

Approval Chart for Curriculum Changes

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

Course Number PLAW - 301 or Degree Plan(s) Legal Studies Minor

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

New course developed through Experience Learning Development Process.

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	UUAC	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												
	Change to a Degree Plan	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost	Faculty	President	Board of Trustees
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	UUAC	Graduate	
1.	Major/Graduate Program – Discontinue (proposed by the Provost)	A	R	R	A			I
2.	Minor – Discontinue (proposed by the Provost)	A	R	R	A			--
3.	Degree – Discontinue (proposed by the Provost)	A	R	R	A			I

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COUNCIL³

	Change to the Catalog Information	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	Faculty	President
1.	General requirements for graduation including course requirements that are common to all majors for all degrees ⁷	--	--	--	A			A	A	A
2.	Admission requirements	--	--	--	A			A	A	A
3.	Policies governing academic probation and suspension	--	--	--	A			A	A	A
4.	Requirements for graduating with honors	--	--	--	A			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)	
 Signature	2-22-22 Approval date
_____ Signature	_____ Approval date

College Academic Council(s)	
Jonathan Camp Signature	Mar 10, 2022 Approval date
_____ Signature	_____ Approval date

Dean(s)	
 Signature	Mar 10, 2022 Approval date
_____ Signature	_____ Approval date

Teacher Education Council	
_____ Chair's signature	_____ Approval date

General Education Council	
_____ Chair's signature	_____ Approval date

Undergraduate Academic Council	
_____ Chair's signature	_____ Approval date

Graduate Council	
_____ Chair's signature	_____ Approval date

Provost	
_____ Signature	_____ Approval date

Faculty	
_____ Chair of faculty senate	_____ Approval date

President	
_____ Signature	_____ Approval date

Application for a New Course v10.7

Discard instructional pages A-C before submitting application

Course ID (<i>Subject and Number</i>)	PLAW 301
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I. **Systems and Catalog Information** Complete each item

1	Course Developer	Chris Riley, J.D. Andy Little, J.D.
2	Course Instructor	Chris Riley, J.D.
3	Course Title	Legal Studies Externship
4	Course Abbreviation for Banner if title is more than 30 characters	NA
5	College	CAS
6	Department or School	Political Science and Criminal Justice
7	Number of Credit Hours	1-2
8a.	Number of contact hours – lecture	0
8b.	Number of contact hours – lab/activity	1-2

9	Is the course for a fixed or variable number of credit hours?	Variable
10	Explanation for variable credit	Students can elect to complete a 40 hour externship for 1 credit hour or 80 hour externship for 2 credit hours.
11	Is the course repeatable for additional credit?	The 1 hour course can be repeated at a different externship for up to 2 total credits.
12	Maximum total number of credit hours a student can earn for this course	2
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	1
15	Grade Mode	☒ Standard ☐ Credit/No Credit (undergrad only)
16	Maximum Enrollment	20

17	Catalog Description (50 words or less)	An off-campus, attorney-hosted externship within a setting relevant to students' academic and career goals under the supervision of a faculty attorney. Students pursuing Legal Studies Minor only.
18	List any prerequisites (course/s, test scores, class standing, major, etc.)	Sophomore standing, approval of the site by the Pre-Law Advisor required before enrolling and 2.5 cumulative GPA
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)	None
20	If the course is cross-listed, specify the Course ID(s)	NA
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>	Fall 2022
24	Is this course required for a degree/s?	☐ No ☒ Yes (Minor, Legal Studies) 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 plan it supports? <i>This is rare, and rationale should explain compelling extenuating circumstances.</i>	☒ No ☐ Yes 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>	NA

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 was originally contemplated as an optional internship course under the Professional Skills and Ethics menu of the Legal Studies Minor, which was approved in Fall 2020. Based on considerations of the course creators as part of the ELDP 2021-22 Cohort, it was decided (1) the course should be an externship and (2) would now be required. A separate Approval Chart for Curriculum Change has been submitted.

- B. Justify the addition of this course to the current curriculum, explaining the gap it meets.

This course provides opportunities for students to acquire hands-on experience in a professional legal setting that will provide a realistic look at what it means to practice law. They will also have the opportunity to build new relationships with legal professionals.

