




BYU Hawaii Curriculum Proposal Number **[18-01]****Section 1 - Approvals****Approvals**

Name of Proposal: CR DEV 201 R

Submitted by: David Anthony EdD Signature: 

Date: January 23, 2018

Procedure	Recommendation/Signature	Date
Faculty Vote: For [number], Against [number], Abstain [number], Absent [number]		
1. Approved by Department [separate block for each dept that has classes impacted]	Signature:  Chair: Mark Ian McDonald	FEB 23, 2018
2. Approved by College [separate block for each college]	Signature:  Dean: Mark Ian McDonald	FEB 23, 2018
3. Approved by General Education (if GE is affected)	Signature: GE: N/A	
4. Approved by University Curriculum Committee	Signature:  UCC: Rose Ram	3-28-2018
5. Approved by Deans' Council	Signature: N/A AVP: John Bell	
6. Approved by the President's Council (for new majors)	Signature: N/A Pres: John Tanner	

Section 2 – Overview (Support)

Summary: This proposal seeks approval of a new course, Experiential Learning (CRDEV 201R), offered by Alumni and Career Services.

This is an educational cornerstone course. A similar course, which has proven to be very successful, is being offered at Brigham Young University, Provo. Experiential learning is rapidly becoming an important aspect of higher education across the United States with most major universities offering some form of on-campus experiential learning. The course is designed to be a three credit course and is appropriate for students of all majors, without any prerequisite. It is offered as a service to students on campus to help them obtain real-world experience without leaving campus. The students are trained to handle projects in a team setting. Projects worked on as teams provide rich academic, cultural, and gender diversity leading to solutions that are widely applicable and unique. This process stimulates intellectual curiosity and growth among team members. It is designed to help students in subsequent internships, church callings and future employment. The course can be useful in assisting students select a major if they are undecided and exposes all students who participate to potential employers. The projects come from companies, the majority of which, are located in the BYUH target area.

The outcomes for the students are to:

1. Become proficient in addressing and solving business problems utilizing the tools gained in the academic experience and through the individual creativity of the team members.
2. Learn to work effectively on a team.

The director of Alumni and Career Services will be responsible for the overall direction and continuity of the course. This individual will not only oversee the course but will review student evaluations, company evaluations, and instructor feedback. The director of Alumni and Career Services will also have the responsibility of selecting qualified missionaries to teach the course. Full time missionaries and/or Church-Service missionaries with commensurate background and experience will be able to carry the majority of the teaching load. In addition, since the majority of the curriculum is online and is being jointly shared with BYUP, this will provide another form of continuity.

The course will be taught by a full time missionary, Elder David Anthony, who has an EdD in Higher Education and twenty five years of experience in administration and teaching similar courses at Brigham Young University, Provo. It will not increase the teaching load of full time BYUH faculty members. It will be added to the university curriculum as an elective and will not increase total credits required for graduation.

Alumni and Career Services staff are unanimously in favor of this proposal.

Section 5 - Course Proposal (core)

Upon approval, the information presented on this course proposal sheet will become binding on the department and the university. Any material changes require a new course proposal.

Effective Date: Immediately upon approval

College: Alumni and Career Services

Course Prefix: CRDEV

Course Number: 201R

NEW COURSE

Full Title: On-Campus Project Based Experiential Learning

Short Title: On-Campus Experiential Learning

Catalog Entry: This course is designed to help students experience real-life professional projects within a team setting. These projects are designed to have a moderate level of complexity consistent with an internship you would have during the summer requiring initiative, creativity, communication, interpersonal skills, and sound judgment.

Prerequisites: None

Credit Hours: 3

Frequency: F, W

Grading Method: A-B-C-D-F

Course Fees: None

Learning Outcomes:

1. Become proficient in addressing and solving business problems utilizing the tools gained in the academic experience and through the individual creativity of the team members.

We will accomplish this outcome through online training modules, the development of a work plan, and the implementation of that work plan in reaching professional findings and recommendations.

