Florida Tech
College of Business

Inter-Office Memorandum

TO: Florida Tech Undergraduate Curriculum Committee (UGCC)
FROM: Dr. Alex Vamosi, Associate Dean, College of Business
DATE: January 19, 2009
SUBJECT: Change of Graduation Requirements: QEP Research Sequence --- BUS 3999, BUS 4000, BUS 4001

This memorandum, along with the attached material, seeks UGCC approval to add a three course QEP research sequence to each of the College of Business’ six major fields of study. The College of Business’s QEP plan was submitted and unanimously approved by QEPIC on November 21, 2008 (see attached documents).

The College of Business also seeks UGCC approval to substitute BUS 4786 (Major Field Practicum) for practicum courses listed in its current program plans.

INTRODUCTION

Florida Tech has agreed as part of the SACS Quality Enhancement Plan (QEP) that every undergraduate will be provided a research experience.

The College of Business understands the requirements for each undergraduate student’s QEP experience as follows:

1. to enhance the knowledge and skill sets unique to the student’s area of study
2. to assess each student’s achievement of a set of learning outcomes developed for communication skills
3. to provide each student with a defined and guided problem-solving/critical thinking experience followed by assessment of the student’s achievement of set learning outcomes developed for problem-solving/critical thinking.

The proposed research sequence follows closely the scoring rubrics developed by QEPIC for both communication skills and problem solving/critical thinking skills. These are summarized in the document QEP Goals and Student Outcomes Analysis.
QEP COURSES

Beginning in the second-semester of their junior year, all College of Business students will complete an Industry Analysis over a three course sequence (1 credit hour per course) that is broken into planning, implementation, and reporting phases as set out below.

- BUS 3999 Research 1 (develop research plan)
- BUS 4000 Research 2 (implement research plan)
- BUS 4001 Research 3 (revision, report and communicate).

The three course sequence will be added to each major field offered by the College of Business.

- Business Administration (7067)
- Business and Environmental Studies (7167)
- Accounting (7267)
- Information Management (7468)
- eCommerce Technology (7568)
- International Business (7867)

Each course will be offered in both fall and spring semesters to accommodate students with different expected graduation dates.

BENEFITS OF AN INDUSTRY ANALYSIS

In addition to enhancing the communication skills and problem solving/critical thinking skills of its students there are at least three additional benefits associated with the QEP industry analysis.

- Enhances marketability of graduating students who become subject matter experts about their chosen industry.
- Complements the major field practicum since students know more about the industry in which they will be working... enhancing the value of the practicum may also attract more host employers.
- Provides public exposure to the College of Business and its students and through a public poster presentation.

BUS 4000 RESEARCH 2: CO-REQUISITE

Students are currently required to take BUS 4702 Business Strategy and Policy in the last semester of their senior year. Industry analysis, however, is one of the major topics covered in this course, and should be taken prior to the last semester in order to derive full value from the QEP experience. As such, BUS 4702 will become a co-requisite of BUS 4000 Research 2 (the implementation stage of the project).
COURSES REMOVED FROM GRADUATION REQUIREMENTS

The faculty of the College of Business wishes to keep the number of credit hours required to complete each major at their current levels. As such the faculty voted to remove one 3-credit hour course (shown below) from each major field.

Major 7067 Business Administration
   BUSxxxx Restricted Business Elective
Major 7167 Business and Environmental Studies
   BUS 4425 Environmental & Urban Planning
Major 7267 Accounting
   BUS 3704 Quantitative Methods
Major 7468 Information Management
   BUS 3504 Human Resource Management
Major 7568 eCommerce Technology
   BUS 3704 Quantitative Methods
Major 7867 International Business
   BUS 3/4xxx Restricted IB Elective

BUS 4786 MAJOR FIELD PRACTICUM

The College of Business proposes to substitute BUS 4786 (Major Field Practicum) for practicum courses listed in its current program plans (see below). The substitution does not alter current course content. Rather, it consolidates courses under one title and number to reduce unnecessary paperwork, simplify advising, and make transparent that the practicum experience is consistent across major fields.

