

Abilene Approval Chart for Curriculum Changes

A = Approve I = Information Item R = Respond in Writing

Course Number FAM 497 or Degree Plan(s) _____

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

Child and Family Services is proposing a new course: FAM 497: Child Life Practicum/Internship. Graduates of the CFS Child Life Track often complete a post-graduation practicum or internship at hospitals and medical facilities. Many of these sites require interns to be affiliated with a university. This one-hour course allows graduates to be affiliated with a university and to complete their internship or practicum.

Indicate the requested change.

	Change to a Course	Dept./School ¹	College	Dean	TEC	UGEC	AUAC/Grad	Provost	President
1.	Title (description unchanged)	A	A	A	I	-	I	I	I
2.	Description (not affecting content)	A	A	A	I	-	I	I	I
3.	Course term(s)	A	I	A	I	-	I	I	I
4.	Content (change of course outcomes)	A	A	A	I	-	I	A	I
5.	Number of hours (lecture, lab, contact)	A	A	A	A	-	A	A	I
6.	Course number within the hundred	A	A	I	I	-	I	I	I
7.	Course number beyond the hundred	A	A	A	A	-	A	A	I
8.	Prerequisites	A	A	A	I	-	I	I	I
9.	Course fee(s)	A	-	A	-	-	-	A	I
10.	From U to G or G to U	A	A	A	A	-	A	A	I
11.	Cross-list course	A	A	A	A	-	A	A	I
12.	Department of record	A	A	A	A	-	A	A	I
13.	Close a course	A	A	A	A	-	A	A	I
☒	New course (includes combining or splitting courses)	☒	A	A	A	-	A	A	I

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	Change to the University Requirements (All Campuses)	Dept./School ¹	College	Dean	TEC	UGEC	AUAC/Grad	Provost	Faculty	President	Trustees
1.	University Requirements — Change course outcomes of an included course ²	A	A	A	—	A	—	A	—	A	—
2.	University Requirements — Add or drop a required course from the University Requirements ²	A	A	A	—	A	—	A	A	A	—
3.	University Requirements — Add or drop a course from a menu within the University Requirements ²	A	—	—	—	A	—	A	—	A	—
4.	University Requirements — Change hours within a menu in the University Requirements ²	A	A	A	—	A	—	A	A	A	—
	Change to Catalog Information (for Campus)										
1.	General Requirements for Bachelor's Degrees and Associate's Degrees	—	—	—	—	—	A	A	A	A	—
2.	Policies governing academic probation and suspension	—	—	—	—	—	A	A	A	A	—
3.	Requirements for graduating with honors	—	—	—	—	—	A	A	A	A	—
	Change to a Degree Plan Proposed by Faculty or College										
5.	Educational Program — Revise ³	A	A	A	A	—	A	A	—	A	—
6.	Educational Program — Adopt/change admission requirements	A	A	A	A	—	A	A	—	A	—
7.	Educational Program — Add ³	A	A	A	A	—	A	A	A	A	I
8.	Educational Program — Discontinue	A	A	A	A	—	A	A	A	A	I
9.	GPA — Revise program-required GPAs	A	A	A	A	—	A	A	—	A	—
10.	Minor — Revise	A	A	A	I	—	I	I	—	I	—
11.	Minor — Add	A	A	A	A	—	A	A	—	A	—
12.	Minor — Discontinue	A	A	A	A	—	A	A	—	A	—
13.	Degree — Add	A	A	A	A	—	A	A	A	A	I
14.	Degree — Discontinue	A	A	A	A	—	A	A	A	A	I
	Change to a Degree Plan Proposed By Provost										
15.	Educational Program — Discontinue	R	—	R	A	—	A	A	A	A	I
16.	Minor — Discontinue	R	—	R	A	—	A	A	—	A	—
17.	Degree — Discontinue	R	—	R	A	—	A	A	A	A	I

¹ When an academic unit does not have a council, the UGEC and/or AUAC will serve as its academic council, depending on the nature of the issue.

² Courses that satisfy ACU's University Requirements 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.

³ For undergraduate majors, a minimum of 30 hours is required. These programs must have a minimum of 6 elective hours, unless the requirements of external accrediting bodies make it impossible.

Revised 8-29-22

Department/School Chair(s)	
<u>Lisa Merchant</u>	<u>11/16/2022</u>
Signature	Approval date
_____	_____
Signature	Approval date

College Academic Council(s)	
<u>Christopher R. Hutson</u>	<u>11-28-22</u>
Signature	Approval date
_____	_____
Signature	Approval date

Dean(s)	
<u>[Signature]</u>	<u>11-28-22</u>
Signature	Approval date
_____	_____
Signature	Approval date

Teacher Education Council	
_____	_____
Chair's signature	Approval date

University General Education Council	
_____	_____
Chair's signature	Approval date

Abilene 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>)	FAM 497
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I. Systems and Catalog Information Complete each item.