Assessment Method:

We will measure and assess progress through regular team updates with the company sponsor and business mentor, in addition to surveying the company executives.

2. Learn to work on an effective team.

We will accomplish this outcome by assigning students to teams, and requiring coordinated interaction within the team and between the team and the assigned company.

Assessment Method:

We will measure results by surveying the company executives/contact and the team members. Company executives/contacts will give feedback regarding the

Form modified 11-06-2017

effectiveness of the team and the value of the findings and recommendations submitted. Team members will give feedback on the timeliness and contribution of teammates.

By the end of this course, students should be able to:

- **Address and solve business problems as well as other types of problems**
- **Work effectively on a team**

Assessment Method:

Documentation – 30% of grade

Effort – 20% of grade

Performance – 50% of grade

Brigham Young University – Hawaii Syllabus

CR DEV 201R Syllabus – Winter 2018

Instructor: Dr. David Anthony

Office: Career Services

Office Hours: 9 AM to 4 PM M-F

Office Phone: 808-675-3325

Website Address: OCI.byuh.edu

Operations Manager: Sherrie Anthony

Office: Career Services

Office Hours: 9 AM to 4 PM

Office Phone: 808-675-3325

Email: santhony@go.byuh.edu

Description

This course is designed to help students experience real-life professional projects within a team setting. These projects are designed to have a moderate level of complexity consistent with an internship you would have during the summer requiring initiative, creativity, communication, interpersonal skills, and sound judgment. It may not be possible

to complete all possible analyses and evaluations initially requested by the company sponsor, so it will be the responsibility of the student team to negotiate reasonable deliverables with the sponsor. Students will provide professional results to the company and honest feedback for their teammates throughout the semester.

Course Learning and Assessment Outcomes

1. Become proficient in addressing and solving business problems utilizing the tools gained in the academic experience and through the individual creativity of the team members.

We will accomplish this outcome through online training modules, the development of a work plan, and the implementation of that work plan in reaching professional findings and recommendations.

We will measure and assess progress through regular team updates with the company sponsor and business mentor, in addition to surveying the company executives.

2. Learn to work on an effective team.

We will accomplish this outcome by assigning students to teams, and requiring coordinated interaction within the team and between the team and the assigned company.

We will measure results by surveying the company executives/contact and the team members. Company executives/contacts will give feedback regarding the effectiveness of the team and the value of the findings and recommendations submitted. Team members will give feedback on the timeliness and contribution of teammates.

By the end of this course, students should be able to:

- Address and solve business problems as well as other types of problems
- Work effectively on a team

Materials

- All of your experience, nerves of steel, and help from anyone – which you can beg, borrow, or create (but not plagiarize)
- Online lessons and assignments provided through Canvas
- Forms provided on the [Tools and Templates / Roles and Responsibilities](#) page of this course
- Project description provided by the sponsoring company/organization
- Online project management tool: Asana
- There is no required text book for this course

Research and Resources

Students should start researching early, even before they know the full details of their project. This will enable them to make better decisions and provide more accurate and reliable results to the company. Below are some resources that BYUH has to help with research.

<http://libguides.byuh.edu/crdev201r>

Librarian Information

Name: Becky DeMartini

Office: Smith Library 192

Phone Number: (808) 675-3946

Email: becky.demartini@byuh.edu

Assignments

Assignment	Points	Recommended Deadline	Hard Deadline
Team Checkpoints			
Team: Team Formation Completed and Uploaded to Web	15	Sep. 7	Sep. 12
Team: Engagement Letter	10	Sep. 22	Sep. 27
Team: Work Plan (Instagantt)	10	Oct. 5	Oct. 10
Team: Mid-Term Report	10	Nov. 2	Nov. 7
Team: Mid-Semester Company Feedback Survey	60	You do not turn anything in for this. The company will give us this info through a survey.	Look for your feedback on Canvas.
Team: Final Presentation Development and Upload	25	Dec 7	Dec 12
Team: Final Report Development and Upload	25	Dec. 7	Dec. 12
Team: Final Company Feedback Survey	100	You do not turn anything in for this. The company will give us this info through a survey.	Look for your feedback on Canvas.
Personal Requirements			
Personal: Goals	5	Sep. 21	Sep. 26
Personal: Team Formation	10	Sep. 28	Oct. 3