III. Course Design

- A. Audience and Course Goal

1. Describe the intended audience, including prerequisite skills.

The target audience is current and prospective students who are interested in pursuing advanced legal studies following graduation or working in a highly-regulated field. Those students often major in Political Science, Criminal Justice, Management, Finance, Accounting, History, or English but maybe as diverse as Computer Science, Engineering, Biology, or Bible. In short, because the law intersects with nearly all disciplines and there is no required major for attending law school, students of almost any major could select this new minor. The specific audience will be those current and prospective students pursuing the Legal Studies minor.

2. State the overarching course goal(s) in performance terms.

1. **Preflection** - Examining preexisting thoughts, beliefs, and attitudes related to attorneys and legal practice
2. **Experience**- Personal interaction with practicing attorneys in professional environment
3. **Reflection** - Reflecting on the experience in terms of preexisting thoughts, beliefs, and attitudes of legal practice
4. **Reconceptualization** - Identify new understanding of self and professional plans

- B. Student Learning Outcomes and Measurements

	Student Learning Outcome	Measurement
1	Examine preexisting thoughts, beliefs, and attitudes related to attorneys and legal practice	Externship Pre Reflection Assignment
2	Interview attorneys related to their career including (1) law school preparation and experience and (2) professional and personal problems they encounter practicing law and related solutions	Attorney Discussions and Notes
3	Reflect on experience in terms of preexisting thoughts, beliefs, and attitudes of legal practice	Externship Audio Journal, Post Reflection Assignment, and Exit Meeting.

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:

Required

[ABA Profile of the Legal Profession \(2021\)](#)

[Young Gunner Podcast \(Texas Young Lawyer Association\)](#)

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.

PLAW 301: LEGAL STUDIES EXTERNSHIP
(1 -2 Credit Hours)
Fall 2022

Professor	Chris Riley, JD, MPA Assistant Professor of Political Science and Criminal Justice University Pre-Law Advisor
Contact	Anytime at chris.riley@acu.edu Face-to-face (any time <u>after</u> class or https://calendly.com/profchrisriley) Office: Hardin Administration Building 204 (OIE Office) Phone: 325-674-2918
Description	An off-campus, attorney-hosted externship within a setting relevant to student's academic and career goals under the supervision of a faculty attorney. Sophomore standing, approval of the site by the University Pre-Law Advisor required before enrolling, and 2.5 cumulative GPA. There are no pre-requisites or co-requisites for this course.
Purpose	The mission of Abilene Christian University is to educate its students for Christian service and leadership throughout the world. The mission of the College of Arts and Science is to educate students for worldwide Christian service and leadership through programs of study and other learning experiences that blend liberal arts education with professional and career education; and the mission of the Department of Political Science and Criminal Justice is to provide a program of study to help students understand domestic and international politics and law enforcement theory and practice, and to prepare students for informed and active participation in public service. ACU's Pre-Law Advisor and minor in Legal Studies reside in the Department but serves all interested ACU students. Whether arguing before the United States Supreme Court, serving on the federal or Texas Supreme Court bench or leading Pepperdine University, ACU has historically produced pre-law graduates who exemplify what it means to be Christian servants and leaders throughout the world. Since many law schools do not offer a Christian perspective of what it means to be an attorney, ACU's Legal Studies minor seeks to educate students planning to pursue advanced legal studies regarding the unique opportunities and challenges that they will encounter as people of faith in the legal profession. This course provides opportunities for students to acquire hands-on experience in a professional legal setting that will provide a realistic look at what it means to practice law. They will also have the opportunity to build new relationships with legal professionals.

Learning Outcomes	In this experiential learning course, the students will learn to 1) Examine preexisting thoughts, beliefs, and attitudes related to attorneys and legal practice through Externship Pre-Reflection Assignment; 2) Interview attorneys related to their career including (1) law school preparation and experience and (2) professional and personal problems they encounter practicing law and related solutions through Attorney Discussions; and 3) Reflect on experience in terms of preexisting thoughts, beliefs, and attitudes of legal practice through Externship Audio Journal, Post Reflection Assignment, and Exit Meeting.
Required Materials	ABA Profile of Legal Profession (2021) Young Gunner Podcast (Texas Young Lawyers Association)
Admission to the Course	Prior to enrolling in the course, students will meet with ACU's Pre-Law advisor and explore possible career interests in the law and related placement sites. Students will be expected to come to the meeting with the advisor with some idea of their interests and at least three possible legally-based placement options that connect to their interests. (Students are not required to contact those sites prior to the meeting). Ideally, this meeting will occur in the semester prior to the externship.
Variable Credits	Students can elect to complete a 40-hour externship for 1 credit hour or an 80-hour externship for 2 credit hours. The 1-hour course can be repeated at a different externship for up to 2 total credits.
Assignments and Due Dates	Grades in the course are based on the completion of all course assignments. Assignments must be turned in on the date due to receive credit. No late work will receive credit unless specifically approved by the professor prior to the delay. Additional instructions related to these assignments will be provided in Canvas.

