1021; 2.2 LSU & cumulative GPA |
|--------------------------------------|-----------------|
| ENGL 1001 ENGL COMPOSITION\(^2\)     | 3               |
| BIOL 1201 \(^1\) [ACT composite of 23 or “C” or better in CHEM 1201] | 3               |
| BIOL 1208 \(^2\)                    | 1               |
| MATH 1021 \(^2\)                    | 3               |
| GENERAL EDUCATION ART               |                 |
| GENERAL EDUCATION SOCIAL SCIENCE   | 3               |
| Total Semester Hours:               | 16              |

| Sem 2: Critical: “C” or better in MATH 1022; 2.5 LSU & cumulative GPA |
|--------------------------------------|-----------------|
| BIOL 1202 \(^2\) [BIO 1201]          | 3               |
| MATH 1022 \(^2\) [MATH 1201]         | 3               |
| KIN 250 \(^2\)                       | 3               |
| GENERAL EDUCATION HUMANITIES        |                 |
| GENERAL EDUCATION SOCIAL SCIENCE (2000 level) | 3          |
| Total Semester Hours:               | 15              |

| Sem 3: Critical “C” or better in BIOL 1201; 2.4 LSU & cumulative GPA |
|--------------------------------------|-----------------|
| CMST 2060                           | 3               |
| KIN 2500 \(^2\)                     | 3               |
| KIN 2504 \(^2\)                     | 3               |
| GENERAL EDUCATION HUMANITIES        |                 |
| ELECTIVE                            | 3               |
| Total Semester Hours:               | 15              |

| Sem 4: Critical: “C” or better in BIOL 1202 and KIN 2504; 2.5 LSU & cumulative GPA: Admission into the College |
|--------------------------------------|-----------------|
| ENGL 2000 \(^2\) [ENGL 1001; 39 hours earned] | 3               |
| BIOL 2160                            | 3               |
| KIN 3502 \(^2\)                     | 3               |
| KIN 1804 \(^2\) [Spring-only]       | 2               |
| ELECTIVE                            | 3               |
| ELECTIVE                            | 2               |
| Total Semester Hours:               | 17              |

**Semester 5**

Critical: "C" or better in ENGL 2000 and KIN 2500; 2.5 LSU & cumulative GPA

| KIN 3513 \(^2\) | 3 |
| KIN 3515 \(^2\) [KIN 2500 & KIN 2504; BIOL 2160] | 3 |
| KIN 3525 \(^2\) [Credit or Registration in KIN 3515] | 1 |
| PHYS 2001 [MATH 1022] | 3 |
| KIN 1801 or 1803 or 1803 \(^2\) | 3 |
| Concentration Elective\(^1,\) \(^2\) | 3 |
| Total Semester Hours: | 16 |

**Semester 6**

| KIN 3534 \(^2\) [KIN 3515] | 3 |
| KIN 4512 \(^2\) | 3 |
| Concentration Elective\(^1,\) \(^3\) | 3 |
| KIN 4606 \(^2\) [PSYC 2000] | 3 |
| ELECTIVE | 3 |
| Total Semester Hours: | 15 |

**Semester 7**

| Concentration Elective\(^1,\) \(^3\) | 3 |
| KIN 3514 \(^2\) [MATH 1022, KIN 2500, & PHYS 2001] | 3 |
| KIN 3535 \(^2\) [KIN 3525 and credit or concurrent enrollment in KIN 3534] | 3 |
| Concentration Elective\(^1,\) \(^3\) | 3 |
| ELECTIVE | 3 |
| Total Semester Hours: | 15 |

**Semester 8**

| KIN 4520 \(^2\) [senior or graduate standing] | 6 |
| KIN 4538 \(^2\) [KIN 3534, KIN 3535] | 3 |
| ELECTIVE | 3 |
| Total Semester Hours: | 12 |

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1. Concentration Elective: Select 12 hours from BIOL 2083 or CHEM 1201 or EXST 2201 or NFS 1110 or KIN 3605 or KIN 3608 or KIN 4501 or KIN 4509 or KIN 4513 or KIN 4525 or KIN 4571 or KIN 4601 or KIN 4605 or KIN 4900 or PSYC 3050 or PSYC 4072

2. Grade of "C" or better required for graduation
FITNESS STUDIES 8-SEMESTER RECOMMENDED PATH

PROPOSED

Students wishing to enter the School of Kinesiology Bachelor of Science degree program in Kinesiology must satisfy the following minimum requirements:

* 24 earned semester hours with a 2.5 cumulative & LSU GPA.
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* General Education Math Proficiency – advanced placement in, credit for, or a grade of “C” or better in MATH 1021 and MATH 1022; and
* General Education Biology proficiency – advance placement, credit for, or a grade of “C” or better in BIOL 1201 and BIOL 1202.

