New York City College of Technology, CUNY

CURRICULUM MODIFICATION PROPOSAL FORM

This form is used for all curriculum modification proposals. See the [Proposal Classification Chart](http://openlab.citytech.cuny.edu/collegecouncil/files/2014/08/2013-10-09-Proposal_Classification_Chart.pdf) for information about what types of modifications are major or minor. Completed proposals should be emailed to the Curriculum Committee chair.

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| --- | --- |
| **Title of Proposal** | **HUS 4700 Professional Internship I** |
| **Date** | **1/29/18** |
| **Major or Minor** | **Minor** |
| **Proposer’s Name** | **Justine Pawlukewicz** |
| **Department** | **Human Services** |
| **Date of Departmental Meeting in which proposal was approved** | **December 7, 2017** |
| **Department Chair Name** | **Justine Pawlukewicz** |
| **Department Chair Signature and Date** | **Justine Pawlukewicz** |
| **Academic Dean Name** | **David Smith** |
| **Academic Dean Signature and Date** | **2018-01-31** |
| **Brief Description of Proposal**  (Describe the modifications contained within this proposal in a succinct summary. More detailed content will be provided in the proposal body. | **Change the prerequisites of HUS 4700 from:**  **GPA of 2.0 or higher, HUS 3501, HUS 3503, HUS 3504 and one of the following: HEA 3502, HEA 3505, HEA 3508, or HEA 3510. Change the internship hours from 200 per semester**  **to:**  **HUS 2405**  **GPA of 2.0 or higher**  **150 hours of internship per semester** |
| **Brief Rationale for Proposal**  (Provide a concise summary of why this proposed change is important to the department. More detailed content will be provided in the proposal body). | **Students will be able to complete their second**  **internship sequence anytime in the BS degree**  **program, rather than only in the senior year.**  **(HUS 4700 is the first course in the sequence)**  **This will aid in students completing degree**  **requirements in a timely manner, rather than**  **returning to the College for their last internship**  **sequence course. Students will also be able to**  **apply the clinical concepts of their former and**  **current courses in their internship experience.**  **In addition, the amount of hours for internship**  **has been revised and remains in accordance with**  **the department’s accreditation from the Council**  **on Human Services.** |
| **Proposal History**  (Please provide history of this proposal: is this a resubmission? An updated version? This may most easily be expressed as a list). | **N/A** |

Please include all appropriate documentation as indicated in the Curriculum Modification Checklist.

For each new course, please also complete the New Course Proposal and submit in this document.

Please submit this document as a single .doc or .rtf format. If some documents are unable to be converted to .doc, then please provide all documents archived into a single .zip file.

**HEALTH & HUMAN SERVICES DEPARTMENT**

**MINUTES OF FACULTY MEETING**

**December 7, 2017**

**2:15 – 3:45 p.m.**

**Present: J. Pawlukewicz (Interim Chair), V. Ayala, M. Diaz, B. Shepard, D. Courtney,**

**G. Fernandes, M. Garfinkle, M. Powell, C. Negron and S. Cho**

**General:**

* Course Coordinators were reminded to include a participation grade in their syllabi.
* Faculty will revisit the benefits of AAS to AS degree.

**Internship Updates:**

* Dr. Andres Rosado has been hired for 19 hours per week for Internship. Human Resources is processing the required paper work.
* The department has not received a lot of new agency application for spring 2018.
* Faculty were requested to assist in finding a new agency. They should email the chair with the information by mid-January 2018.
* Faculty were asked to encourage students to submit their internship paperwork as soon as possible and to inform students of opportunities at hospitals to intern.

**Curriculum Change:**

* **Minor change: Pre-requisites of HUS 4700 Prof Internship I from HUS 3501; HUS 3503; HUS 3504 and one of the following HEA 3502; HEA 3505; HEA 3508; or HEA 3510 and 2.0 GPA, to HUS 2405 Field Practicum II and GPA of 2.0. Rationale: Students will be able to complete their second internship sequence (HUS 4700 and HUS 4801 are a sequence) in the BS degree program, rather than only in the senior year. This will also aid in student completing degree requirements in a timely manner. Students will be able to apply the clinical concepts of the HUS/HEA 35XX in their internship experience. In addition, the internship hours were reduced to 150 per semester and should reflect this in the catalog.**

**Degree Audit:**

* Jessica Gomez created 4 boxes to include Gen Ed Liberal Arts Course. These boxes will include course code and credits.
* “Fall Through” is when a course cannot be plotted. Student’s audit only plots 111-113 credits.
* The final version of Degree Works check list will soon be distributed to faculty.
* Associate students can choose which course they want whereas BSc student should choose World Cultures to complete 12 credits /writing intensive. Discussion will continue.
* Dr. Diaz will clarify what “Free Elective” means.
* Sociology to be corrected in the Degree checklist.

