

ADD, CHANGE OR DELETE UNIT, PROGRAM REQUIREMENTS, OR ACADEMIC POLICIES

Complete this form consistent with the instructions in Academic Policy 1622.20. Use the form to add, change, or delete a program or unit or to change program policies. Proposed additions and changes must be consistent with Academic Policies 1100.40 and 1621.10 and any other policies which apply.

SECTION I: Approvals

Department / Program Chair _____	Date Submitted _____	Graduate Council Chair _____	Date _____
College Dean _____	Date _____	Faculty Senate Chair _____	Date _____
Honors College Dean _____	Date _____	Provost _____	Date _____
Core Curriculum Committee _____	Date _____	Board of Trustees Approval/Notification Date _____	
University Course and Programs Committee _____	Date _____	Arkansas Higher Education Coordinating Board Approval/Notification Date _____	

SECTION II: Profile Data - Required Information and Name Change Information

Academic Unit: Major/Field of Study Minor Other Unit _____ Policy
 Level: Undergraduate Graduate Law Effective Catalog Year 2012

Program changes are effective with the next available catalog. See Academic Policy Series 1622.20

Current Name **BSE, Career and Technical Education**

College, School, Division **EDUC**

Department Code **CIED**

Current Code (6 digit Alpha) **CATEBS**

Proposed Code (6 digit Alpha) _____

Prior approval from the Office of the Registrar is required.

Interdisciplinary Program

CIP Code **13.1319**

Prior assignment from Office of Institutional Research is required.

Proposed Name _____

When a program name is changed, enrollment of current students reflects the new name.

SECTION III: Add a New Program/Unit

For new program proposals, complete Sections II and VII and use as a cover sheet for a full program proposal as described in 'Criteria and Procedures for Preparing Proposals for New Programs in Arkansas.' ADHE
http://www.adhe.edu/divisions/academicaffairs/Pages/aa_academicproposals.aspx

Program proposal uses courses offered by another academic college, and that college dean's office has been notified. The signature of the dean of that academic college is required here: _____

SECTION IV: Eliminate an Existing Program/Unit

Code/Name _____ Effective Catalog Year _____

No new students admitted to program after Term: ____ Year: _____

Allow students in program to complete under this program until Term: ____ Year: _____

SECTION V: Proposed Changes to an Existing Program or Program Policies

Insert here a statement of the exact changes to be made: Change "MKTG 3000 level or above" to "any 3 hour MKTG course."

Check if either of these boxes apply and provide the necessary signature:

- Program change proposal adds courses offered by another academic college, and that college dean's office has been notified. The signature of the dean of that academic college is required here: _____
- Program change proposal deletes courses offered by another academic college, and that college dean's office has been notified. The signature of the dean of that academic college is required here: _____

Check all the boxes that apply and complete the required sections of the form:

- Change of Name and Code (Complete only sections I, II, V and VII.)
- Change Course Requirements: (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Delivery Site/Method (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change Total Hours (Complete all sections of the form except "Proposed Name" in II, section III, and section IV.)
- Change in Program Policies

SECTION VI: Justification

Justify this change and state its likely effect on any other degree program (including those outside the school or college). Identify any program or program components (other than courses) to be eliminated if this program is implemented. (Program and course change forms must also be submitted for such related changes.)

The proposed change allows students more flexibility in course selection and eases the transition to the business education program for transfer students. The course change will eliminate the need for program course substitutions. The Arkansas Department of Education does not require a specific level of a marketing course for the marketing additional licensure plan.

SECTION VII: Catalog Text and Format

In the box below, insert the current catalog text which is to be changed, with changes highlighted with the color yellow. Include all proposed changes identified in Section V. Only changes explicitly stated in Section V will be considered for approval by the University Course and Programs Committee, the Graduate Council and the Faculty Senate. If you are proposing a new program, give proposed text with all of the elements listed below. If you are proposing modified text, include these elements as appropriate.

Include the following elements, in order, in the catalog text for proposed undergraduate program(s) or program changes:

- State complete major/program name
- Briefly define or describe the major/program or discipline.
- Identify typical career goals or paths for graduates. (Optional)
- State admission requirements (if any) for entry or entry into upper/advanced level of major/program.
- Identify location in catalog of university, college/school, and department/program requirements which the student must meet in addition to hours in the major, but do not restate these requirements.
- State course requirements in the major and any allied areas, giving number of hours and specific courses; specify electives or elective areas and give numbers of hours and courses in elective pools or categories; identify any other course requirements.
- State any other requirements (required GPA, internship, exit exam, project, thesis, etc.).
- Identify name and requirements for each concentration (if any).
- Specify whether a minor or other program component is allowed or required and provide details.
- State eight-semester plan requirements

For minors, state requirements in terms of hours, required courses, electives, etc.

For graduate program/units, include elements (as needed) parallel to those listed for undergraduate programs above.

For Law School program/units, prepare text consistent with current catalog style.

For centers, prepare text consistent with current catalog style.

Betsy Orr
Adviser

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Students pursuing the Bachelor of Science in Education degree may select the business education program concentration as a field of specialization in career and technical education. Completion of the B.S.E. will prepare students to teach business education at the junior high level and secondary education level.

In addition to the general studies requirement the following courses are required for a concentration in business education. All professional education courses must have a grade of "C" or better. No teaching methods courses may be taken by correspondence. CATE 4003, CATE 4013, CATE 4023, and CATE 4033 are fall only courses. CATE 4041, CATE 4051, CATE 406v, and CATE 4803: Word Processing are spring only courses.

