

Approval Chart for Curriculum Changes

A = Approve I = Information Item¹ R = Advise & Respond²

Course Number KINE 605 or Degree Plan(s) _____

State the requested change and reason. A memo may be attached if more space is necessary.

This is a new course application for an Internship course in the new Master's of Science in Strength, Conditioning, and Human Performance.

Circle the number that corresponds to the requested change. Degree plan changes are on the second page.

		COUNCIL ³								
	Change to a Course	Dept./School	College Academic	Deans	TEC	UGEC	UAC	GRAD	Provost	President
1.	Title (description unchanged)	A	A	A	I				I	I
2.	Description (not affecting content)	A	A	A	I				I	I
3.	Course term(s)	A	I	A	I				I	I
4.	Content (substantive change)	A	A	A	I				A	I
5.	Number of hours (lecture, lab, contact)	A	A	A	A				A	I
6.	Course number within the hundred	A	A	I	I				I	I
7.	Course number beyond the hundred	A	A	A	A				A	I
8.	Prerequisites	A	A	A	I				I	I
9.	Course fee(s)	A	--	A	--				A	I
10.	From U to G <i>or</i> G to U	A	A	A	A				A	I
11.	Cross list with another department: U or G level	A	A	A	A				A	I
12.	Department of record	A	A	A	A				A	I
13.	Open or close a course	A	A	A	A				A	I
14.	New course — See website for application and process. This change includes combining or splitting a course(s).	A	A	A	A				A	I

Note: When an academic unit does not have a council, the UGEC and/or UUAC will serve as its academic council, depending on the nature of the issue.

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		COUNCIL ³								Board of Trustees		
	Change to a Degree Plan	Dept./School	College Academic	Deans	TEC	UGEC	UAC	GRAD	Provost	Faculty	President	
1.	University Requirements — Change in approved course content ⁶	A	A	A	A				A	--	A	--
2.	University Requirements — Add or drop a required course from the University Requirements chart ⁶	A	A	A	A				A	A	A	--
3.	University Requirements — Add or drop a course from a menu within the University Requirements ⁶	A	--	--	A				A	--	A	--
4.	University Requirements — Change hours within a menu on the University Requirements chart ⁶	A	A	A	A				A	A	A	--
5.	Major — Revision of major ^{4,5}	A	A	A	A				A	--	A	--
6.	Major — Adopt or change admission requirements	A	A	A	A				A	--	A	--
7.	Major — Add ^{4,5}	A	A	A	A				A	A	A	I
8.	Major – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
9.	Major – Discontinue (proposed by the Provost)	See below.										
10.	GPA — Revise major or cumulative requirement	A	A	A	A				A	A	A	--
11.	Minor — Revise course selection	A	A	A	I				I	--	I	--
12.	Minor — Add	A	A	A	A				A	--	A	--
13.	Minor – Discontinue (proposed by the department or college)	A	A	A	A				A	--	A	--
14.	Minor – Discontinue (proposed by the Provost)	See below.										
15.	Degree — Add	A	A	A	A				A	A	A	I
16.	Degree – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
17.	Degree – Discontinue (proposed by the Provost)	See below.										
18.	Any change to a graduate degree program	A	A	A	A				A	--	A	--

		COUNCIL ³								Board of Trustees
Provost-Proposed Change		Provost	Department	Dean	TEC	UAC	Graduate	Faculty	President	
1.	Major/Graduate Program — Discontinue (proposed by the Provost)	A	R	R	A			A	A	I
2.	Minor — Discontinue (proposed by the Provost)	A	R	R	A			--	A	--
3.	Degree — Discontinue (proposed by the Provost)	A	R	R	A			A	A	I

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COUNCIL ³									
	Change to the Catalog Information	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	President
1.	General requirements for graduation including course requirements that are common to all majors for all degrees ⁷	--	--	--		A		A	A
2.	Admission requirements	--	--	--		A		A	A
3.	Policies governing academic probation and suspension	--	--	--		A		A	A
4.	Requirements for graduating with honors	--	--	--		A		A	A

¹ Councils may request additional information about "Information" items. These items are approved as "Consent Agenda."

