Inter-Office Memorandum

TO: Florida Tech Undergraduate Curriculum Committee (UGCC)
FROM: Dr. Ted Richardson, Associate Dean, University College
DATE: April 17, 2009
SUBJECT: Change of Graduation Requirements: QEP Research Sequence --- EMG 4000, EMG 4001, EMG 4002

This memorandum, along with the attached material, seeks UGCC approval to add a three course QEP research sequence to each of the University College’s seven major fields of study. The University College’s QEP plan was submitted and unanimously approved by QEPIC on April 17th, 2009 (see attached documents).

INTRODUCTION

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

The University College 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 first term of their senior year, all University College undergraduate 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.

- EMG 4000 Research 1 (develop research plan)
- EMG 4001 Research 2 (implement research plan)
- EMG 4002 Research 3 (revise, report and communicate).

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

- BA/BA Accounting (7600)
- BA/BA CIS (7601)
- BA/BA Healthcare Management (7602)
- BA/BA Management (7603)
- BA/BA Marketing (7604)
- BA Accounting (7610)
- BS CIS (7630)

Each course will be offered in both fall, summer, and spring terms 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 both students and the College of Business through a poster presentation.

BUS 4000 RESEARCH 2: CO-REQUISITE

Students are currently required to take EBA 4498 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, EBA 4498 will become a co-requisite of EMG 4001 Research 2 (the implementation stage of the project).
COURSES REMOVED FROM GRADUATION REQUIREMENTS

The faculty of the University College 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 7600- BA/BA Accounting Business
        Free Elective

Major 7601- BA/BA CIS
        EMG XXX Restricted Elective

Major 7602- BA/BA Healthcare Management
        Free Elective

Major 7603- BA/BA Management
        Free Elective

Major 7604- BA/BA Marketing
        Free Elective

Major 7610- BA Accounting
        Free Elective

Major 7630- BS CIS
        EMG XXX Restricted Elective
Research 1

Subject Area | Research Skills
Lecturer     | TBD
Course Code  | EMG 4000
Credit Value | 1

Course Description

This course is the first in a three research course sequence required for graduation from all degree programs in the College of Business at Florida Tech. The student is introduced to the difference between primary and secondary research. Students read and discuss research literature. Meets weekly. Students identify additional relevant literature and present their selections for discussion. Each student completes a research plan to be carried out in EMG 4001 and reported on in EMG 4002.

Prerequisites: second semester Junior standing

Aims and Objectives

In this course students learn to develop research questions and determine if the question is to be answered through primary or secondary research. Students select an industry for career investigation and then complete an environmental and industry analysis for that industry. The course is the first in a series of three research courses comprising the student's QEP experience at Florida Tech and emphasizes problem solving and both written and oral communication skills.

Candidate Topics

What does "doing research" mean?
What is meant by research design?
What makes a "good" research question?
What methods are used for primary research?
How does secondary research differ from primary research?
What does reliability mean and how is it achieved?
What does information triangulation mean?

What questions are asked in an industry analysis?
What resources are available for answering these questions?
What is included in a research plan?
What is a pilot study?
How does the use of a pilot study improve research design?

Textbook

Grading
Discussion Participation and Leadership 20%
Exam I 15%
Exam II 15%
Communication on Research Proposal 10%
Problem Solving on Research Proposal 10%
Written Research Proposal 30%

Format and Teaching Methods
Readings, Lectures, and Chat Discussions led by class members in weekly class meetings.
QEP Course Summary Form

A. Basic Course Information
1. Originating Department: ___________________________ University College ___________________________

   Faculty Developer(s): ___________________________ Cook, Harper, Szendi, Lapke,

2. Course/Course Sequence Information
   a. Number _______ Title ____________________________ Offered: ____________________________
      EMG 4000 Research 1 ____________________________ FL, SP, SU ________ 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)? ______ EMG 4001; EMG 4002

3. Course Use in Degree Program(s)
   a. ______ UC ____________________________ Degree Program: 7600–BA/BA Accounting ________ Status: Req/Elect.
   b. ______ UC ____________________________ 7601–BA/BA CIS ________ Req
   c. ______ UC ____________________________ 7602–BA/BA Healthcare Mgmt ________ Req
   d. ______ UC ____________________________ 7603–BA/BA Management ________ Req
   e. ______ UC ____________________________ 7604–BA/BA Marketing ________ Req
   f. ______ UC ____________________________ 7610–BA Accounting ________ Req
   g. ______ UC ____________________________ 7630–BS CIS ________ Req