1	Course Developer	Heidi Morris
2	Course Instructor	TBA
3	Course Title	Child Life Practicum/Internship
4	Course Abbreviation for Banner if title is more than 30 characters	N/A
5	College	Biblical Studies
6	Department or School	Marriage and Family Studies
7	Number of Credit Hours	1
8a.	Number of contact hours – lecture	0
8b.	Number of contact hours – lab/activity	4
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?	Yes
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 ☒ <u>Experiential Learning</u> ☐ Seminar ☐ Studio ☐ Thesis ☐ Dissertation
14	Number of faculty workload hours	1

15	Grade Mode	<u> </u> Standard <u>X</u> Credit/No Credit (undergrad only)
16	Maximum Enrollment	10
17	Catalog Description (50 words or less)	This course is for students involved in child life practicums or internships at hospitals/medical facilities after completing their undergraduate degree, and are needing affiliation with a university. Through this child life practicum or internship, students will provide reflection and receive feedback about their journey as a practicum or internship student.
18	List any prerequisites (course/s, test scores, class standing, major, etc.)	N/A
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?	<u>X</u> No (If in the event that the hospital/medical facility requires the student to acquire outside insurance, students will seek that through the Office of Institutional Compliance and Risk Management at ACU.) <u> </u> 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?	<u> </u> No <u>X</u> Yes If yes: all, even, or odd years? All (based on student need)
22b	Will the course be offered in spring terms?	<u> </u> No <u>X</u> Yes If yes: all, even, or odd years? All (based on student need)
22c	Will the course be offered in summer terms?	<u> </u> No <u>X</u> Yes If yes: all, even, or odd years? All (based on student need)
23	First semester this course will be	Fall 2023

	offered under new Course ID. <i>May not be earlier than the coming fall semester.</i>	
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 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: FAM 440.W1, Fall 2022, Spring 2022, Fall 2021, Fall 2020, Spring 2019, with one student enrolled during each term
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>	N/A

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.

FAM 497 will not affect the Child and Family Services degree plan.

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

As the career path of a child life specialist is a growing professional pursuit of Child and Family Services majors, more students will be applying for and receiving practicums and internships at hospitals and medical facilities. Given that these opportunities will likely occur after graduation, and many hospitals/medical facilities require affiliation with a university, our recent graduates will be needing this course to fulfill practicums and internships. Offering this 1-hour credit course will support students pursuing this career.

III. Course Design

A. Audience and Course Goal

1. Describe the intended audience, including prerequisite skills.

Only ACU students who are engaging in child life practicums or internships at hospitals/medical facilities after completing their undergraduate degree at ACU, and are needing to be affiliated with a university as part of the hospital requirement, are allowed to enroll in this course.

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

Goals include:

1. Fulfill the affiliation requirement by hospitals/medical facilities providing child life practicums and internships to ACU students after completion of their undergraduate degree at ACU.
2. Demonstrate self-reflection in their roles as a practicum or internship student and receive supervisory feedback.
3. Exemplify Christ-like compassion and caring competency to children and families undergoing medical events.

B. Student Learning Outcomes and Measurements

	Student Learning Outcome	Measurement
1	Demonstrate reflective learning experiences as a child life practicum or internship student.	Self-Reflection Journals
2	Identify strength and growth areas in your role as child life practicum or internship student.	Self-Reflection Journals, Supervisor Feedback Forms

3. Text and Resources

Give the full publication information of the textbook/s and other required resources and outside readings.

There are no required readings for this course.

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.

Abilene Christian University
Department of Marriage and Family Studies
FAM 497: Child Life Practicum/Internship

1-hour credit

Course Syllabus

Location/Time: TBA*

*This course will be offered on a need basis for ACU students who are engaging in child life practicums or internships at hospitals/medical facilities after completing their undergraduate degree at ACU, and are needing to be affiliated with a university as part of the hospital/medical facility requirement.

Professor: TBA

Email: TBA

Office Hours: TBA

Department Phone: 674-3778

Mission Statements

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

The mission of the College of Biblical Studies at ACU is to prepare you for a lifetime of adventurous ministry in God's kingdom. Your learning equips you with a powerful understanding of biblical teaching, a uniquely Christian worldview and a dedicated community of peers and mentors who stand by you and inspire you as you impact the world through your creative vision.

The mission of the Department of Marriage and Family Studies is to equip students to strengthen family relationships and solve personal and relational problems through child and family services or therapeutic intervention while cultivating Christian leadership and character in each student.