² The Dean and Department should respond to the Provost's recommendation to close a program in writing. Advise & Respond (R) requires that the voting body should receive the written responses at least one week prior to the vote.

³ All courses that meet University Requirements for general education must go through UGEC. Courses or degrees offered only to students seeking teacher certification must go through the Teacher Education Council. All undergraduate changes must go before the UUAC. All graduate degree plan changes must go through the Graduate Council.

⁴ A minimum of 30 hours is required for a major. A maximum is specified for each degree (e.g., BA, BS). The university minimum for elective hours is 6, unless the requirements of external accrediting bodies make it impossible.

⁵ Program or course changes that apply to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

⁶ Courses that satisfy ACU's University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and "not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession" (SACS 2.7.3). Departments may request exceptions to the first three criteria.

⁷ The UUAC approved the clarification that "general requirements for graduation" means the enumerated items in the "General Requirements for Bachelor's Degrees" section of the catalog.

Revised 8-26-19

Curriculum/Catalog Changes Signature Page

Department/School Chair(s)	
<u>Sheila Jones</u> Sheila Jones (Jan 18, 2022 11:12 CST)	Jan 18, 2022
_____ <i>Signature</i>	_____ <i>Approval date</i>
_____ <i>Signature</i>	_____ <i>Approval date</i>

College Academic Council(s)	
<u>Dana Kennamer</u> Dana Kennamer (Jan 18, 2022 20:23 CST)	Jan 18, 2022
_____ <i>Signature</i>	_____ <i>Approval date</i>
_____ <i>Signature</i>	_____ <i>Approval date</i>

Dean(s)	
<u>Jennifer Shewmaker</u> Jennifer Shewmaker (Jan 20, 2022 09:15 CST)	Jan 20, 2022
_____ <i>Signature</i>	_____ <i>Approval date</i>
_____ <i>Signature</i>	_____ <i>Approval date</i>

Teacher Education Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

General Education Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

Undergraduate Academic Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

Graduate Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

Provost	
_____ <i>Signature</i>	_____ <i>Approval date</i>

Faculty	
_____ <i>Chair of faculty senate</i>	_____ <i>Approval date</i>

President	
_____ <i>Signature</i>	_____ <i>Approval date</i>

Application for a New Course v10.7

Discard instructional pages A-C before submitting application

Course ID (<i>Subject and Number</i>)	KINE 605
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I. Systems and Catalog Information Complete each item.

1	Course Developer	Melissa Long
2	Course Instructor	Lucas Lancaster
3	Course Title	Internship 2
4	Course Abbreviation for Banner if title is more than 30 characters	
5	College	CEHS
6	Department or School	Kinesiology and Nutrition
7	Number of Credit Hours	3
8a.	Number of contact hours – lecture	0
8b.	Number of contact hours – lab/activity	0
9	Is the course for a fixed or variable number of credit hours?	fixed
10	Explanation for variable credit	n/a
11	Is the course repeatable for additional credit?	no
12	Maximum total number of credit hours a student can earn for this course	3
13	What type of course is this? (Select one option. Please see Schedule Type definitions on Page C.)	☐ Traditional lecture ☐ Traditional lab ☐ Traditional lecture/lab ☒ Experiential Learning ☐ Seminar ☐ Studio ☐ Thesis ☐ Dissertation
14	Number of faculty workload hours	3

15	Grade Mode	☒ Standard ☐ Credit/No Credit (undergrad only)
16	Maximum Enrollment	20
17	Catalog Description (50 words or less)	This course involves experiential learning. The student will gain experience in a collegiate performance center under the supervision of an Approved Mentor. The internship will be at least 320 hours over the course of a semester.
18	List any prerequisites (course/s, test scores, class standing, major, etc.)	Graduate Standing
19	List any corequisites (these <i>must</i> be taken at the same time; note that a single requirement cannot be both a prerequisite <i>and</i> a corequisite)	n/a
20	If the course is cross-listed, specify the Course ID(s)	n/a
21	Does this course require any additional student course fees?	☒ No ☐ Yes If yes, attach a completed "Request to Add or Change Course Fees" form. Describe in section IV-8.
22a	Will the course be offered in fall terms?	☐ No ☒ Yes If yes: all, even, or odd years? all
22b	Will the course be offered in spring terms?	☐ No ☒ Yes If yes: all, even, or odd years? all
22c	Will the course be offered in summer terms?	☐ No ☒ Yes If yes: all, even, or odd years? all
23	First semester this course will be offered under new Course ID. <i>May not be earlier than the coming fall semester.</i>	Spring 2023
24	Is this course required for a degree/s?	☐ No ☒ Yes If yes, attach a revised degree plan(s) reflecting the placement of the new course.
25	Should the addition of this course be retroactively applied to the degree	☒ No ☐ Yes