A degree in Kinesiology is conferred when the following conditions have been met:

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- Completion of the final 25 percent of the program in residence in the College of Human Sciences and Education
- Completion of the appropriate approved curriculum
- Proficiency in written expression.

CRITICAL REQUIREMENTS

Sem 1: Critical: “C” or better in ENGL 1001; MATH 1021; 2.2 LSU & cumulative GPA
Sem 2: “C” or better in MATH 1022; 2.3 LSU & cumulative GPA
Sem 3: “C” or better in BIOL 1201; 2.4 LSU & cumulative GPA
Sem 4: “C” or better in BIOL 1202 and KIN 2504; 2.5 LSU & cumulative GPA; Admission into the College
Sem 5: “C” or better in ENGL 2000 and KIN 2500; 2.5 LSU & cumulative GPA

RECOMMENDED PATH

Semester 1
Critical: Critical: “C” or better in ENGL 1001; MATH 1021; 2.2 LSU & cumulative GPA
ENGL 1001 \(^2\) 3
BIOL 1201 \(^2\) [ACT composite of 23 or “C” or better in CHEM 1201] 3
BIOL 1208 \(^2\) 1
MATH 1021 \(^1\) 3
GENERAL EDUCATION ART 3
GENERAL EDUCATION SOCIAL SCIENCE 3
Total Semester Hours: 16

Semester 2
Critical: “C” or better in MATH 1022; 2.5 LSU & cumulative GPA
BIOL 1202 [BIOL 1201] 3
MATH 1022 [MATH 1201] 3
KIN 2501 \(^1\) 3
GENERAL EDUCATION HUMANITIES 3
GENERAL EDUCATION SOCIAL SCIENCE (2000 level) 3
Total Semester Hours: 15

Semester 3
Critical “C” or better in BIOL 1201; 2.4 LSU & cumulative GPA
CMST 2060 3
KIN 2500 \(^2\) 3
KIN 2504 \(^2\) 3
GENERAL EDUCATION HUMANITIES 3
ELECTIVE 3
Total Semester Hours: 15

Semester 4
Critical: “C” or better in BIOL 1202 and KIN 2504; 2.5 LSU & cumulative GPA; Admission into the College
ENGL 2000 \(^2\) [ENGL 1001; 39 hours earned] 3
BIOL 2160 \(^2\) 3
KIN 3502 \(^2\) 3
KIN 1801 or 1802 or 1803 or 1804 [select one] 2
ELECTIVE 3
ELECTIVE 3
Total Semester Hours: 17

Semester 5
Critical: “C” or better in ENGL 2000 and KIN 2500; 2.5 LSU & cumulative GPA
KIN 3513 \(^2\) 3
KIN 3515 \(^4\) [KIN 2500 & KIN 2504; BIOL 2160] 3
KIN 3525 \(^5\) [Credit or Registration in KIN 3515] 1
PHYS 2001 [MATH 1022] 3
KIN 1801 or 1802 or 1803 or 1804 [select one] 2
Concentration Elective \(^1,2\) 3
Total Semester Hours: 15

Semester 6
KIN 3534 \(^4\) [KIN 3515] 3
KIN 4512 \(^2\) 3
Concentration Elective \(^1,2\) 3
KIN 4606 \(^5\) [PSYC 2000] 3
ELECTIVE 3
Total Semester Hours: 15

Semester 7
Concentration Elective \(^1,2\) 3
KIN 3514 \(^4\) [MATH 1022, KIN 2500, & PHYS 2001] 3
KIN 3535 \(^5\) [KIN 3525 and credit or concurrent enrollment in KIN 3534] 3
Concentration Elective \(^1,2\) 3
ELECTIVE 3
Total Semester Hours: 15

