ATTACHMENT **3B**

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

_____
College Dean   Date

_____
Honors College Dean   Date

_____
Core Curriculum Committee   Date

_____
University Course and Programs Committee   Date

_____
Vice Provost for Distance Education   Date
(for on-line programs)

_____
Graduate Council Chair   Date

_____
Faculty Senate Chair   Date

_____
Provost   Date

_____
Board of Trustees Approval/Notification 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 **Business Education Conc.**   ☐ Policy

Level: ☒ Undergraduate   ☐ Graduate   ☐ Law   Effective Catalog Year <u>Fall 2014</u>

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

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

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/academicaffairs.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: _____

Insert here a statement of the exact changes to be made: Change WCOB 1023 Business Foundations to WCOB 2053 Business Foundations. Delete WCOB 2013 Markets and Consumers. Increase electives three credit hours.

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

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 changes requested are necessary due to curriculum changes in Walton College. WCOB 1023 Business Foundations was changed to WCOB 2053 Business Foundations. WCOB 2013 Markets and Consumers from the old core will no longer be offered after summer 2014.

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.

NEW CHANGES BELOW ARE HIGHLIGHTED IN GREEN. OTHER CHANGES ARE THE CHANGES THAT WERE SUBMITTED IN SEPTEMBER 2013.

Business Education (BUED)

Betsy Orr
Adviser
315 Peabody Hall
479-575-6430
borr@uark.edu

http://cied.uark.edu/businessed.php

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.

General Requirements:

1. Students must complete the application to teacher education through the Teacher Education Office during spring semester of sophomore year. This includes completing and passing the criminal background check, and also passing the Praxis I test by meeting or exceeding the Arkansas Department of Education cut-off scores. This test should be taken upon completion of ENGL 1013, ENGL 1023, and MATH 2053.
2. All professional education courses must have a grade of "C" or better. No teaching methods courses may be taken by as self-paced (correspondence) courses. CATE 4003, CATE 4013, CATE 4023, and CATE 4033 are fall only courses. ~~CATE 4041,~~ CATE 405~~1~~2, CATE 406X, and CATE 4803: Word Processing are spring only courses. All technical courses must be completed prior to the student teaching semester.
3. Earn a cumulative GPA or 2.70 or better by the end of the fall semester, senior year. Students are not permitted to student teach if the GPA requirement is not met.
4. Students must have passed Praxis II: Business Education Content Knowledge to be admitted to the spring semester, senior year.
5. ~~Students must complete and successfully pass the criminal background check.~~

5. Satisfactorily complete the internship/student teaching experience at a school/district in Benton or Washington County that has been approved by the Field Experience Coordinator.

Note: Requirements for teacher licensure vary from state to state and may differ among teacher preparation programs. Please note that Arkansas requires all applicants to successfully complete a criminal background check. ~~Background checks must be cleared before the candidate begins student teaching.~~

I. University Core Requirements   35
Required University Core for Business Education

PSYC 2003	General Psychology (ACTS Equivalency = PSYC 1103) (Sp, Su, Fa)	
ECON 2013	Principles of Macroeconomics (ACTS Equivalency = ECON 2103) (Sp, Su, Fa)	
ECON 2023	Principles of Microeconomics (ACTS Equivalency = ECON 2203) (Sp, Su, Fa)	
MATH 2053	Finite Mathematics (Sp, Su, Fa)	

II. Professional Education

CIED 1011:	Introduction to Education Practicum	1
CIED 3023	Survey of Exceptionalities (Sp, Su, Fa) or CIED 4023: Teaching in Inclusive Secondary Settings	3
CIED 3033	Classroom Learning Theory (Sp, Su, Fa)	3

CATE 1001	Practicum in Career & Technical Education (Sp, Fa)	1
CIED 1002	Introduction to Education (Sp, Fa)	2
CATE 4003	Introduction to Professionalism (Fa)	3
CATE 4013	Teaching Strategies (Fa)	3
CATE 4023	Classroom Management (Fa)	3
CATE 4033	Assessment / Program Evaluation (Fa)	3
CATE 4041	Lab Management in Career & Technical Education (Sp)	1
CATE 4051̶2̶	Seminar Teaching Internship (Sp)	1
CATE 406X	Teaching Internship (Sp)	12

III. Technical Requirements

ACCT 2013: Accounting Principles I		3
BLAW 2013	The Legal Environment of Business (Sp, Su, Fa)	3
WCOB 1̶0̶2̶3̶ **2053**	Business Foundations (Sp, Su, Fa) or ACCT 2023: Accounting Principles II	3
WCOB 1033	Data Analysis and Interpretation (Sp, Su, Fa)	3
WCOB 1120	Computer Competency Requirement (Sp, Su, Fa)	0-3
or ISYS 1123	Business Application Knowledge - Computer Competency (Sp, Su, Fa)	
WCOB 2013	Markets and Consumers (Sp, Su, Fa)	3
WCOB 2043	Acquiring and Managing Financial Resources (Sp, Su, Fa)	3
Any 3 Hour MKTG Course		3
CATE 4803	Problems in Career & Technical Education (Sp, Su, Fa) (Word Processing)	3
COMM 1313	Public Speaking (ACTS Equivalency = SPCH 1003) (Sp, Su, Fa)	3
MATH 1203	College Algebra (ACTS Equivalency = MATH 1103) (Sp, Su, Fa) (if required, see adviser)	3
Electives (see adviser for course list) (3 hours must be upper level)		2̶1̶24
Total Hours		120