BUS 4786 Major Field Practicum will replace the following:

- BUS 4784 Practicum in Business (currently used by majors in Business Administration and Business and Environmental Studies)
- BUS 4585 Information Management Practicum
- BUS 4785 eCommerce Technology Practicum
- BUS 4844 International Business Practicum

So that we remain in compliance with the standards set forth by the Florida Board of Accountancy, the College of Business will continue to use the following course number and title for its Accounting Practicum.

- BUS 4284 Accounting Practicum
Florida Institute of Technology

CHANGING GRADUATION REQUIREMENTS IN A MAJOR/MINOR

The addition or removal of any graduation requirement in a major or minor requires that this form, accompanied by any supporting documentation, be completed and approved as indicated below.

COLLEGE: Business
DEPARTMENT: College of Business

DEGREE LEVEL: Bachelor of Science
PROGRAM TITLE: Business Administration (7067)

TO BE INITIATED WITH CATALOG YEAR 2009/2010
CHANGE REQUESTED FOR: ✔ major program  □ minor program

BRIEF DESCRIPTION OF REQUESTED CHANGES: Attach a more detailed description and any supporting documentation

1. Add the following three course QEP sequence.
   BUS 3999 Research 1
   BUS 4000 Research 2
   BUS 4001 Research 3

2. Remove BUSxxxx (Restricted Business Elective)

3. Substitute BUS 4786 (Major Field Practicum) for BUS 4784 (Practicum in Business).
   Together these changes will make BUS 4702 a corequisite for BUS 4000 (Research 2) and prerequisite for BUS 4786.

APPROVALS: On completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee, for approval below and forward to the Office of the Registrar

 Originator: [Signature] 12/01/2005  Date: [Signature]  Date
 Chair, Graduate Council: [Signature]  Date

OR

Department Head / Major Program Chair: [Signature]  Date

Chair, Undergraduate Curriculum Committee: [Signature]  Date

Dean or Associate Dean: [Signature]  Date

REGISTRAR’S USE ONLY

Operator Init: [Signature]  Date:  Changes Made for Catalog Year: [Signature]  Date:

DISTRIBUTION:
Original-Registrar
Copy-Academic Unit

Florida Institute of Technology • Office of the Registrar
150 West University Boulevard, Melbourne, FL 32901-6975 • (321) 674-7399 • Fax (321) 674-7827

RG-272-5061
The addition or removal of any graduation requirement in a major or minor requires that this form, accompanied by any supporting documentation, be completed and approved as indicated below.

COLLEGE: Business

DEPARTMENT: College of Business

DEGREE LEVEL: Bachelor of Science

PROGRAM TITLE: Business and Environmental Studies (7167)

TO BE INITIATED WITH CATALOG YEAR: 09 (20XX)

CHANGE REQUESTED FOR: □ major program □ minor program

BRIEF DESCRIPTION OF REQUESTED CHANGES: Attach a more detailed description and any supporting documentation

1. Add the following three course QEP sequence.
   BUS 3999 Research 1
   BUS 4000 Research 2
   BUS 4001 Research 3

2. Remove BUS 4225 (Environmental and Urban Planning)

3. Substitute BUS 4786 (Major Field Practicum) for BUS 4784 (Practicum in Business).

Together these changes will make BUS 4702 a corequisite for BUS 4000 (Research 2) and prerequisite for BUS 4786.

APPROVALS: On completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee, for approval below and forward to the Office of the Registrar

Originsator: [Signature] Date: 12/01/2009

Chair, Graduate Council: [Signature] Date

OR

Department Head / Major Program Chair: [Signature] Date

Chair, Undergraduate Curriculum Committee: [Signature] Date

Dean or Associate Dean: [Signature] Date

REGISTRAR'S USE ONLY

Operator Init: [Signature] Date: [Date]

Changes Made for Catalog Year: [Signature] Date

Catalog Director: [Signature] Date

DISTRIBUTION:
Original−Registrar
Copy−Academic Unit

Florida Institute of Technology - Office of the Registrar
150 West University Boulevard, Melbourne, FL 32901-6975 • (321) 674-7399 • Fax (321) 674-7827
Florida Institute of Technology

CHANGING GRADUATION REQUIREMENTS IN A MAJOR/MINOR

The addition or removal of any graduation requirement in a major or minor requires that this form, accompanied by any supporting documentation, be completed and approved as indicated below.