Course Description

This one-hour course is designed for ACU students who are engaging in child life practicums or internships at hospitals/medical facilities after completing their undergraduate degree at ACU, and are needing to be affiliated with a university as part of the hospital/medical facility requirement. Through engagement in either a child life practicum or internship, students will provide reflection and receive supervisory feedback about their journey as a practicum or internship student in the hospital/medical facility setting.

Course Goal

Enrollment in this course fulfills the affiliation requirement by hospitals/medical facilities providing child life practicums and internships to ACU students after completion of their undergraduate degree at ACU. Students will demonstrate self-reflection in their roles and receive supervisory feedback. In addition, as students engage in these roles that will put them in contact with children and families enduring medical events, it is an opportunity for them to demonstrate Christ-like compassion and caring competency in their work.

Audience

Only ACU students who are engaging in child life practicums or internships at hospitals/medical facilities after completing their undergraduate degree at ACU, and are needing to be affiliated with a university as part of the hospital requirement, are allowed to enroll in this course.

Format

Students will not be attending classes as part of this course, but will be engaging in either a child life practicum or internship in a hospital/medical facility setting. Students will be required to submit assignments that will involve self-reflection and feedback from the hospital/medical facility on-site supervisor.

Required Text and Reading

There are no required readings for this course.

Insurance

If the hospital/medical facility requires the enrolled student for this course to have insurance from ACU in order to fulfill the practicum or internship, the student needs to contact the Department of Marriage and Family Studies, who will reach out to the Office of Institutional Compliance and Risk Management at ACU about insurance coverage. The student will be notified of any payment needed for coverage.

Student Learning Outcome	Measurement
Demonstrate reflective learning experiences as a child life practicum or internship student.	Self-Reflection Journals
Identify strength and growth areas in your role as child life practicum or internship student.	Self-Reflection Journals, Supervisor Feedback Forms

Assessment/Grading

Self-Reflection Journals: Students will complete two journal assignments (mid-term and final portion of the semester) during their practicum or internship. Each journal assignment will include writing prompts that students are required to use to reflect on their practicum or internship experiences. See Canvas for additional details about assignment.

Supervisor Feedback Forms: As a practicum or internship student at a hospital/medical facility, students will work directly with an on-site supervisor who is an employee of the hospital/medical facility. The instructor for this course will send the supervisor two feedback

forms, with one completed at mid-term and the other towards the conclusion of the semester. Each form will have feedback that will go only to the course instructor, and feedback that will be shared with the student. The feedback given to the student will be incorporated into each self-reflection journal, so as to help the student identify strength and growth areas in their role as a practicum or internship student. See Canvas for additional details about this assignment.

Grading Values:

Self-Reflection Journals (50%)

Supervisor Feedback Forms (50%)

Grading Criteria:

This course is offered as credit or no-credit.

ADA Compliance Policy:

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 email alpha@acu.edu call their office directly at 325-674-2667.

Academic Integrity Policy:

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](#).

Anti-Harassment Policy:

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.

Course Calendar (Dates TBA)

Midterm: Submit: Instructor collects Supervisor Feedback Form 1 from on-site supervisor and provides student feedback; Self-Reflection Journal 1 submitted via Canvas;

2 weeks before close of semester: Instructor collects Supervisor Feedback Form 2 from on-site supervisor and provides student feedback

Final: Submit Self-Reflection Journal 2 via Canvas

November 15, 2022

Dr. Heidi White Morris
Associate Professor
Department of Marriage and Family Studies
Core Curriculum
Onstead-Packer Biblical Studies Bldg. (BSB) 275
(325) 674-6964

Re: BIBM 753: Contextual Analysis in Practice

Dear Dr. White,

Thank you for the submission of (FAM 497: Child Life Practicum/Internship). I reviewed the syllabus based on the [ACU Syllabus Guidelines](#). The syllabus meets the guidelines outlined for the university.

This letter is not meant to be a final approval in the course application process. Instead, it is intended as a reference which will be read by your department chair and members of the council, who may also have questions or comments of their own. Thank you for allowing the Adams Center team to review your course application. If there is anything else we can do to help you, please feel free to let me know.

On behalf of the Adams Center for Teaching & Learning,

A handwritten signature in black ink, appearing to be "S. Hamm", with a long horizontal line extending to the right.

Dr. Scott E. Hamm,
Assistant Director

ABILENE CHRISTIAN UNIVERSITY
LIBRARY

M E M O R A N D U M

DATE: November 17, 2022
TO: Dr. Heidi Morris
FROM: Mark McCallon, Associate Dean for Library Services
RE: Course Application for Child Life Practicum/Internship

After reviewing the course application, the library is able to support the proposed course. Thank you for the opportunity to evaluate the course syllabus.