	plan it supports? <i>This is rare, and rationale should explain compelling extenuating circumstances.</i>	If yes, provide rationale:
26	Has this course been offered as a Special Topics course? <i>New courses are not required to be taught as Special Topics courses prior to approval.</i>	☒ No ☐ Yes If yes, provide course ID, term, and enrollment:
27	List any courses in which the content overlaps the proposed course. (Course ID and Name) <i>Attach a statement from the instructor/dept chair of the existing course justifying the new offering in Section IV-D.</i>	None

II. Curriculum

- A. Explain effect on degree plans. If the addition of the course alters degree requirements, submit a separate Approval Chart for Curriculum Change to update the degree plan. This course is being developed for the new Master of Science in Strength, Conditioning, and Human Performance
- B. Justify the addition of this course to the current curriculum, explaining the gap it meets. This course is being developed for the new Master of Science in Strength, Conditioning, and Human Performance program.

III. Course Design

- A. Audience and Course Goal
 1. Describe the intended audience, including prerequisite skills. Graduate Students, acceptance into a graduate program.
 2. State the overarching course goal(s) in performance terms. Students will be able to apply skills learned and practiced during classroom courses in the experiential setting.
- B. Student Learning Outcomes and Measurements

	Outcomes	Measurement
1	Demonstrate flexibility and creativity in the application of knowledge.	Rubric Evaluation, Final Reflection Paper
2	Exhibit work ethic and skills required for success in the field.	Rubric Evaluation,

		Personal Outcomes Assignment, Final Reflection Paper
3	Apply basic concepts of management and administration.	Rubric Evaluation, Personal Outcomes Assignment, Final Reflection Paper

3. Text and Resources

Give the full publication information of the textbook/s and other required resources and outside readings. For **combined undergraduate/graduate** courses, make two lists:

- A. full publication information; label **Undergraduate**.- N/A
- B. full publication information; label **Graduate**. N/A

IV. Supporting Documentation

Required of all applications	
1	Approval Chart for Curriculum Changes
2	Syllabus — Attach the syllabus for the course based upon the anticipated first-semester offering.
3	Instructional Design — The syllabus must be reviewed by the Adams Center. Attach a copy of the Adams Center letter.
4	Library — Submit new course application and syllabus to the Library dean's office. Attach the Library's memo.
Attach if applicable	
5	Content Overlap — Include one document for each course you listed in Section I-27. Attach statement from instructor/dept chair of existing course justifying the new offering.
6	Departmental Resources — List the resources that support the course and are available only through the department, if applicable. Attach the list of the holdings and the location/s.
7	Resources — List resources (other than library or departmental resources) that are needed to support this course (computers, lab equipment, other technology, etc.). Attach a complete list of all items and indicate possible sources or estimated cost of

	each. List the sources of any needed funds.
8	Expenses — List additional expenses needed to implement this course (full-time or part-time faculty, graduate or lab assistants, student employees, travel, special student costs, room renovation, storage facility, etc.). Attach a complete list of all items, the estimated cost of each and the source of the funds.
9	Justification — Attach any documents to which you refer in Section II-B.

ACU Department of Kinesiology & Nutrition

Course Syllabus

KINE 605 – Internship 2

Fall 2023, Spring 2022, Summer 2022

Instructor: Lucas Lancaster
Director of Strength and Conditioning

Office: Powell Weight Room
Phone: (325) 674-2965
Email: lr117d@acu.edu
Office Hours: Monday through Friday: by appointment

Contact Expectations: Please allow 24 business hours for a response via email.