Semester 8
KIN 4520 \(^6\) [senior or graduate standing] 6
KIN 4538 \(^6\) [KIN 3534, KIN 3535] 3
ELECTIVE 3
Total Semester Hours: 12

1 – Concentration Elective: Select 12 hours from ATRN 3300 or BIOL 2083 or CHEM 1201 or EXST 2201 or NFS 1110 or KIN 3519 or KIN 3605 or KIN 3608 or KIN 3609 or KIN 3660 or KIN 4501 or KIN 4509 or KIN 4513 or KIN 4519 or KIN 4530 or KIN 4571 or KIN 4601 or KIN 4605 or KIN 4900 or PSYC 3050 or PSYC 4072

2 – Grade of “C” or better required for graduation
**REQUEST FOR ADDITION OF NEW COURSE**

**PROPOSED COURSE DESCRIPTION**

<table>
<thead>
<tr>
<th>Rubric &amp; No.</th>
<th>LIS 7506</th>
<th>Title</th>
<th>Preservation and Digitization of Audiovisual Materials</th>
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<tbody>
<tr>
<td>Short Title (≤ 19 characters)</td>
<td>P R E S &amp; D I G O F A / V M A T</td>
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<tr>
<td>Semester Hours of Credit</td>
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<td>If combination course type, # hrs. of credit for</td>
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<tr>
<td>Lab/Sem/Rec:</td>
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<td>Repeat Credit Max. (if repeatable):</td>
<td>credit hours</td>
<td>Graduate Credit?</td>
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<td>Credit will not be given for this course and:</td>
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<td>Course Type (Indicate hours in the appropriate course type.)</td>
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<tr>
<td>Lecture</td>
<td>Lab</td>
<td>Seminar</td>
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<tr>
<td>3</td>
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<tr>
<td>Maximum enrollment per section: (use integer, e.g. 25 not 20-30)</td>
<td>30</td>
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<tr>
<td>Grading System:</td>
<td>Letter Grade X</td>
<td>Pass/Fail</td>
<td>Final Exam:**</td>
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**Course Description:**
(Concise catalog statement exactly as you wish it to appear in the General Catalog)

**LIS 7506 Preservation and Digitization of Audiovisual Materials (3)** Introduction to the concepts and basic techniques for preservation and digitization of moving image and recorded audio materials.

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**BUDGET IMPACT (IF ANSWER TO ANY QUESTION IS "YES", ATTACH EXPLANATION.)**

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 
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 Date: 10-21-16  
College Faculty Approval Date: 3-20-17  
Department Chair Signature: (date)  
College Dean Signature: (date)  
Graduate Dean Signature: (date)  
Academic Affairs Approval: (date)

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*Casey Bennett / cbenne5@lsu.edu*
Justification:
This course will focus on the required specialized approaches unique to the handling, preserving and digitizing of audiovisual materials not covered in any other course.

Justification for no final exam:
This course requires students to complete a major issue paper in lieu of a final exam. Through completing the paper, students will demonstrate an understanding of the concepts, issues, and topics covered in the course.

This course is currently being offered as a Special Topics with an enrollment of 10 students.
Instructor: Ed Benoit, III, Assistant Professor
Office: 276 Coates Hall
Phone: 225-578-1469
Fax: 225-578-3158
Email: ebenoit@lsu.edu (email is the best communication method)
Twitter: @eabenoit

Meeting Time: Online

Office Hours: TBA and by appointment.

Course Description: Introduction to the concepts and basic techniques for preservation and digitization of moving image and recorded audio materials.

Objectives: By the end of the course, a student will be able to:
- Discuss the history and role of audiovisual materials in cultural heritage institutions;
- Identify the properties of audiovisual formats and their associated preservation and digitization challenges; and
- Discuss the limitations of basic digitization of audiovisual materials and the benefits of advanced digitization techniques.

Topics Covered: History of audiovisual formats; the role of audiovisual materials in cultural heritage institutions; properties of audiovisual formats; condition inspection; basic audiovisual conservation; playback equipment; digitization standards and techniques; limitations of basic digitization techniques; and contemporary issues in basic audiovisual preservation and digitization.

Communication: Students are strongly encouraged to use the Moodle site created for this class to view class slides and communicate class related questions or suggestions to the instructor and classmates.

