ESF Course Proposal
Committee on Curriculum - ESF Faculty Governance
Office of Instruction & Graduate Studies

This course proposal form should be completed when introducing a new course or a revision of an existing course. The proposal will be reviewed by the Committee on Curriculum, or, in the case of minor revisions, will be approved administratively by the Associate Provost for Instruction.

This Course Proposal must be completed according to the guidelines provided in Course Proposal Form – Instructions and Guidance. Please see the last page of Course Proposal Form – Instructions and Guidance, for instructions on how this Course Proposal should be submitted to the Committee on Curriculum for review.

Date: November 27 2019

1. Course Information:

1.1 Course Prefix and Number: SUS 499
Course Title: Undergraduate Internship in Sustainability Management
(If a new or renumbered course, please check with the Registrar regarding the use or reuse of the course number)

1.2 ☑ This is a New Course.
OR
☐ This is a Major Course Revision
OR
☐ This is a Minor Course Revision

If this is a Course Revision, please see Course Proposal Form – Instructions and Guidance to determine if your revision is major or minor. Indicate below the reason(s) for the revision.

(Please check all that apply)

☐ Course Number/Division ☐ Learning Outcomes ☐ Institutional Resources
☐ Title ☐ Concepts, Content ☐ Semester Offered
☐ Credit hours ☐ Catalog Description ☐ Course Inactivation
☐ Pre- or Co-requisite(s) ☐ Instructional Methods ☐ Course Reactivation
☐ Format ☐ General Education
☐ General Education

1.3 General Education knowledge and skills area (if applicable): If none, check here ☑

☐ American History ☐ Humanities ☐ Other World Civilizations
☐ The Arts ☐ Mathematics ☐ Social Sciences
☐ Basic Communication ☐ Natural Sciences ☐ Western Civilization

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2. Proposer Need Statement:

2.1 Describe why this course (or course revision) is needed to meet current or proposed goals and outcomes of the program or College, and, if a revision, provide an explanation of and justification for the revision. This course aligns with the Sustainability Management Program Outcome #5: Apply knowledge of principles and best practices to the analysis of real-world sustainability problems in public, private, and non-profit contexts.

2.2 List the pre-requisite or co-requisite courses (taught within the home department or taught by another department) and explain their relationship to the proposed course. This course is open to Sustainability Management majors in good academic standing.

2.3 Explain the impact of this course in meeting the goals and outcomes of other Departments/programs (if any). None.

2.4 If the proposed course is designed to fulfill SUNY General Education Requirements, the Associate Provost for Instruction must review this proposal to ensure that General Education Requirements will be met for the specified knowledge area (See Instructions and Guidance). Please provide an explanation of how this course fulfills SUNY General Education Requirements. N/A

2.5 What are the staffing requirements (instructor, TA, Lab tech, etc.) for this course? If a new course, are there new staffing needs or are there adequate staff members already in place? If a revised course, are there additional staffing needs? Adequate staff members are in place to support.

2.6 What Department (or extra-Department) resources are or will be made available to support the course or course revision? ESF Open Academy staffing will be available to support the course.

2.7 Anticipated Enrollment (enter where applicable)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Enrollment</th>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>3</td>
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<tr>
<td>Spring Semester</td>
<td>3</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>3</td>
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</tbody>
</table>

2.8 Anticipated frequency of class meetings. Based on internship content, credit hours, and instructor's discretion.
3. DETAILED COURSE DESCRIPTION

3.1 COURSE IDENTIFICATION AND FORMAT:

3.1.1 Course Prefix and Number: SUS 499
3.1.2 Course Name: Undergraduate Internship in Sustainability Management
3.1.3 Credit Hours: 1-12
3.1.4 Semester (check all that apply): Fall ☒ Spring ☐ Summer ☒
3.1.5 Format (check as appropriate): Lecture ☐ Online ☐ Lab ☐ Field ☐
   Other ☒ (explain) Internship
3.1.6 Contact hours per week: 3-36
3.1.7 Prerequisite(s) – if none, please enter “None” (Be specific, as Upper Division courses and Graduate courses will likely have some pre-requisite knowledge)
   Course open to all Sustainability Management students in good academic standing.