4. Proposed Course Instructor(s): ________ Cook, Harper, Szendi, Lapke, ____________________________________________

B. Students for Whom the Proposed Course Was Developed
1. Level(s): ______ X Senior ______ Other/Specify: ____________________________
2. Ability: ______ X Open ______ Restricted ______ Other/Specify: ____________________________

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.
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Description</th>
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<tbody>
<tr>
<td>GE P-4000</td>
<td>Communication Skills</td>
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<tr>
<td></td>
<td>Listening/Speaking/Writing</td>
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<td></td>
<td>Problem Solving/Critical Thinking Skills</td>
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<td>Research 1</td>
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<td>EMG 4001</td>
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<td></td>
<td>B. Organized Information and ideas using various forms of media</td>
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<td></td>
<td>C. Use standard English writing conventions</td>
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<tr>
<td></td>
<td>D. Prepare an outline and written plan for a project</td>
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<td></td>
<td>E. Use a specific style for citations and references</td>
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<td></td>
<td>Research 2</td>
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<td>EMG 4001</td>
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<td></td>
<td>B. Organized Information and ideas using various forms of media</td>
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<td></td>
<td>C. Use standard English writing conventions</td>
</tr>
<tr>
<td></td>
<td>D. Prepare an outline and written plan for a project</td>
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<td></td>
<td>E. Use a specific style for citations and references</td>
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<td>Research 3</td>
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<td>EMG 4002</td>
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<td></td>
<td>B. Prepare print and graphic material to support project development/documentation</td>
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<td>C. Document and communicate progress on project</td>
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<td></td>
<td>D. Use a specific style for citations and references</td>
</tr>
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<td></td>
<td>E. Organize information and ideas using various forms of media</td>
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<td></td>
<td>F. Prepare a final project making effective use of print media and graphic material to support project development/documentation</td>
</tr>
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<td></td>
<td>G. Present a final project making effective use of print media and graphic material to support project development/documentation</td>
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</tbody>
</table>

- **Actions**
  - Electronic media
  - Graphic media
  - Verbal communication
  - Print media

**Knowledge and Resilience**

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
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<tbody>
<tr>
<td>W.</td>
<td>Recommendations</td>
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<td>I.</td>
<td>Project Plan/Method, Immediacy</td>
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<td>T.</td>
<td>Results and Conclusions</td>
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<td>B.</td>
<td>Project Plan/Phases</td>
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<tr>
<td>E.</td>
<td>Organized Information and ideas using various forms of media</td>
</tr>
</tbody>
</table>

**Course Name**

Four Course Research Sequence

University College
Research 2

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Research Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer</td>
<td>TBD</td>
</tr>
<tr>
<td>Course Code</td>
<td>EMG EMG4001</td>
</tr>
<tr>
<td>Credit Value</td>
<td>1</td>
</tr>
</tbody>
</table>

Course Description

This course is the second in a three research course sequence required for graduation from all degree programs in the College of Business at Florida Tech. The student carries out the research planned in EMG 4000. The emphasis in this course is on communication and problem solving. Students report on their progress weekly and seek solutions from one another with the guidance of their research instructor. A written research report is submitted at the end of the semester for grading and revision in EMG 4002.

Prerequisite: EMG 4000. Co-requisite: EBA 4498.

Aims and Objectives

The primary objective of the course is to apply the skills and knowledge for collecting, organizing, and analyzing large amounts of relevant information that affect the multiple environments in which a company operates and seeks profits; and in which individuals as employees and owners seek financial gain through employment and investment. Students will examine the nature and complexity of global sustainability, what is known and what is conjecture. Students learn to evaluate the reliability of secondary sources of information and seek triangulation of information. The final step is to devise possible futures for the selected industry using scenario analysis.

Candidate Topics

Industry and NAICS codes
Macro-Environmental Analysis
Industry Analysis
Competitor Analysis
Strategic Issues Facing The Industry

Textbook

None

Grading

Participation in Problem Solving 30%
Timely submission of Sections of Research Paper 35%
Timely submission of Draft Research Paper 35%

Format and Teaching Methods

Weekly Chat constructed around research findings for outline of topics.
QEP Course Summary Form

A. Basic Course Information
1. Originating Department: University College
   Faculty Developer(s): Cook, Harper, Szendi, Lapke

2. Course/Course Sequence Information
   a. Number: EMG4001   Title: Research 2
      Offered: FL, SP, SU   Credits: 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)? _EMG 4000; EMG 4002