COLLEGE: College of Business

DEPARTMENT: College of Business

DEGREE LEVEL: Bachelor of Science

PROGRAM TITLE: Accounting (7267)

TO BE INITIATED WITH CATALOG YEAR 20/21

CHANGE REQUESTED FOR [ ] major program [ ] minor program

BRIEF DESCRIPTION OF REQUESTED CHANGES Attach a more detailed description and any supporting documentation

1. Add the following three course QEP sequence.
   BUS 3999 Research 1
   BUS 4000 Research 2
   BUS 4001 Research 3

2. Remove BUS 3704 (Quantitative Methods)

Together these changes will make BUS 4702 a corequisite for BUS 4000 (Research 2) and prerequisite for BUS 4786.

APPROVALS: On completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee, for approval below and forward to the Office of the Registrar

[Signatures and dates]

Originator
Date
Chair, Graduate Council
Date

OR

Department Head / Major Program Chair
Date

Department Head / Minor Program Chair
Date
Chair, Undergraduate Curriculum Committee
Date

Dean or Associate Dean
Date

REGISTRAR'S USE ONLY

Operator Init
Date
Changes Made for Catalog Year
Catalog Director
Date

DISTRIBUTION:
Original-Registrar
Copy-Academic Unit

Florida Institute of Technology • Office of the Registrar
150 West University Boulevard, Melbourne, FL 32901-6975 • (321) 674-7399 • Fax (321) 674-7827

RG-272-506i
The addition or removal of any graduation requirement in a major or minor requires that this form, accompanied by any supporting documentation, be completed and approved as indicated below.

COLLEGE: of Business
DEPARTMENT: College of Business

DEGREE LEVEL: Bachelor of Science
PROGRAM TITLE: Information Management (7468)

TO BE INITIATED WITH CATALOG YEAR: 20 __ \ 20 __

CHANGE REQUESTED FOR: [ ] major program [ ] minor program

BRIEF DESCRIPTION OF REQUESTED CHANGES: Attach a more detailed description and any supporting documentation

1. Add the following three course QEP sequence.
   BUS 3999 Research 1
   BUS 4000 Research 2
   BUS 4001 Research 3

2. Remove BUS 3503 (Human Resource Management)

3. Substitute 4786 (Major Field Practicum) for BUS 4585 (Information Management Practicum).

Together these changes will make BUS 4702 a corequisite for BUS 4000 (Research 2) and a prerequisite for BUS 4786.

APPROVALS: On completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee, for approval below and forward to the Office of the Registrar

[Signatures and dates]

Registrar
Date

Chair, Graduate Council
Date

OR

Department Head / Major Program Chair
Date

Chair, Undergraduate Curriculum Committee
Date

Dean or Associate Dean
Date

REGISTRAR'S USE ONLY

Operator Init: ____________________ Date: ____________________ Changes Made for Catalog Year: ____________________

Catalog Director
Date

REGISTRATION: Original—Registrar
Copy—Academic Unit

Florida Institute of Technology • Office of the Registrar
150 West University Boulevard, Melbourne, FL 32901-6975 • (321) 674-7399 • Fax (321) 674-7827

RG-272-506v
The addition or removal of any graduation requirement in a major or minor requires that this form, accompanied by any supporting documentation, be completed and approved as indicated below.

COLLEGE: Business

DEPARTMENT: College of Business

DEGREE LEVEL: Bachelor of Science

PROGRAM TITLE: eCommerce Technology (7568)

TO BE INITIATED WITH CATALOG YEAR 20__ __ / 20__ __

CHANGE REQUESTED FOR: [ ] major program  [ ] minor program

BRIEF DESCRIPTION OF REQUESTED CHANGES: Attach a more detailed description and any supporting documentation

1. Add the following three course QEP sequence.
   BUS 3999 Research 1
   BUS 4000 Research 2
   BUS 4001 Research 3

2. Remove BUS 3704 (Quantitative Methods)

3. Substitute 4786 (Major Field Practicum) for BUS 4785 (eCommerce Technology Practicum).
   Together these changes will make BUS 4702 a corequisite for BUS 4000 (Research 2) and a prerequisite for BUS 4786.