Method: Lecture/Discussion/Hands-on Exercises/Reading
If you are a student of special need, please contact the instructor within the first two weeks of the course.

Successful completion of the course will require approximately three hours of work for each credit hour. Students in this three-credit course should expect to spend nine hours a week on class work and preparation.

Required Textbooks:


Additional readings will be available through Moodle or on the open web.

**Grading Breakdown and Due Dates:**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>Ongoing</td>
<td>30</td>
</tr>
<tr>
<td>Discussion Leading</td>
<td>Ongoing</td>
<td>5</td>
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<tr>
<td>Exercises</td>
<td></td>
<td>15</td>
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<tr>
<td>Format Presentations</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Issue Paper</td>
<td></td>
<td>35</td>
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</table>

**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>A+</td>
<td>99-100</td>
<td>74-76</td>
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<tr>
<td>A</td>
<td>94-98</td>
<td>70-73</td>
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<tr>
<td>A-</td>
<td>90-93</td>
<td>67-69</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>64-66</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
<td>60-63</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
<td>59 or less</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
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<td>D+</td>
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<tr>
<td>F</td>
<td>59 or less</td>
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</tr>
</tbody>
</table>

**COURSE SCHEDULE AND REQUIRED READINGS**

**Unit 1: Introduction & History**

*Topics*

Week 1: Introduction and Syllabus Review

Week 2: History of Audiovisual Formats

Week 3: Audiovisual Materials in Cultural Heritage Institutions

*Readings*

*Selections from textbooks and from:*


**Unit 2: Moving Images**

**Topics**

Week 4: Moving Image Format Properties
Week 5: Moving Image Equipment
Week 6: Moving Image Preservation
Weeks 7-8: Moving Image Digitization

**Readings**

*Selections from textbooks and from:*


International Federation of Film Archives. *Glossary of Film and Technical Terms.*
http://www.fiafnet.org/~/fiafnet/commissions/TC%20docs/Glossary%20Technical%20Terms%20v1%204s.pdf

IPI media storage quick reference
https://www.imagepermanenceinstitute.org/webfm_send/301

http://www.loc.gov/preservation/care/record.html

http://www.tape-online.net/docs/audio_and_video_carriers.pdf


Unit 3: Recorded Audio

Topics

Week 9: Recorded Audio Format Properties

Week 10: Recorded Audio Equipment

Week 11: Recorded Audio Preservation

Weeks 12-13: Recorded Audio Digitization

Readings

Selections from textbooks and from:


http://www.imagepermanenceinstitute.org/webfm_send/303


Federal Agencies Digitization Guidelines Initiative
http://www.digitizationguidelines.gov/

IPI media storage quick reference (should be vetted to make sure it reflects present recommended practices). [https://www.imagepermanenceinstitute.org/webfm_send/301](https://www.imagepermanenceinstitute.org/webfm_send/301)


Recording technology history (Timeline). [http://www.aes.org/aeshc/docs/recording.technology.history/notes.html](http://www.aes.org/aeshc/docs/recording.technology.history/notes.html)


Unit 4: Legal, and Ethical Issues

Topics

Week 14: Legal and Ethical Issues of Audiovisual Materials

Readings

Selections from textbooks and from:


COURSE REQUIREMENTS AND EVALUATION

1. Readings & Lecture
   For each week, you must read the assigned readings and watch the posted lecture prior to engaging in discussion. Lectures and slides will be posted on Moodle no later than 12:00 pm on Thursdays.
2. Class Participation/Attendance Policy (30%)
Participation in class discussion is expected of all students. Such discussions will analyze, criticize and synthesize the readings, lectures and relevant experiences. Participation is an important part of the learning experience. You must view the weekly lecture and read the assigned readings prior to participating in the online discussion. You are also required to read all discussion postings on Moodle.

Requirements and Instructions for Participation
These are discussion questions, not quizzes or exam questions. They are meant to help you understand what you have read by asking you to think more deeply about a few important points. They are also an opportunity for me to correct any misunderstandings. I expect you to put thought into your answers and demonstrate you have read the assigned material. However, I do not expect you to be “right” or provide lengthy essays. Each of your original posts should be around 300 words, but no more than 750 words.