IV. Admission requirements for Spring, Senior Year:

1. Students must have a cumulative GPA of 2.7 or higher to be admitted for the student teaching semester.
2. Passing scores on all three parts of Praxis I are required before enrolling in CATE 406X: Teaching Internship, CATE 4041: Lab Management and CATE 4051̶2̶: Seminar.
3. Passing scores are required for Praxis II: Subject Matter before enrolling in CATE 406X: Teaching Internship, CATE 4041: Lab Management and CATE 4051̶2̶: Seminar.
4. Students must complete a successful "Internship Admission Interview" with career and technical education faculty. These interviews are scheduled with all senior students in the fall semester during preregistration advising.

Note: All students seeking licensure in the state of Arkansas are subject to a criminal background check. Forms for this procedure may be obtained in the Teacher Education Office in the 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 Policy in the Academic Regulations chapter for university requirements of the program.

First Year	Units	
	Fall	**Spring**
ENGL 1013 Composition I (ACTS Equivalency = ENGL 1013) (Sp, Su, Fa)	3	
~~MATH 1203 College Algebra (ACTS Equivalency = MATH 1103) (Sp, Su, Fa) (or equivalent—If required (may be used as an elective))~~	~~3~~	~~-~~
MATH 2053 Finite Mathematics (Sp, Su, Fa)	3	
COMM 1313 Public Speaking (ACTS Equivalency = SPCH 1003) (Sp, Su, Fa)	3	
WCOB 1120 Computer Competency Requirement (Sp, Su, Fa) or ISYS 1123 Business Application Knowledge - Computer Competency (Sp, Su, Fa)	0-3	
~~CATE 1001 Practicum in Career & Technical Education (Sp, Fa)~~	~~1~~	
CIED 1011: Introduction to Education Practicum	1	
CIED 1002 Introduction to Education (Sp, Fa)	2	
ENGL 1023 Composition II (ACTS Equivalency = ENGL 1023) (Sp, Su, Fa)		3
Fine Arts or Humanities[1]		3
U.S. History[1]		3
PSYC 2003 General Psychology (ACTS Equivalency = PSYC 1103) (Sp, Su, Fa)[1]		3
ECON 2013 Principles of Macroeconomics (ACTS Equivalency = ECON 2103) (Sp, Su, Fa)		3
Year Total:	~~12~~ 15	15

Second Year	Units	
	Fall	**Spring**
ECON 2023 Principles of Microeconomics (ACTS Equivalency = ECON 2203) (Sp, Su, Fa)	3	
~~MATH 2053 Finite Mathematics (Sp, Su, Fa)~~	~~3~~	
BLAW 2013 The Legal Environment of Business (Sp, Su, Fa)	3	
Science with Lab[1]	4	
Fine Arts or Humanities[1]	3	
ACCT 2013: Accounting Principles ~~WCOB 1023 Business Foundations (Sp, Su, Fa)~~		3
WCOB 1033 Data Analysis and Interpretation (Sp, Su, Fa)		3
Electives		~~12~~ 10-9
Year Total:	16	~~18~~ 15-16

Third Year	Units	
	Fall	**Spring**
WCOB ~~1023~~ **2053** Business Foundations (Sp, Su, Fa) or ACCT 2023: Accounting Principles II	3	
CIED 3023 Survey of Exceptionalities (Sp, Su, Fa) or CIED 4023: Teaching in Inclusive Secondary Settings		
CIED 3033 Classroom Learning Theory (Sp, Su, Fa)	3	
Upper Level Elective	3	
Science with Lab[1]	4	
Electives	~~3~~	3
~~WCOB 2013 Markets and Consumers (Sp, Su, Fa)~~	~~-~~	~~3~~
~~WCOB 2043 Acquiring and Managing Financial Resources (Sp, Su, Fa)~~	~~-~~	~~3~~
Any 3 Credit hour Marketing Course		3
CATE 4803 Problems in Career & Technical Education (Sp, Su, Fa)		3
Electives		3
Electives		
Year Total:	16	15

Fourth Year	Units

	Fall	Spring
CATE 4003 Introduction to Professionalism (Fa)	3	
CATE 4013 Teaching Strategies (Fa)	3	
CATE 4023 Classroom Management (Fa)	3	
CATE 4033 Assessment / Program Evaluation (Fa)	3	
Electives	3	
~~CATE 4041 Lab Management in Career & Technical Education (Sp)~~		~~1~~
CATE 405~~1~~ 2 Seminar Teaching Internship (Sp)		~~1~~2
CATE 406X Teaching Internship (Sp)		12
Year Total:	15	14
Total Units in Sequence:		12~~10~~

[1] Core areas must be completed as outlined in Catalog of Studies, see Academic Progress, Suspension and Dismissal.

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

8/19/13