APPROVALS: On completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee, for approval below and forward to the Office of the Registrar

Originator: [Signature] Date: 1/20/2009

Chair, Graduate Council: [Signature] Date

OR

Department Head / Major Program Chair: [Signature] Date

Chair, Undergraduate Curriculum Committee: [Signature] Date

Dean or Associate Dean: [Signature] Date

REGISTRAR'S USE ONLY

Operator Init: [Signature] Date: ____________

Changes Made for Catalog Year: [Signature] Date: ____________

Catalog Director: [Signature] Date

DISTRIBUTION:
Original—Registrar
Copy—Academic Unit
Florida Institute of Technology

CHANGING GRADUATION REQUIREMENTS IN A MAJOR/MINOR

The addition or removal of any graduation requirement in a major or minor requires that this form, accompanied by any supporting documentation, be completed and approved as indicated below.

COLLEGE ____________________________ DEPARTMENT ____________________________

DEGREE LEVEL ____________________________ PROGRAM TITLE ____________________________

TO BE INITIATED WITH CATALOG YEAR 20___/20___ CHANGE REQUESTED FOR ☐ major program ☐ minor program

BRIEF DESCRIPTION OF REQUESTED CHANGES Attach a more detailed description and any supporting documentation

1. Add the following three course QEP sequence.
   
   BUS 3999 Research 1
   BUS 4000 Research 2
   BUS 4001 Research 3

2. Remove BUS 34xxx (International Business Elective)

3. Substitute 4786 (Major Field Practicum) for BUS 4844 (International Business Practicum).

Together these changes will make make BUS 4702 a corequisite for BUS 4000 (Research 2) and a prerequisite for BUS 4786.

APPROVALS: On completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee, for approval below and forward to the Office of the Registrar

[Signatures and dates]

REGISTRAR'S USE ONLY

Operator Init ____________________________ Date ____________________________ Changes Made for Catalog Year ____________________________ Date ____________________________

DISTRIBUTION:
Original-Registrar
Copy-Academic Unit

Florida Institute of Technology • Office of the Registrar
150 West University Boulevard, Melbourne, FL 32901-6975 • (321) 674-7399 • Fax (321) 674-7827

RG-272-5001
<table>
<thead>
<tr>
<th>Communication Skills</th>
<th>Problem Solving/Critical Thinking Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Research 1</strong></td>
<td><strong>Research 2</strong></td>
</tr>
<tr>
<td><strong>BUS 3999</strong></td>
<td><strong>BUS 4000</strong></td>
</tr>
<tr>
<td>A. Organized information and ideas using various forms of media</td>
<td>A. Real-World Problem/need/ opportunity</td>
</tr>
<tr>
<td>B. Use standard English Writing conventions</td>
<td>B. Project Purpose objectives</td>
</tr>
<tr>
<td>C. Uses a selected style for citations and references</td>
<td>C. Literature Search and review</td>
</tr>
<tr>
<td>D. Prepare an outline and written plan for a project</td>
<td>D. Project Plan, methods, timetable</td>
</tr>
</tbody>
</table>

- Additional items:
  - E. Project resources and procurement means
  - F. Project implementation
  - G. Progress
  - H. Project plan adjustments
  - I. Data Collection/analysis
  - J. Results and Conclusions
  - K. Project limitations
  - L. Recommendations

Created on 10/29/2008 8:40 AM
QEP Course Summary Form

A. Basic Course Information
1. Originating Department: College of Business
   Faculty Developer(s): Carolyn Fausnaugh and Alex Vamosi

2. Course/Course Sequence Information
   a. Number Title Offered: FL/SP/SU Credits
      BUS 3999 Research I FL, SP 1
   b. Is this course part of multi-course sequence? _No _X_Yes
   c. If Yes to 2b., what are the other course number(s)? BUS 4000; BUS 4001

3. Course Use in Degree Program(s)
   Department Degree Program Status: Req./Elect.
   a. _COB_ 7067 - BS Business Administration Req
   b. _COB_ 7167 - BS Business and Environmental Studies Req
   c. _COB_ 7267 - BS Accounting Req
   d. _COB_ 7468 - BS Information Management Req
   e. _COB_ 7568 - BS eCommerce Technology Req
   f. _COB_ 7867 - BS International Business Req

4. Proposed Course Instructor(s): Carolyn Fausnaugh

B. Students for Whom the Proposed Course Was Developed
1. Level(s): _X_Senior _Other/Specify: Second semester Junior
2. Ability: _X_Open Restricted _Other/Specify:
3. Other Relevant Program & Student Characteristics:
   Limited to students with second semester junior year standing.