Survey			
Personal: Mid Semester 360° Feedback Survey	75	Nov. 2	Nov. 7
Personal: Final 360° Evaluation Survey	100	Dec. 7	Dec. 12
Personal: Personal Time Sheet	150	Must be submitted within 2 weeks after each day you work.	Last day to submit time: Dec. 14
Personal: Student Learning Reflection	20	Dec. 12	Dec. 16
Graded Canvas Assignments - DUE AT 4:29PM BEFORE CLASS			
Alma 47/48 Moroni Compared to Amalickiah	5		Sep. 19
Class Introduction Video	5		Sep. 19
"Picture This" Activity	3		Sep. 26
How Big Is a Tree?	3		Sep. 26
What Are You Hiring the Milkshake to Do?	3		Sep. 26
Abilene Paradox	3		Sep. 26
Week 2 Readiness Survey	3		Sep. 26
Identifying the Deliverables	5		Oct. 3
Week 3 Readiness Survey	5		Oct. 3
Research for Your Project	5		Oct. 3
Why Have a Midterm Report?	5		Nov. 7
Is your Project on Track?	5		Nov. 7
Week 7 Readiness Survey	5		Nov. 7
Week 11 Readiness Survey	5		Nov. 21
Multiple Conclusions	5		Nov. 21
How Is Your Team Doing?	5		Nov 21
Final Presentation	5		Nov. 22
Week 12 Readiness Survey	5		TBA
Scheduling the Final Presentation	5		Dec. 5
Extra Credit			
Course Evaluation	+5		Dec. 16

Total Points Possible: 700 (705 with Extra Credit)

Students can view their grades on Canvas, not on Learning Suite. For more information on grades, please review the Grading section below and the [Grading Explained](#) module on Canvas.