Credit hours: 3 Hour

Semester/Year: Fall, Spring, Summer

Meeting Time/Place: Students will be assigned to an experiential experience location. Hours will vary by location.

Prerequisites: Formal acceptance for progression into a graduate program.

Catalog Description: This course involves experiential learning. The student will gain experience in a collegiate performance center under the supervision of an Approved Mentor. A minimum of 320 hours of internship over the course of the semester is required for this course.

Intended Audience: Graduate students within the Kinesiology and Nutrition department.

Mission Statements

ACU Mission: The mission of Abilene Christian University is to educate students for Christian service and leadership throughout the world.

College Mission: The mission of our college is to equip students for global service and leadership through exemplary practice in education and human services, informed by a Christian perspective.

Department Mission: The mission of this department is to prepare students to serve and lead through the development of healthful lifestyles.

Unique Christian Perspective: God created the human body perfectly. This course and other courses in the kinesiology program will help students understand how to integrate faith with professional endeavors.

Textbook(s):

None

Outcomes Addressed:

The following outcomes will be evaluated and mastered during this course.

	Outcomes	Measurement
1	Demonstrate flexibility and creativity in the application of knowledge.	Rubric Evaluation, Final Reflection Paper
2	Exhibit work ethic and skills required for success in the field.	Rubric Evaluation, Personal Outcomes Assignment, Final Reflection Paper
3	Apply basic concepts of management and administration.	Rubric Evaluation, Personal Outcomes Assignment, Final Reflection Paper

Course Outline:

This course runs the length of the semester. You will accumulate internship hours during this course. There is no set calendar for this course. Each internship will be different days and keep different hours. All hours and days will be set by your assigned mentor. You will be working closely with your assigned mentor at each site. You are to discuss hours expectations with your mentor at the beginning of your internship. You are expected to keep said hours and openly communicate with your mentor if you are going to miss time. Mentors will complete your rubric evaluations. Mentors will report grades back to ACU faculty. You are expected to dress appropriately in ACU clothing or the clothing assigned to your experiential learning site.

Week of:	Assignment	Evaluation
First week of courses	Internship assignment	
Third Week of courses	Internship self-learning goals	Personal Outcomes Assignment
Third week of October	Mid-Semester Meetings	Progress Review

Last Week of Semester	Week of Final Exam	Final Reflection paper, Rubric Evaluations due
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Evaluation Methods:

Personal Outcomes Assignment	100pts	Worth approx 25% of final grade
Final Reflection Paper	100 pts	Worth approx 25% of final grade
Rubric Evaluation-	200 pts	Worth approx 50% of final grade
Total Possible:	400 points	

Personal Outcomes Assignments- Each student will be required to identify at least three personal learning outcomes that they wish to master during this course. These will be written with Bloom's taxonomy verbs.

Final Reflection Paper- Write the final paper summarizing the experience and discussing the achievement of your personal learning outcomes as well as course outcomes. A weekly journal documenting experiences and key learning opportunities will be required in this paper. The paper is due on the last day of class.

Rubric Evaluation- Rubric Evaluations are completed at the end of a student's internship experience. Rubric Evaluations can include a rated scale of the mentor's observations of a student in experiential learning. Items that may be included on a rubric evaluation include actions on the part of the student that cannot otherwise be measured.

Grading Scale:

Grade= Percent	Total points earned
A= 100-90%	400-360
B= 89-80%	359-320
C= 79-70%	319-280
D= 69-60%	279-240
F ≤59%	239-0

Course Policies

Class Attendance/Tardiness policy: Students are expected to attend classes. Excessive tardiness or absences from class will reflect in the students' grade. No student with $\geq 25\%$ absences (excused or unexcused) will receive credit for this course. Only university-approved absences (*see the university student handbook*) will be accepted as excused absences. It is the student's responsibility to notify the instructor of excused absences. Likewise, tardiness is not appropriate for this class. Three tardies will result in one absence.