C. Attention to QEP Goals and Student Outcomes
1. Describe How This Course Addresses QEP Communication Skill Outcomes
   Deliverable is a written plan for conducting research including citations for planned information sources. Students also lead discussion of literature from literature search.
2. Describe How This Course Addresses QEP Problem-Solving/Critical Thinking Skill Outcomes
   Critical thinking is required for identification of data and information sources.
QEP Course Summary Form

A. Basic Course Information
1. Originating Department: ________________College of Business

   Faculty Developer(s): ________________Carolyn Fausbaugh and Alex Vamosi

2. Course/Course Sequence Information
   a. Number ________________Title ___________________________ Offered: ________________
      BUS 4000 Research 2 ________________FL/SP/SU ________________Credits ________________
      FL, SP ________________1 ________________
   b. Is this course part of multi-course sequence? ___No ___X_Yes
   c. If Yes to 2b, what are the other course number(s)? __BUS 3999; BUS 4001

3. Course Use in Degree Program(s)
   a. __COB ________________Degree Program ________________Status: Req./Elect.
      7067 – BS Business Administration ________________Req ________________
   b. __COB ________________7167 – BS Business and Environmental Studies
      ________________Req ________________
   c. __COB ________________7267 – BS Accounting ________________Req ________________
   d. __COB ________________7468 – BS Information Management
      ________________Req ________________
   e. __COB ________________7568 – BS eCommerce Technology
      ________________Req ________________
   f. __COB ________________7867 – BS International Business
      ________________Req ________________

4. Proposed Course Instructor(s): ________________Carolyn Fausbaugh

B. Students for Whom the Proposed Course Was Developed
1. Level(s): ___X_Senior ___Other/Specify: ________________
2. Ability: ___X_Open ___Restricted ___Other/Specify: ________________
3. Other Relevant Program & Student Characteristics: ________________
   Pre-requisite: BUS 3999
   Co-requisite: BUS 4702

C. Attention to QEP Goals and Student Outcomes
1. Describe How This Course Addresses QEP Communication Skill Outcomes
   Deliverable is draft research report to be revised and resubmitted in BUS 4001. Students meet
   weekly to review research progress and discuss findings and research challenges.

2. Describe How This Course Addresses QEP Problem-Solving/Critical Thinking Skill Outcomes
   Students will gather data from secondary sources, analyze it using various data analysis and
   summary techniques, make inferences and draw conclusions. They will attempt to triangulate
   information and question whether the data source embeds biases or assumptions.
QEP Course Summary Form

A. Basic Course Information
1. Originating Department: College of Business
   Faculty Developer(s): Carolyn Fausnaugh and Alex Vamosi

2. Course/Course Sequence Information
   a. Number  Title  Offered:  Credits
      BUS 4001  Research 3  FL, SP  1

   b. Is this course part of a multi-course sequence?  No  Yes

   c. If Yes to 2b, what are the other course number(s)?  BUS 3999; BUS 4000;

3. Course Use in Degree Program(s)
   Department  Degree Program  Status: Req/Elect.
   a. COB  7067 - BS Business Administration  Req
   b. COB  7167 - BS Business and Environmental Studies  Req
   c. COB  7267 - BS Accounting  Req
   d. COB  7468 - BS Information Management  Req
   e. COB  7568 - BS eCommerce Technology  Req
   f. COB  7867 - BS International Business  Req

4. Proposed Course Instructor(s): Carolyn Fausnaugh

B. Students for Whom the Proposed Course Was Developed
1. Level(s):  Senior
   Other/Specify:

2. Ability:  Open
   Restricted
   Other/Specify:

3. Other Relevant Program & Student Characteristics:
   Pre-requisite BUS 4000

C. Attention to QEP Goals and Student Outcomes
1. Describe How This Course Addresses QEP Communication Skill Outcomes
   Students present research findings in a public forum and respond to questions from community members.

2. Describe How This Course Addresses QEP Problem-Solving Skill Outcomes
   Students revise and resubmit their research report after receipt of both verbal and written feedback.