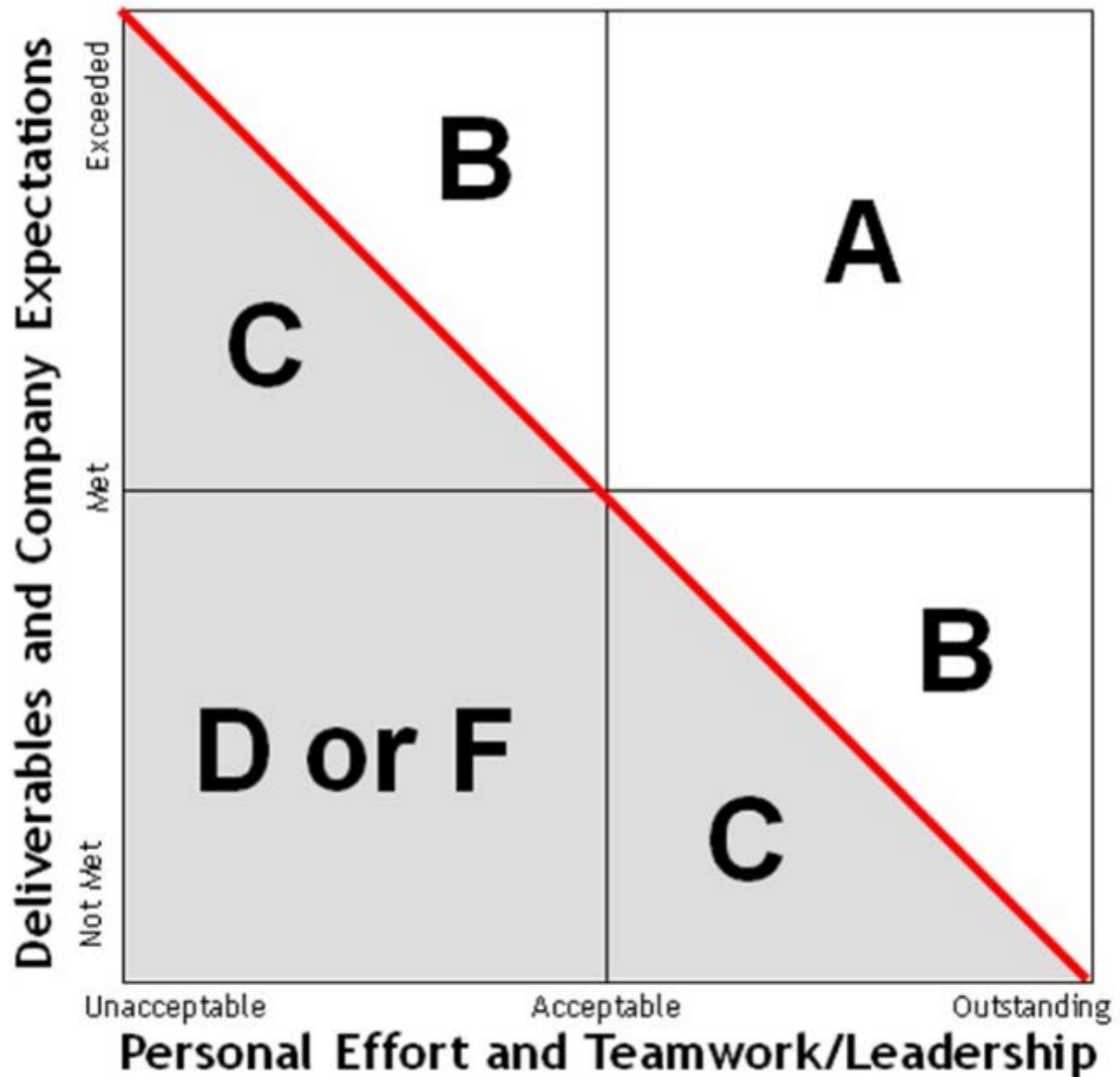
Grading

This course is an experiential learning experience and not based on traditional academic learning processes or grading approaches. The goal is to simulate a full-time project, so grading is based on the elements a company would use to determine a successful internship. **These elements can be summarized into 3 key components: (1) Performance, (2) Documentation, and (3) Effort.**

Performance – 50% of grade

You will complete a 360° feedback survey for each of your team twice during the semester. The results of the team member surveys will represent input for the personal effort and teamwork/leadership elements of the grading.

The company sponsors also complete surveys twice during the semester to determine company feedback for the team as a whole for grading. These surveys will be the primary sources of information for grading. This graph explains the philosophy used to grade your performance:



Documentation – 30% of grade

The key deliverables that students will provide for this course are an engagement letter, a work plan, a midterm report, a final presentation, a final report, a final report cover letter, and their personal timesheet. All of the key deliverables except for the personal timesheet are documents, and they will need to be uploaded to the Documents tab of the student OCI Dashboard on oci.byu.edu, not on Canvas. The timesheet is filled out on the Timesheet tab of the student OCI Dashboard on oci.byu.edu.

Documents

The key deliverable documents are graded based on completeness and rigor of content. A rubric will be provided and the students' Mentor TA is available to help give guidance as needed. Students should complete and upload these documents to the [OCI Dashboard](#) according to the dates shown within Canvas.

The due dates provided in Canvas are based off an average on-campus project based experiential learning project. We understand there may be circumstances when a project will deviate slightly from the schedule because of requests or delays from the company. If you are concerned that your project is deviating significantly from the schedule, you should contact your Mentor TA and David Anthony.