You are required to make one original post for each week. These original posts will address one of the discussion questions and should be posted separately to allow for individual streams of replies. Your original post is worth 3-5 points based on the discussion rubric posted on Moodle. An original post must be made by 11:59 pm on Sunday to receive full credit. Responses to others’ posts are worth 1-3 points, using the same rubric, just scaling down. The maximum for any week is 10 points.

You can earn the maximum points with a few excellent posts, with several average posts, many mediocre posts, or some combination thereof. Posts which say nothing more than some variation of “I agree” earn no points. A post must add something original to the discussion in order to earn at least 1 point.

Due Date
Each week’s discussion forum will be open when the week begins. The forum will remain open, but only posts that are made by 11:59 pm of the Wednesday after the week ends will be graded. For example, week 2’s forum will appear the morning of Thursday 9/3, and all post made prior to 11:59 pm on Wednesday 9/9 will be graded.

3. Discussion Leading (5%)
Once during the semester, all students are required to present and lead discussion on a reading. The reading/discussion leading assignments are posted on Moodle for each group. The presentation should summarize the reading highlighting the major points/issues discussed; methodology and data analysis (if appropriate); and the strengths and limitations of the reading. The presentation can be posted either as text or as a PowerPoint. The presenting student will subsequently led a discussion by posting questions connecting the reading to both the week’s topic and the course as a whole to the weekly forum.

4. Exercises (15%)
During Units 2 & 3, you will complete five exercises related to the weekly topics. Each exercise will be due a week after it is assigned, and individual instructions will be discussed for each exercise.

5. Format Presentations (15%)
Students will present a summary of the properties, use, and preservation and digitization concerns for a moving image and a recorded audio format not covered during class. Students will also prepare a one-page handout for the class for each format presentation. The presentations will occur during week 7.

6. Issue Paper (35%)
Students will research and write a 3,500-4,500 word issue paper on an approved topic related to audiovisual preservation or digitization concerns. Students will submit a topic proposal by the end of week 3, and the final paper is due on the last day of class. The issue paper serves in lieu of a final exam.
Submission of Assignments:

Written assignments are due on the specified date by 11:59 pm submitted via Moodle. Student work submitted late without an acceptable excuse will be downgraded by 5 points per 48 hours it is late.

A grade of B indicates that the student has met the expectations and requirements for the assignment and the course. An A indicates that the student has exceeded the requirements and demonstrated a superior understanding of the principles and concepts involved.

Written assignments are to be typed, and submitted electronically via Moodle. Papers are to be **1.5 spaced using a 12-point font with 1-inch margins**. You may not resubmit work that has already been used in fulfillment of the requirement of this or any other course. Rules of academic conduct require that you not use the work of others without clearly indicating it as such. Academic misconduct will result in being reported to the LSU Student Advocacy & Accountability office. All students are required to know and abide by the University’s Policy for Academic Integrity and the LSU Code of Student Conduct. A copy of these documents may be found at: [http://www.lsu.edu/judicialaffairs](http://www.lsu.edu/judicialaffairs).

It is expected students will consult and appropriately cite the research and professional literature where merited. Grades will also be reduced for papers that include irrelevant content to “fill up space” to meet the length specifications for a paper. Please rely on either the Chicago or APA citation style manual for your submissions. These are available in the library, bookstore or may be purchased through online book vendors.

Out of Class Expectations

LSU’s general policy states that for each credit hour, the student should plan to spend at least three hours working on course related activities, including attendance. Because this course is for three credit hours and is online, students are expected to spend a minimum of nine hours each week on some combination of class participation (including discussion forums), readings, homework, and other assignments as specified in the syllabus.

LSU Student Code of Conduct

The LSU student code of conduct explains student rights, excused absences, and what is expected of student behavior. Students are expected to understand this code as described here: [http://students.lsu.edu/saa/students/code](http://students.lsu.edu/saa/students/code). Any violations of the LSU student code will be duly reported to the Dean of Students.

Disabilities

Louisiana State University is committed to providing reasonable accommodations for all persons with disabilities. The syllabus is available in alternate formats upon request.