**Faculty Advisement Cases**:

* The chair distributed flyers and discussed advisement cases with faculty.
* A suggestion was made to invite Kwesi Reid to one of our faculty meeting to share his knowledge on grade updates, change of curriculum and course substitutions etc.
* A suggestion was made to schedule an ‘Orientation’ for transfer students.

**Good & Welfare**

* Dr. Pawlukewicz thanked faculty for their support during the semester.
* Dr. Ayala spoke on the issue of absenteeism and giving assignments while being absent.

Respectfully submitted

Karen Ali

**Chancellors Report**

**Section AV: Changes in Existing Courses**

**AV.1. Department Name: Human Services Department**

**Existing Course Number and Course Title**

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| --- | --- | --- | --- |
| **From:** | N/A | **To:** |  |
| **Course Number:** | HUS 4701 | **Course Number:** |  |
| **Course Title:** | Professional Internship I | **Course Title:** |  |
| **Description:** | **HUS 4700 Professional Internship I** A professionally supervised field work/ internship experience in a human service agency. The internship and on- campus classroom seminar assesses and implements student progress towards professional practice. This includes application of human service skills of assessment, intake, biopsychosocial, service plans, case management, community organization/advocacy, referral, individual, group, and family counseling. The development of responsible, ethical and appropriate problem solving techniques are emphasized. A capstone project, of researching and proposing the needs of the internship agency, and executing this change in the next internship, is required. | **Description:** | **HUS 4700 Professional Internship I** *1.5 cl hrs, 150 hrs field work*  *per semester, 3 cr* A professionally supervised  field work/ internship  experience in a human service  agency. The internship and  on- campus classroom seminar  assesses and implements  student progress towards  professional practice.  This includes application of  human service skills of  assessment, intake,  biopsychosocial, service  plans, case management,  community organization/  advocacy, referral,  individual,  group, and family  counseling.  The development of  responsible, ethical and  appropriate problem  solving techniques are  emphasized.  A capstone project, of  researching and proposing  the needs of the internship  agency, and executing this  change in the next  internship, is required. |
| **Class Hours :** | 1.5 | **Class Hours:** | 1.5 |
| **Lab Hours :** | ~~200 hours Field Work~~ | **Lab Hours:** | 150 hours field work |
| **Credits:** | 3 | **Credits:** | 3 |
| **Prerequisite:** | ~~1. HUS 3501/Counseling Methods~~  ~~2. HUS 3503 Case Management~~  ~~3. HUS 3504 Group Process & Practice~~  ~~4. Any HEA 35XX (HEA 3502 Drugs & Personnel Health; HEA 3505 Health of Children & Adolescents; HEA 3508 Health of Vulnerable Populations Across the Lifespan; HEA 3510 Health & Social Welfare)~~  ~~GPA 2.0~~ | **Prerequisite:** | HUS 2405 Field Practicum II  GPA 2.0 |
| **Corequisites:** | N/A | **Corequisites:** |  |
| **Pre- or corequisites:** | N/A | **Pre- or corequisites:** |  |

**Rationale:**

**Students will be able to complete their second internship sequence anytime in the BS degree program, rather than only in the senior year. (HUS 4700 is the first course in the sequence) This will aid in students completing degree requirements in a timely manner, rather than returning to the College for their last internship sequence course. Students will also be able to apply the clinical concepts of their former and current courses in their internship experience. In addition, the amount of hours for internship has been revised and remains in accordance with the department’s accreditation from the Council on Human Services.**

**ALL PROPOSAL CHECK LIST**

|  |  |
| --- | --- |
| Completed CURRICULUM MODIFICATION FORM including: |  |
| * Brief description of proposal | x |
| * Rationale for proposal | x |
| * Date of department meeting approving the modification | x |
| * Chair’s Signature | x |
| * Dean’s Signature | x |
| Evidence of consultation with affected departments  List of the programs that use this course as required or elective, and courses that use this as a prerequisite. | N/A |
| Documentation of Advisory Commission views (if applicable). | N/A |
| Completed [Chancellor’s Report Form](http://openlab.citytech.cuny.edu/collegecouncil/files/2014/08/2013-10-09-Chancellor_Report_Quick_Reference_Guide1.doc). | x |

**EXISTING PROGRAM MODIFICATION PROPOSALS**

|  |  |
| --- | --- |
| Documentation indicating core curriculum requirements have been met for new programs/options or program changes. | N/A |
| Detailed rationale for each modification (this includes minor modifications) | x |