CAS/GRS Course Revision Proposal Form

This form is to be used when proposing a revision of an existing CAS or GRS course.

Once completed, this form should be submitted to Senior Academic Administrator Peter Law (617-353-7243) as a PDF file to pgl@bu.edu.

For further information or assistance, contact Associate Dean Joseph Bizup (617-353-2409; jbizup@bu.edu) about CAS courses or Associate Dean Jeffrey Hughes (617-353-2690; hughes@bu.edu) about GRS courses.

DEPARTMENT OR PROGRAM: CAS Student Programs and Leadership

CURRENT COURSE NUMBER: SY101

CURRENT COURSE NAME: Senior Year Career Development: Identifying, Pursuing and Landing a Job

CURRENT 40 WORD COURSE DESCRIPTION:
SY101 will help seniors develop a plan of action for pursuing the right fit beyond graduation. Students will do self-assessment to help focus their search, identify potential employers, build effective resumes and cover letters, strengthen networking and interviewing skills, and develop an individualized plan of action.

CURRENT CROSS-LISTING DEPARTMENT/PROGRAM, if any:

TO BE OFFERED NEXT:  Sem./Year: SPRING /2017

INSTRUCTOR(S): Four Sections

DEPARTMENT CONTACT NAME AND POSITION: Stacy Ulrich, Director Office of Student Programs and Leadership

DEPARTMENT CONTACT EMAIL AND PHONE: sruulrich@bu.edu; 617-358-2271

ITEMS PROPOSED FOR REVISION (check all that apply):

<table>
<thead>
<tr>
<th>Course Number</th>
<th>x 40 Word Description</th>
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<tbody>
<tr>
<td>Title</td>
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<tr>
<td>Short Title</td>
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<td>Credits</td>
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<td>Cross-listing</td>
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Prerequisites
Divisional Studies Credit
Other (Explain)

Notes: The “short title” appears in the course inventory and on student transcripts and must be 15 characters maximum including spaces. The “40 word description” appears in the CAS/GRS Bulletin.

PROPOSED REVISIONS: For each item checked above, provide the current information, then the proposed information, then a brief explanation for the proposed change, including the intended impact of the change.

1. [First item checked]
1. Current information:
   Senior Year Career Development: Identifying, Pursuing and Landing a Job

2. Proposed information:
   Senior Year Topics

3. Explanation & impact
   Right now we have the ability to offer Senior Year classes based on career development, but we would like to expand offerings to general life skills beyond graduation, as one example. Using the broad title, Senior Year Topics, and then defining the topic in the “notes” section of the Link, will allow us to offer a wider variety of classes.

2. [Second item checked]

   a. Current information:
      SY Career Devel

   b. Proposed information:
      SY Topics

   c. Explanation & impact:
      Same as 1.

3. [Third item checked]

   a. Current information:
      SY101 will help seniors develop a plan of action for pursuing the right fit beyond graduation. Students will do self-assessment to help focus their search, identify potential employers, build effective resumes and cover letters, strengthen networking and interviewing skills, and develop an individualized plan of action.

   b. Proposed information:
      SY101 is an activity and discussion based class focused on a specific topic area to help students prepare for life after college. Topics vary by class section.

   c. Explanation & impact:
      Same as 1.

IMPACT ON OTHER DEPARTMENTS/PROGRAMS: Will any of these changes have an impact on students pursuing the degree requirements or expectations of other departments, programs, or schools?
Check one: ☐ Yes  x No

If YES, please identify impacts and attach cognate comment from the appropriate department/ program/ school.
RESOURCE NEEDS: STAFFING, FACILITIES, AND EQUIPMENT: As a result of the proposed changes, will there be any changes in the staffing, special facilities or equipment needs of the course (e.g. laboratory, library, instructional technology, technical resources, etc)?

Check one: ☐ Yes  x No

If YES, explain further and indicate whether currently available staffing, facilities, and equipment are adequate for the proposed course. (NOTE: Approval of proposed revisions does not imply a change in resource commitments on the part of CAS.)

FURTHER INFORMATION THAT MUST BE SUBMITTED IN ORDER FOR THIS PROPOSAL TO BE CONSIDERED:

1. A complete week-by-week SYLLABUS with student learning objectives, readings, and assignments that reflects the proposed changes (see guidelines on “Writing a Syllabus” on the Center for Teaching & Learning website. Be sure that syllabus includes your expectations for academic honesty, with URL for pertinent undergraduate or GRS academic conduct code(s).

2. Cognate comment from chairs or directors of relevant departments and/or programs. Use the form available here. You can consult with Joseph Bizup (CAS) or Jeffrey Hughes (GRS) to determine which departments or programs inside and outside of CAS would be appropriate.

DEPARTMENT APPROVAL:

[Signature]

Department Chair

[Date]

Other Department Chair(s) (for cross-listed courses)

[Date]
SAMPLE TOPIC SYLLABUS for CAS SY 101
Intro to Adulting
@BU_CAS

Spring 2017

COURSE DESCRIPTION & GOALS
SY101 is 1-credit, P/F, and does not count toward graduation requirements.

SY101 seminars are small classes meant to provide students an opportunity to engage in discussion and activities around a specific topic area with the guidance and leadership of a full-time staff or faculty member.

COURSE LEARNING OUTCOMES
After successful completion of SY 101, students will be able to:

• Create *unique perspectives* about the topic area based on presented evidence
• Further define their *career development plan* after exploring a specific topic
• Examine and practice one or more of the *life skills* necessary for post-college success

COURSE AGREEMENTS

• *Academic Responsibility.* You are expected to attend class, participate, and complete all assigned work on time. Attendance and punctuality is extremely important. It is your responsibility to communicate with the instructor, in a timely manner, if you must be absent from class.
• *Respect & Confidentiality.* Some of the topics we will cover will be sensitive and personal in nature. Please show consideration for your classmates, by not sharing their stories without permission. If you do not feel comfortable sharing on a particular topic, don’t!
• *Academic Conduct.* You are expected to maintain high standards of academic honesty and integrity. Please see the BU Academic Conduct Code:
  o [http://www.bu.edu/academics/resources/academic-conduct-code/](http://www.bu.edu/academics/resources/academic-conduct-code/)
• *Disconnect.* Unless otherwise noted, there is no need for laptops, smart phones, iPads, etc. in SY101.

COURSE REQUIREMENTS
A passing grade will be achieved by demonstrating 80% participation through attendance, discussions, and completing all assignments.

COURSE OUTLINE

<table>
<thead>
<tr>
<th>Class #</th>
<th>Date</th>
<th>Topic</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1/17</td>
<td>Welcome to SY101!</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1/24</td>
<td>Money Management and Savings</td>
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<td>3</td>
<td>1/31</td>
<td>Civic Responsibility</td>
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<td>4</td>
<td>2/7</td>
<td>Cooking for One</td>
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<td>5</td>
<td>2/14</td>
<td>Insurance and Health Care</td>
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<td>6</td>
<td>2/21</td>
<td>Job Benefits, Salary Negotiations, 401K</td>
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<td>7</td>
<td>2/28</td>
<td>First Aid and Self Defense</td>
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<tr>
<td>8</td>
<td>3/14</td>
<td>Life Maintenance – Cars, Houses, and Relationships</td>
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