Students with disabilities: If you are seeking classroom accommodations under the Americans with Disabilities Act, you are required to register with Disability Services in 115 Johnston Hall. Their phone number is 225-578-5919 and website is [www.lsu.edu/disability](http://www.lsu.edu/disability). To receive academic accommodations for this class, please obtain the proper Disability Services forms and meet with me at the beginning of the semester.
REQUEST FOR ADDITION OF NEW COURSE

Department: SHREWD, Human Resource Education
Colleg: Human Sciences & Education

Date: 03-20-2017

PROPOSED COURSE DESCRIPTION

Rubric & No. HRE 7140 Title: Program Design, Implementation, & Management

Short Title (≤ 19 characters) PROG DSGN IMP MGMT

Semester Hours of Credit: 3

If combination course type, # hrs. of credit for:
Lecture: 2 Lab/Sem/Rec: __________

Repeat Credit Max. (if repeatable): ________ credit hours Graduate Credit? Yes No

Credit will not be given for this course and:

Course Type (Indicate hours in the appropriate course type.)
Lecture 3 Lab ______ Seminar ______ Recitation ______ Lec/Rec / ______ Lec/Sem ______ Lec/Lab ______ Res/Ind ______ Clin/Pract ______ Intern ______

Maximum enrollment per section: (use integer, e.g. 25 not 20-30) 25

Grading System: Letter Grade X Pass/Fail ______ Final Exam:** Yes No X

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

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

HRE 7140 Program Design, Implementation, & Management (3) Introduction to the design, implementation and management of human resource development, leadership, and organization development programs and interventions.

BUDGET IMPACT (IF ANSWER TO ANY QUESTION IS "YES", ATTACH EXPLANATION.

If this course is approved, will additional staff be needed? Yes No X

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

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 Date 03-20-2017 College Faculty Approval Date 4-3-17

Chair signature: [Signature]
Date: [Date]

Graduate Dean Signature: [Signature]
Date: [Date]

College Contact: Casey Bennett/cbenne5@lsu.edu
E-mail: [Email]
JUSTIFICATION:
The School of Human Resource Education and Workforce Development is currently in the process of revising its graduate curriculum to focus more on leadership and human resource development. This course better reflects these changes. The fields of leadership and human resource development (HRD) are applied fields. As such, they are concerned with understanding development and change in people and organizational systems and designing, implementing, and managing interventions that foster change in the desired direction. These are core areas of knowledge and skills for professional practice. This course is designed to address key factors in program design, implementation, and management as it relates HRD, organization development, and leadership development programs and interventions. No course in our current curriculum specifically addresses this subject matter.

This course does not duplicate any existing courses.

Currently, there are 80 PhD students and 55 Master’s students and this will be a required core course.

Justification for not holding a Final Exam
This graduate course focuses on acquiring and applying learning to organizational practice as it relates to program design, implementation, and management. In lieu of a regular, written final examination this class requires students to complete a term paper. The complexity of the analytical elements of a term paper in this context will provide students with greater opportunity to explore additional literature related to the theory and practice of program design, implementation and management; develop their critical thinking and writing skills; and advance their research skills. These factors effectively supplement the applied skills developed through the case analyses that are also required as a part of the course.
Course Description:
This course examines the fundamental practices in the design, implementation and management of human resource development, leadership, and organization development programs and interventions including the planning, allocation, tracking, and utilization of resources to achieve specific objectives within resource and time constraints.

Faculty Contact Information
- Name: Dr. Sunyoung Park
- Email: spark65@lsu.edu
- Phone: 225-578-7844
- Office: 291 Coates Hall
- Office Hours: Tuesday 1-3pm or by appointment

Course Objectives:
Upon successful completion of the course, students will be able to:

1. Describe the program design process.
2. Identify key project stakeholders and their roles.
3. Describe the characteristics of an effective HRD project manager.
4. Establish a project’s scope and define the project deliverables.
5. Break down project work into manageable tasks and schedule the timing and sequencing of project tasks.
6. Identify project team members and assign tasks to team members.
7. Assess project risk and identify risk management strategies.
8. Develop a project communication plan.
9. Develop a plan for and estimate cost of project implementation.
10. Evaluate project team performance and outcomes and document lessons learned.
11. Describe current challenges and trends in program design and project management scholarship and practice.

Required Texts:

Recommended Texts:

Additional Readings:
Additional required readings selected to supplement course material will be provided to students.