Students must have passed all 3 parts of Praxis I to be admitted to the fall semester, senior year. Students must have passed Praxis II: Business Education Content Knowledge to be admitted to the spring semester, senior year.

	Hours
I. University Core (State Minimum Core)	35
Every undergraduate student must meet the advanced composition requirement (See Graduation Requirements)	
<i>Required University Core for Business Education</i>	
PSYC 2003 General Psychology	
ECON 2013 Principles of Macroeconomics	
ECON 2023 Principles of Microeconomics	
MATH 2053 Finite Math	
II. Professional Education	33
CIED 3023 Survey of Exceptionalities	
CIED 3033 Classroom Learning Theory	
CATE 1001 Practicum in Career & Technical Education	
CATE 4003 Introduction to Professionalism	
CATE 4013 Teaching Strategies	
CATE 4023 Classroom Management	
CATE 4033 Assessment/Program Evaluation	
CATE 4041 Lab Management	
CATE 4051 Seminar	
CATE 406V Teaching Internship	
III. Technical Requirements	56
WCOB 1012 Legal Environment of Business	
WCOB 1023 Business Foundations	
WCOB 1033 Data Analysis and Interpretation	
WCOB 1120 Computer Competency Requirement	
WCOB 2013 Markets and Consumers	
WCOB 2023 Production and Delivery of Goods and Services	
WCOB 2043 Acquiring and Managing Financial Resources	
Any 3 hour computer course	
Any 3 hour MKTG 3000 level or above course Any 3 hour marketing course	
CATE 4803 Problems in Career & Technical Education (Word Processing)	
COMM 1313 Public Speaking	
MATH 1203 if required (see adviser)	
27 hours Electives (see adviser for course list)	
Total 124 hours for a degree	124
IV. Admission requirements for Spring, Senior Year:	
1. Earn a cumulative GPA of 2.5 or higher	
2. Passing scores on Praxis I	
3. Take Praxis II subject matter	
4. Successful interview with teacher education faculty in the Department of Curriculum and Instruction	

Note: All students seeking licensure in the state of Arkansas are subject to a criminal background check. Forms for this procedure may be obtained at 350 Graduate Education Building, at the State Department, or any police station, including the campus police. These background checks take up to six months to process; therefore, students are advised to complete and submit the forms to the proper authorities six months in advance of actually applying for a license. Arkansas will not certify anyone who has been convicted of a felony.

Students wishing to follow the eight-semester degree plan in Career and Technical Education (teaching option) with a concentration in Business Education should see [the Eight-Semester Degree Completion Policy](#) in the Academic Regulations chapter for university requirements of the program.

Fall Semester Year 1

3 ENGL 1013 Composition I

3 †Fine Arts or Humanities

3 MATH 1203 or equivalent – If required

4 †Science with Lab

3 COMM 1313 Public Speaking

0 WCOB 1120 Computer Competency Requirement

1 CATE 1001 Practicum in Career & Technical Education

17 Semester hours

Spring Semester Year 1

3 ENGL 1023 Composition II

3 †Fine Arts or Humanities

3 †U. S. History

3 †PSYC 2003 General Psychology

1 Elective

3 ECON 2013 Prin of Macroeconomics

16 Semester hours

Fall Semester Year 2

3 ECON 2023 Prin of Microeconomics

3 MATH 2053 Finite Math

2 WCOB 1012 Legal Environment of Business

5 Elective

4 †Science with Lab

17 Semester hours

Spring Semester Year 2

3 WCOB 1023 Business Foundations

3 WCOB 1033 Data Analysis and Interpretation

9 Electives

15 Semester hours

Fall Semester Year 3

3 CIED 3023 Survey of Exceptionalities

3 CIED 3033 Classroom Learning Theory

3 Upper level Elective

3 Computer course

3 WCOB 2023 Production and Delivery of Goods

15 Semester hours

Spring Semester Year 3

3 WCOB 2013 Markets and Consumers

3 WCOB 2043 Acquiring and Managing Financial Resources

3 ~~3000 level or above MKTG elective~~ Any 3 hour marketing course

3 CATE 4803 Problems in Career & Technical Education (Word Processing)

3 Electives

15 Semester hours

Fall Semester Year 4

3 CATE 4003 Professionalism

3 CATE 4013 Teaching Strategies

3 CATE 4023 Classroom Management

3 CATE 4033 Assessment/Program Evaluation

3 Electives

15 Semester hours

Spring Semester Year 4

1 CATE 4041 Lab Management

1 CATE 4051 Seminar

12 CATE 406V Teaching Internship

14 Semester hours

† Core areas must be completed as outlined in Catalog of Studies. See [University Core Courses](#).

SECTION VIII: Action Recorded by Registrar's Office

PROGRAM INVENTORY/DARS

PGRM _____ SUBJ _____ CIP _____ CRTS _____

DGRE _____ PGCT _____ OFFC&CRTY VALID _____

REPORTING CODES

PROG. DEF. _____ REQ. DEF. _____
Initials _____ Date _____

Distribution

Notification to:

- (1) College
- (2) Department
- (3) Admissions
- (4) Institutional Research
- (5) Continuing Education
- (6) Graduate School
- (7) Treasurer
- (8) Undergraduate Program Committee

5/12/08