3.2 SCOPE:

3.2.1 Level of Instruction (check one, or two if a shared resource course):
   Lower Division ☐ Upper Division ☒
   Beginning Graduate ☐ Advanced Graduate ☐

3.2.2 Relation to curriculum or to other ESF or Syracuse University courses:
   a. Is this a required course? No ☐ Yes ☒
      If Yes, please list the program(s) for which it is a requirement:
   b. Is this an elective course within your department? No ☐ Yes ☒
   c. Is enrollment in this course restricted? No ☐ Yes ☒
      If Yes, please explain: Course open to Sustainability Management students in good academic standing.
   d. Are other ESF or SU courses similar or identical to this course? No ☒ Yes ☐
      If Yes, please identify the courses:
   e. Is this course a shared resource offering (i.e. is there a graduate or undergraduate concurrent offering)? No ☒ Yes ☐
      If Yes, what is the course number of the concurrent offering?

3.3 STUDENT LEARNING OUTCOMES:

Identify the student learning outcomes associated with this course. After completing this course, the student will be able to: 1. Envision the organization and structure of a professional office or field-based practice. 2. Apply knowledge of principles and best practices to the analysis of real-world sustainability problems in private, public, and non-profit contexts. 3. Demonstrate a professional work ethic to include development of project materials, composition and distribution of correspondence, and respect for the structure and organization within an office. 4. Develop solutions that balance the priorities of sustainable development, social equity, and human-nature interaction.

3.4 MAJOR CONCEPTS, PROCESSES or TOOLS:
Identify the course content and themes (e.g. Table of Contents) consistent with the learning domains and outcomes. The internship experience is intended to enrich a student's academic progression by providing immersion to real world day-to-day knowledge, skills, and activities of a professional in the sustainability management field of practice. This experience will complement the knowledge, skills, and activities that students will experience in their coursework.

3.5 INSTRUCTIONAL METHODS:

Identify the methods used to meet the course outcomes, as well as the principal instructional methods. A written internship proposal must be prepared by the student. At minimum the proposal will specify: contact information of all persons involved, internship schedule and timeline, number of credit hours to be earned, internship objectives, support being provided, and procedures for evaluation. The proposal must be reviewed and approved by the student's academic advisor/program coordinator, internship advisor, and the supervisor of their internship activities.

3.6 CATALOG DESCRIPTION

Provide the course description using the precise format to be included in the ESF catalog (i.e. course number and title; format; brief description; semester(s) offered; and pre-/co-requisites). Please do not exceed 1000 characters. SUS 499 Undergraduate Internship in Sustainability Management

Online

Supervised office or field experience in a professional working environment.

Fall, Spring, and Summer.

Note: Enrollment in the sustainability management major and permission of Sustainability Management program coordinator are required.

3.7 COURSE HISTORY:

Provide the dates of prior approval of this course, and its revision history. N/A

3.7.1 Relationship to current ESF courses

This course is replacing a current ESF course  ☐ YES  ☒ NO

If NO, then proceed to section 4 below.

If YES, then provide below the number and name of the course to be deactivated and removed from the catalog once this course proposal has been approved:

Course Number (of the course to be replaced)  N/A
Course Name (of the course to be replaced)  N/A
If the course to be replaced is used by departments other than the department sponsoring this proposal, please indicate below which departments are affected and the date they were notified about the course replacement.

Department: N/A                       Date of Notification:
Department:                          Date of Notification:
Department:                          Date of Notification:
Department:                          Date of Notification:
4. Institutional Impacts:

This section pertains to forecasting institutional resource needs to support the course or course revision. Provide clear statements regarding the needs and current availability (or absence) of resources. Note that, if this is a course revision, only the impacts of the revision should be included.