Course Evaluation:
The grading scale for this course is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>A+</td>
<td>100-97.00%</td>
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<tr>
<td>A</td>
<td>96.99-93.00%</td>
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<tr>
<td>A-</td>
<td>92.99-90.00%</td>
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<td>B+</td>
<td>89.99-87.00%</td>
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<td>B</td>
<td>86.99-83.00%</td>
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<tr>
<td>B-</td>
<td>82.99-80.00%</td>
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<tr>
<td>C+</td>
<td>79.99-77.00%</td>
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<tr>
<td>C</td>
<td>76.99-73.00%</td>
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<tr>
<td>C-</td>
<td>72.99-70.00%</td>
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<td>D+</td>
<td>69.99-67.00%</td>
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<td>D</td>
<td>66.99-63.00%</td>
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<td>D-</td>
<td>62.99-60.00%</td>
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<td>F</td>
<td>&lt;60.00%</td>
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Course Assignments:

1. **Weekly Forum Posts (30%)**
   Students will complete weekly forum posts. Each student must respond to the instructor’s questions on the class Moodle site. Responses must be thorough and include citations from at least two sources. These sources must be relevant to the topic being discussed and may include academic journal articles, book chapters, or popular media. It is imperative that citations are done in accordance with APA guidelines. The posts must be submitted by the deadline and they will be evaluated as pass/fail based on the quality of the content. Late posts will not be graded. This is an individual assignment.

2. **Formal Case Study Analysis (45%)**
   For this assignment, students working in small groups are required analyze 3 detailed case studies and produce, for each, a written report that: a) identifies the key strategic or performance issues; b) identifies key drivers for change; c) designs an intervention that logically addresses the issues or problems; d) develops a costed implementation plan that includes specific activities, outcomes, and timeline; e) provides a risk assessment for the plan; f) discusses how the change process will be managed, potential change management challenges, and forecasts how those challenges might be addressed; and, g) proposes a program/project communications plan. Citations and formatting must follow the APA 6th edition guidelines and the report is expected to be between 2,000-3000 words. This is a group assignment.

3. **Final Paper (25%)**
   Write a scholarly paper of publication quality reporting your literature review on a topic closely related to program design, implementation, and project management. The paper can, for example, look at research examining program design, review change management strategies or frameworks, or examine the efficacy of monitoring and evaluation processes. The paper must adhere to APA standards or the style requirements of the refereed journal to which you plan to submit your manuscript, generally 5000-6000 words. This is an individual assignment.

Course Outline:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Readings/Resources/Assignment Due</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>• Introduction to Course</td>
<td>• Syllabus Overview</td>
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<tr>
<td></td>
<td>• Program design</td>
<td>• Review Online Resources (Moodle Site)</td>
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<td></td>
<td>• Project management framework</td>
<td>• Kerzner &amp; Belack (2010) <em>Chapter 1</em></td>
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<td></td>
<td>• Reviewing related terms</td>
<td>• Kettner et al. (2016) <em>Chapter 1</em></td>
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<td>2</td>
<td>• Program planning</td>
<td>• Kettner et al. (2016) <em>Chapter 2-3</em></td>
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<td></td>
<td>• Organizational change and program/project</td>
<td>• Shore (2014) <em>Chapter 1-3</em></td>
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<td>• Weekly Forum 1</td>
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<td>3</td>
<td>• Program design</td>
<td>• Kettner et al. (2016) <em>Chapter 6-8</em></td>
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<td>• Developing and selecting projects</td>
<td>• Shore (2014) <em>Chapter 4-5</em></td>
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<td>• Weekly Forum 2</td>
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<td>4</td>
<td>• Critical factors influencing programs in</td>
<td>• Kerzner &amp; Belack (2010) <em>Chapter 2</em></td>
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<td></td>
<td>organizations</td>
<td>• <strong>Case Study 1</strong></td>
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<td>• Weekly Forum 3</td>
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<td>5</td>
<td>• Scope and time management in program/project</td>
<td>• Kerzner &amp; Belack (2010) <em>Chapter 3-4</em></td>
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<td>• Weekly Forum 4</td>
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<td>6</td>
<td>• People management in program/project</td>
<td>• Kerzner &amp; Belack (2010) <em>Chapter 6</em></td>
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<td>• Shore (2014) <em>Chapter 6-9</em></td>
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<td>• Weekly Forum 5</td>
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<td>7</td>
<td>• Resource management in program/project</td>
<td>• Kerzner &amp; Belack (2010) <em>Chapter 5 and 7</em></td>
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<td>• Weekly Forum 6</td>
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<tr>
<td>8</td>
<td>• Quality management in program/project</td>
<td>• Kerzner &amp; Belack (2010) <em>Chapter 8</em></td>
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<td>• <strong>Case Study 2</strong></td>
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<td>• Weekly Forum 7</td>
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<tr>
<td>9</td>
<td>• Risk management in</td>
<td>• Kerzner &amp; Belack (2010) <em>Chapter 9</em></td>
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<td>10</td>
<td>• Communication management</td>
<td>• Weekly Forum 8</td>
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<td>in program/project</td>
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<td>11</td>
<td>• Program/Project implementation</td>
<td>• Kerzner &amp; Belack (2010) <em>Chapter 10</em></td>
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<td>• In-class case study analysis</td>
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<td>• Weekly Forum 9</td>
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<td>12</td>
<td>• Program/Project evaluation</td>
<td>• Heaslip (2014) <em>Chapter 12</em></td>
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<td>• Weekly Forum 10</td>
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<td>• <strong>Case Study 3</strong></td>
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<tr>
<td>13</td>
<td>• Challenges in program design and project management</td>
<td>• Kettner et al. (2016) <em>Chapter 10-11</em></td>
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<td>• Weekly Forum 11</td>
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<tr>
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<td></td>
<td>• In-class case analysis</td>
</tr>
<tr>
<td>14</td>
<td>• Trends in program design and project management</td>
<td>• Hwang, B. G., &amp; Ng, W. J. (2013). Project management knowledge and skills for green construction: Overcoming challenges. <em>International Journal of Project Management, 31</em>(2), 272-284</td>
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<td>• Case Study 6</td>
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<td>• Weekly Forum 12</td>
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<td>• Proposal for Program/Project</td>
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**Credit Hour Expectation**