Participation: This is an experiential experience class. Participation is expected to full extent. Hours required will be based on the internship site to which you are assigned. Timeliness and punctuality are required in an internship the same as in a classroom. Your grade is directly influenced by your commitment and level of participation at the internship site. Your mentor will evaluate you based on several things, including but not limited to: Attendance/Promptness, Dress Code, Engagement, Interaction, Professionalism, Ability to follow Directions, Communication, Attitude, and Williness to assist.

Professional Behavior in the Classroom, Lab, or Clinical Setting:

All students are expected to exhibit consistent professional conduct in the classroom, laboratory, and internship setting. Students are expected to maintain a classroom environment that will ensure that all students have an opportunity to learn and participate. Disruptive classroom behaviors include cell phones, challenges to faculty authority, demanding special treatment, tardiness, leaving early, offensive remarks, chattering, reading newspapers or magazines, sleeping, or overt inattentiveness. Inappropriate behavior will result, minimally, in a request for the student to leave class. After the first incident of inappropriate behavior the instructor will discuss the behavior with the student as soon as possible following the class. If a second incident occurs the instructor will refer the student to the program director or department chair or formal counseling. Repeated offenses will result in disciplinary action deemed appropriate to the offense according to the Program Director.

Revision of Syllabus:

The professor reserves the right to modify the course calendar or evaluation methods as he or she sees fit.

University Policies

ADA compliance:

Abilene Christian University is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. The Alpha Scholars Program facilitates disability accommodations in cooperation with instructors. In order to receive accommodations, you must be registered with Alpha Scholars Program, and you must complete a specific request for each class in which you need accommodations. If you have a documented disability and wish to discuss academic accommodations, please call 325-674-2667.

Academic integrity:

Professionals are expected to practice with a commitment to high standards and integrity. The development of this commitment begins during academic training. Academic misconduct is considered to be an act contrary to professional ethics. Academic integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work. Violations of academic integrity and other forms of cheating involve the intention to deceive, mislead, or misrepresent and therefore, are a form of lying. Such actions are contrary to behavioral norms that flow from the nature of God. Academic misconduct includes, but is not limited to, the following: 1) Failure to give credit to sources used in a work in an attempt to present the work as one's own, 2) Submission of papers or projects obtained from another source

(e.g., research service or club paper file) as one's own, and 3) Falsifying information orally or in writing. Academic misconduct may result in, but is not limited to, a zero on the assignment and/or an F in the course. Additionally, the department chair, Dean of your school, and the Dean of Student Life will be notified. See the full university policy, including how to appeal a decision, by following this link: <http://www.acu.edu/community/offices/administrative/office-of-the-provost/academic-integrity-policy.html>

Anti-Harassment policy:

As a Christian community, Abilene Christian University has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. Harassment is defined as unwelcome behavior or conduct based on sex, religion, race, age, color, national origin, veteran's status, disability, or any other characteristic protected by law when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in University programs or activities, (2) submission to, or rejection of, such conduct by an individual is used as the basis for a decision affecting an individual's employment, education, or participation in University programs of activities, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for work, education, or participation in a University program or activity. See the full university policy by following this link:

<http://www.acu.edu/campusoffices/hr/title-ix/anti-harassment-policy.html>

Professor Lucas Lancaster
Powell Weight Room
(325)6742965
lrl17d@acu.edu

Dec 15, 2021

Re: Review of KINE605: Internship II

Dear Professor Lancaster,

Thank you for the submission of KINE605: Internship II. I have reviewed it based on the [ACU New Course Application Guidelines](#). I find the syllabus to be meeting all requirements.

Please note that this letter is not meant to be a final approval in the course application process. Members of the council may have questions or comments of their own.

If there is anything else I can do for you, please feel free to let me know.

Sincerely yours,

A handwritten signature in cursive script, reading "Marilyn Fong".

Director of Instructional Design
Adams Center for Teaching and Learning
Abilene Christian University

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: December 15, 2021
TO: Dr. Melissa Long
FROM: Mark McCallon, Associate Dean for Library Resources
RE: Course Application for KINE 605 – Internship II

After reviewing the course application and syllabus, the library can adequately support the proposed course. Thank you for letting us examine the course proposal.