Effort – 20% of grade

Timesheet

Time needs to be recorded on Everhour, an add-on app used in conjunction with Asana. A student has one week to record time before that week is no longer editable. Timesheet weeks for this class are from Monday through Sunday. **Time should only be recorded in the week it actually happened. Time from weeks when students forgot to record their time should not be included in later weeks. Doing so will be considered a breach of the Honor Code.**

Activities that a student can count for hours include team meetings, project research, working on project deliverables, meeting with the company sponsor, working through the Canvas modules, completing the Qualtrics 360° feedback surveys, and attending your 201R class. Activities that do not count for hours include thinking in the shower, pondering while on vacation, etc.

For this course, there are only six class periods during the semester. Students are expected to attend all six classes. Dates for class can be found on the Calendar within Canvas. As mentioned above, students should count class time attendance on their timesheet.

There is a very strong correlation between the success of the project both for the team and the sponsor with the frequency of team meetings. Students should plan on meeting as a team multiple times per week.

To receive full credit for the personal timesheet (and to get an A in this class) a student needs to average 7.5 – 9 hours per week. A student's weekly average is calculated using 14 weeks. Students may give their final presentations during weeks 14 and 15. If students happen to do work and record time in week 15, that time will be added to the grand total of hours and still be divided by 14 weeks so that it does not hurt the student's weekly average.

The following table explains how your grade for time is determined.

Time	Points	Grade (Assuming 100% in all
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(Hours/Week)	Deducted	other Assignments)
7.5-9.0	0	A
6.0-7.4	-30	A
4.0-5.9	-70	A-
3.0-3.9	-90	B+
0-2.9	-110	B

Canvas

This course is a hybrid course, meaning there is online content as well as class time. Students need to go through all of the Canvas modules over the course of the semester. Modules and assignments are in chronological order and are broken up into weeks, or groups of weeks, to make navigation easier. Assignments completed in Canvas include quizzes, reflection assignments, and module activities. Students will not upload any document to Canvas. All required document uploads must be made to your [OCI Dashboard](#). Canvas assignments are graded on a completion bases only and are due at 11:59 PM every Wednesday we have class unless noted otherwise in Canvas.

Project Expenses

Some project sponsors will approve specific expenses for the project. These expenses may include buying materials, printing flyers, having your team attend an event, etc. The company can pay for these expenses directly, or someone on your team may check out a BYU card to make the purchase and BYU will invoice the company at the end of the semester for all approved expenses acquired throughout the project.

Expense Reimbursement

There are two options when purchasing supplies or materials for your projects: (1) use the TA purchasing card, (2) purchase materials with personal money and turn in receipts for reimbursement.

IMPORTANT: Whichever method you use when making purchases, you must always provide a receipt!! With the receipt, you must provide a document including the reason for the purchase, your project name, your name, and the date of purchase. If no hard copy of the receipt was provided, a simple email will do.

Using the ACS Purchasing Card

If you would like to use an Alumni & Career Services purchasing card please contact the TA at acs@byuh.edu. They will work out a time to meet so that you can make the purchase. You will need to ensure that the TA receives the original receipt taped to one side of an 8 1/2 x 11 paper. Also included on a separate paper or sticky note your name, project name, and the reason for purchase.

Using Personal Money

After making your purchase, bring the receipts to the Career Center. Please tape the receipts to one side of an 8 1/2 x 11 paper.

Include with your receipts a separate document detailing the reason for the purchase, which projects the purchase was for, and your name. Please paperclip this document to the other document(s) containing your receipts.

If the TA is not available in Career Center, you may give the receipts to the front desk receptionist and ask that she put them in our inbox.

You should receive your reimbursement within 2 weeks.

If you have any questions about reimbursements please contact the TA at acs@byuh.edu.

TA Information

Mentor TAs

Each student team is assigned a Mentor TA. The purpose of the Mentor TA is to help guide students and ensure that the quality and quantity of the work done by the team meets the expectations of the company and the course. The Mentor TAs are a great resource for the student teams. Students should first contact their Mentor TA with any questions about the course or questions on how to handle a specific challenge dealing with their project or team.

Mentor TAs should be in contact with the student team at least every 2 weeks and attend student team meeting frequently. The Mentor TA will also be in contact with the team sponsor throughout the semester to gauge their satisfaction with the project. Students can

see the name and contact info of their Mentor TA by going to the Team Roles tab on their [OCI Dashboard](#).