Assignment	Description	Due Date
Externship Pre Reflection (20%)	Prior to the beginning of the externship, students will complete the Externship Pre-Reflection Assignment in Canvas, which will include short answer questions and survey questions related to their thoughts, beliefs, and attitudes related to attorneys and legal practice.	Prior to starting externship

Attorney Discussions (30%)	Students will engage in two separate interview-based discussions with their host attorney based on questions provided by faculty related to (1) law school preparation and experience and (2) professional and personal problems they encounter practicing law and related solutions. Following the interview, students will submit their notes from the discussion in Canvas	During externship
Externship Audio Journal (30%)	During the course of their externship, the students will submit (not less than weekly) an audio journal via Canvas that provides updates related to their experience including what they are doing, questions they have, and reflecting on something that they learned both from the externship and listening to at least one podcast from the Young Gunners Podcast. The journal should also include the number of hours completed to date.	Weekly in dates set out in Canvas
Externship Post Reflection (20%)	Following the completion of the externship, students will complete the Externship Post Reflection Assignment in Canvas, which will include short answer questions and survey questions related to their thoughts, beliefs, and attitudes related to attorneys and legal practice following the externship	Following the end of the externship
Exit Meeting	Student will meet the faculty member to discuss their experience and post reflection and discuss next steps related to law school	Scheduled after externship post reflection

Attendance

Students will meet with a faculty member at the beginning and end of the course and be on time for all agreed-upon meetings/externship days with the host attorney.

Grading Scale

A (90-100%), B (80-89%), C (70-79%), D (60-69%), F (below 60%). Final grades will be rounded up to the nearest whole number. For example, if a student earns a 89.5 or higher, they will receive an "A" in the course.

ADA/504 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 our office directly at (325) 674-2667.

Academic Integrity 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](#).

Title IX As a professor, one of my responsibilities is to help create a safe learning environment on our campus. I also have a mandatory reporting responsibility related to my role as a professor. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep the information you share private to the greatest extent possible. When I am not able to keep your information confidential, I will only share it with responsible administrators on campus who can provide you with services and resources. I am required to share with the Title IX Coordinator information regarding sexual misconduct or harassment, dating or domestic violence or stalking that you report to me. If you would prefer to share information in a confidential setting, I encourage you to speak with someone in the [ACU Counseling Center](#). All of your options are available for review by clicking on the link to ACU's [policy](#).

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: January 28, 2022
TO: Chris Riley
FROM: Mark McCallon, Associate Dean for Library Information Services
RE: PLAW 301 – Legal Studies Externship

The library has examined the course application and syllabus is able to support the proposed course. Please contact Laura Baker, Liaison for Political Science and Criminal Justice, for additional resources to support the course. Thank you for letting us review the course application and syllabus.

Chris Riley, MPA, JD
Hardin Admin Bldg. 204
(325) 674-2918
Chris.riley@acu.edu

February 1, 2022

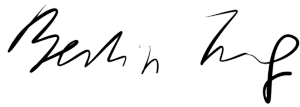
Re: Review of PLAW301

Dear Professor Riley,

Thank you for submitting the application for the course PLAW301: Legal Studies Externship. I have reviewed it based on the [ACU New Course Application Guidelines](#). I find the syllabus to be meeting all the requirements. Thank you for sharing the syllabus with me first and taking my suggestions to revise the syllabus.

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

If you have any questions, please feel free to let me know. Please also let me know if we can be of any help in the design and facilitation of this course.

A handwritten signature in black ink, appearing to read "Beth Ingh". The signature is fluid and cursive, with the first name "Beth" and the last name "Ingh" clearly distinguishable.

Director of Instructional Design
Adams Center