Staffing needs: Staffing is in place

Classroom resources (e.g. physical facilities in a laboratory, lecture hall, flexible space, academic computing): N/A

Technology Resources: In place; Learning Management System, Email, Phone

Computing Resources (software licensing, hardware, access): In place

Library Resources (subscriptions, services): Existing support, access to resources for off-campus students

Transportation Requirements (budget, fees, fleet vehicles): N/A

Forest Properties or Field Practicum Facilities: N/A
5. Health and Safety Considerations:

Will any of the conditions or situations outlined below be present in association with the course? Yes / No

5.1. Will substances with any of the following properties be used during instruction: flammability, toxicity, corrosivity, reactivity, registered pesticide, legally controlled, or other characteristics with the potential to cause harm or injury? ☐ / ☒

5.2. Will any physical hazards be present during instruction? (e.g., machines that need safety guards; razor blades or syringes; compressed gases, etc.). ☐ / ☒

5.3. Will any biological hazards be present during instruction? (e.g., handling animals (rabies or hantavirus); cultures or stocks of infectious agents (fungus spores, viruses, bacteria, etc.). ☐ / ☒

5.4. Will any radiation hazards be present during instruction? (e.g., radioisotopes, X-rays, ultraviolet rays, lasers, etc.). ☐ / ☒

5.5. Will any electrical equipment that, due to its design, location, or method of use, pose any threat to safety during instruction? (Give considerable thought to electrical use outdoors, or any potentially wet location.). ☐ / ☒

5.6. Will there be any personal safety issues related to the class? (e.g., due to time of day or location, at the end of any organized class exercise, will students be in danger of physical assault, etc.). ☐ / ☒

5.7. Will any students be driving official state or research sponsored land or water vehicles during any class or instructional exercise? ☐ / ☒

5.8. Will any type of personal protective equipment be necessary during class exercises? (e.g., hard-hats, eye/face protection, hearing protection, hand/foot protection, lab coat, visibility clothing, etc.) ☐ / ☒

If the answer was “Yes” to any of the HEALTH AND SAFETY questions, please explain:

For lab and field courses to which all answers are “no”, you should explain that here, also. Normally, we would expect some safety precautions for such courses.
6. Coordination and Consultation

Emails/letters, as noted below and attached to this proposal, or signatures below, indicate that the affected departments, programs or units have been notified of this proposal and have had an opportunity to assess the impact of the proposal on their respective units.

**Affected Academic Department(s) or Program(s) – other than the sponsoring department:**

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<thead>
<tr>
<th>Department/Program</th>
<th>Name of Chair/Program Director</th>
<th>Chair Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Department/Program 1</td>
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<td>Department/Program 2</td>
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<td>Department/Program 3</td>
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[if more than three Departments/Programs, please continue on a separate page]

**Other Units:**

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<tr>
<th>Position</th>
<th>Signature</th>
<th>Date</th>
<th>Or letter attached</th>
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<tbody>
<tr>
<td>Associate Provost for Instruction &amp; Dean of the Graduate School (for Gen Ed courses only)</td>
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<td>Registrar</td>
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<td>Library Director</td>
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<td>Environmental Health and Safety</td>
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7. Proposer Information and Sponsoring Department Chair

Affirmation:

Contact Person:
Name: _______________________________ Department: _______________________
Email: _______________________________ Phone: _______________________

This proposal has been reviewed and approved by the sponsoring Department. Affected departments have been notified and given the opportunity to provide feedback. Department resources are or will be made available to support the course, or a plan is in place to meet the resource needs as identified in the Institutional Impacts section of this proposal (see Section 4, above).

Name: __________________________________________ Date: ______
Department Chair (or designated curriculum representative)
Signature: ________________________________________ Or letter attached □
Department Chair (or designated curriculum representative)

8. Approvals:

_________________________________________ Date
Curriculum Committee

_________________________________________ Date
Faculty Governance

_________________________________________ Date
Provost