Name: Prince Owusu

Email: (O.prince26@yahoo.com) Mosiah@byuh.edu

Phone: 808-4290147

Location: Alumni Office @ Career Service

University Policies

The Honor Code exists to provide an education in an atmosphere consistent with the ideals and principles of the Church of Jesus Christ of Latter-day Saints. Students, faculty and staff are expected to maintain the highest standards of honor, integrity, morality, and consideration of others in personal behavior. Academic honesty and dress and grooming standards are to be maintained at all times on and off campus. For specific information see <http://honorcode.byuh.edu/>

Discrimination: The University is committed to a policy of nondiscrimination on the basis of race, color, sex, pregnancy, religion, national origin, age, disability, genetic information or veteran status in admissions, employment or in any of its educational programs or activities. For specific information see the non-discrimination policy at <https://policies.byuh.edu/>

Title IX and Sexual Misconduct: The University will not tolerate any actions proscribed under Title IX legislation, specifically sexual harassment, sexual violence, domestic or dating violence or stalking perpetrated by or against any university students, university employees or participants in university programs. For specific information see <https://titleix.byuh.edu/>

All faculty and staff are deemed responsible reporting parties and as such mandated to report incidents of sexual misconduct including sexual assault to the Title IX Coordinator:

Debbie Hippolite-Wright, PhD

Title IX Coordinator

Vice President of Student Development & Services

Lorenzo Snow Administrative Building

55-220 Kulanui Street

Laie, HI 96762

Office Phone: (808) 675-4819

E-Mail: titleix@byuh.edu

Student Academic Grievance policy: Students who feel that their work has been unfairly or inadequately evaluated by an instructor are encouraged to pursue the matter as an Academic Grievance by following the steps found in the Academic Grievance policy at <http://catalog.byuh.edu/node/300>

Disability Services: [NEW] Students with disabilities or those who are pregnant are encouraged to contact the instructor for a confidential discussion of their individual needs for academic accommodation. It is the policy of Brigham Young University Hawaii to provide flexible and individualized reasonable accommodation to students with documented disabilities or those who are pregnant. To receive accommodation services for a disability, students must be registered with the Office of Disabilities Services.

If you have a disability and need accommodations, you need to contact the Disability Officer/Coordinator at:

Disability Services

McKay 181

Phone: (808) 675-3518 or (808) 675-3999

Email address: leilani.auna@byuh.edu

REPORT A CONCERN: If you have a concern to report go to <http://about.byuh.edu/reportaconcern>

Career Development (CRDEV)

102. Career Exploration (1) (F, W) Designed to take students through the career development process through self-awareness, career exploration, and matching to a major and career planning.

199R. Experiential Learning for Careers (1-3) (F, W, S) Increase career readiness, understanding of employer expectations, and marketable skill development through participation in employment with an eligible employer.

201R. On Campus Project Based – Experiential Learning (3) (F, W) This course is designed to help students experience real-life professional projects within a team setting. These projects are designed to have a moderate level of complexity consistent with an internship you would have during the summer requiring initiative, creativity, communication, interpersonal skills, and sound judgment.

299R. Career Connect (1-3) (F, W, S) Increase career readiness, understanding of employer expectations, and marketable skill development through participation in employer excursions. (Prerequisite: Department consent)

302. Career Transition: Moving from College to Career (1) (F, W, S) Effective transition to a career through understanding the job market and applying practical job search strategies: identification of transferable knowledge skills, and abilities from a major and other experience; targeted personal marketing in resumes and interviewing; how to maximize online networking profiles; evaluating career economics, and preparation for graduate school. (Prerequisite: Junior or Senior standing)

302L. Career Transition: Moving from College to Career Laboratory (1) (F, W, S) Laboratory for Career Transition with additional content and assignments. (Prerequisite: Junior or Senior standing. Corequisite: CRDEV 302)