This is a three-hour graduate credit hour class. You can expect to meet once per week for three hours. Students are expected to spend approximately two hours per credit hour per week on assignments and readings for this course. Since this is a three credit course, you can expect to spend approximately six hours per week working on readings and assignments for this course. For more information see: [http://catalog.lsu.edu/content.php?catoid=12&navoid=822](http://catalog.lsu.edu/content.php?catoid=12&navoid=822)

**Academic Integrity**

Louisiana State University adopted the Commitment to Community in 1995 to set forth guidelines for student behavior both inside and outside of the classroom. The Commitment to Community charges students to maintain high standards of academic and personal integrity. All students are expected to read and be familiar with the LSU Code of Student Conduct and Commitment to Community, found online at [www.lsu.edu/saa](http://www.lsu.edu/saa). It is your responsibility as a student at LSU to know and understand the academic standards for our community.

Students who are suspected of violating the Code of Conduct will be referred to the office of Student Advocacy & Accountability. For undergraduate students, a first academic violation could result in a zero grade on the assignment or failing the class and disciplinary probation until graduation. For a second academic violation, the result could be suspension from LSU. For graduate students, suspension is the appropriate outcome for the first offense. The most recent version of the Code of Student Conduct is available at [http://www.lsu.edu/saa](http://www.lsu.edu/saa)
Special Needs
Students are expected to communicate with instructors regarding special circumstances (such as illness, emergency, learning disabilities, etc.) that might impact their learning in the course. There is a commitment to the success of each student in class. Students living with disabilities that require accommodation should contact the Office of Disability Services (578-5919). The instructor will work with ODS registered students to ensure that all educational needs are met. If any other special need or concern that may affect student learning and full participation in the course are identified, contact the instructor to discuss how to collaboratively ensure classroom success.

LSU Student Code of Conduct
The LSU student code of conduct explains student rights, excused absences, and what is expected of student behavior. Students are expected to understand this code as described here: http://students.lsu.edu/saa/students/code. Any violations of the LSU student code will be duly reported to the Dean of Students.

Attendance
Policy Statement 22 governs what will be accepted as an excused absence in this course. A student is required to notify the instructor in advance of the deadline if the student is unable to complete the assignment by the deadline due to an excuse consistent with Policy Statement 22. In the event of an emergency, a student must notify the instructor within five days and request an extension for any missed assignments. The instructor reserves the right to request documentation before granting approval for a make-up assignment.