3. Course Use in Degree Program(s)
   a. _UC_ 7600-BA/BA Accounting _Req_
   b. _UC_ 7601-BA/BA CIS _Req_
   c. _UC_ 7602-BA/BA Healthcare Mgmt _Req_
   d. _UC_ 7603-BA/BA Management _Req_
   e. _UC_ 7604-BA/BA Marketing _Req_
   f. _UC_ 7610-BA Accounting _Req_
   g. _UC_ 7630-BS CIS _Req_

4. Proposed Course Instructor(s): _Cook, Harper, Szendi, Lapke, _

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 EMG xxx0 _

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 EMG 4002. 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.
<table>
<thead>
<tr>
<th>M. Reverse and Reseatch</th>
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<tbody>
<tr>
<td><strong>Research 3</strong></td>
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<tr>
<td><strong>Revised</strong></td>
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<tr>
<td>1. Recommendations</td>
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<td>K. Project Limitations</td>
<td></td>
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<td>J. Results and Conclusions</td>
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<tr>
<td>I. Brain Collection/Analysis</td>
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<td>H. Project Plan Approvals</td>
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<td>G. Progress</td>
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<td>F. Project Implementation</td>
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<td>E. Project Resources and Procurement</td>
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<tr>
<td>D. Project Plan, Methods, Implemenation</td>
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<tr>
<td>B. Literature Search and Review</td>
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<tr>
<td>A. Project Purpose Objectives</td>
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<tr>
<td>4. Real-World Problems/Solutions/Opportunities</td>
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<tr>
<td>3. Organized Information and Ideas using Various Forms of Media</td>
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<tr>
<td>2. Uses a Selected Style for Citations and References</td>
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<tr>
<td>1. Uses Standard English Writing Conventions</td>
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<td>0. Organizes Information and Ideas using Various Forms of Media</td>
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</tbody>
</table>

**EF 4001**

**EF 4002**

**EF 4000**

**EF 400**

**EF 401**

**Communication Skills**

**Listening/Speaking/Writing**

**Problem Solving/Critical Thinking Skills**

**DEP Goals and Student Outcomes Analyses**

**Three Course Research Sequence**

**University College**
### Research 3

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Research Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer</td>
<td>TBD</td>
</tr>
<tr>
<td>Course Code</td>
<td>EMG 4002</td>
</tr>
<tr>
<td>Credit Value</td>
<td>1</td>
</tr>
</tbody>
</table>

#### Course Description
This course is the third in a three research course sequence required for graduation from all degree programs in the College of Business at Florida Tech. The student receives feedback and coaching for revisions to the written report for the research planned in EMG 4000, and carried out in BUS 4001. The first half of this course emphasizes improving ones work through revision after feedback by reviewers. During the second half of the semester students present their research in a public poster session and discuss their work with members of the business community.

#### Aims & Objectives
Students receive feedback on their work and respond to that feedback through a process of revise and resubmit. Students apply communication skills in the development of a public poster session and discussion with community participants.

#### Candidate Topics
- Feedback to each student specific to their written research report.
- The use of visual media for presentation of complex information.
- Communicating research findings to a practitioner audience.

#### Textbook
None

#### Grading
- Research Paper Draft: 30%
- Research Paper after Revisions: 40%
- Poster Session: 30%

#### Format and Teaching Methods
Individual and group Chat meetings with instructor. Independent wcrk.
**QEP Course Summary Form**

**A. Basic Course Information**

1. Originating Department: __________________University College ____________________________

   Faculty Developer(s): ________________Cook, Harper, Szendi, Lapke ____________________________

2. Course/Course Sequence Information

   a. Number __ Title ____________________________
   Offered: FL/SP/SU Credits __ FL, SP, SU ___ 1 __

   b. Is this course part of a multi-course sequence? ___No ___X Yes ____________________________

   c. If Yes to 2b., what are the other course number(s)? ___EMG 4000; EMG 4001 ____________________________

3. Course Use in Degree Program(s)

<table>
<thead>
<tr>
<th>Department</th>
<th>Degree Program</th>
<th>Status: Req./Elect.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. __ UC</td>
<td>7600–BA/BA Accounting</td>
<td>Req</td>
</tr>
<tr>
<td>b. __ UC</td>
<td>7601–BA/BA CIS</td>
<td>Req</td>
</tr>
<tr>
<td>c. __ UC</td>
<td>7602–BA/BA Healthcare Mgmt</td>
<td>Req</td>
</tr>
<tr>
<td>d. __ UC</td>
<td>7603–BA/BA Management</td>
<td>Req</td>
</tr>
<tr>
<td>e. __ UC</td>
<td>7604–BA/BA Marketing</td>
<td>Req</td>
</tr>
<tr>
<td>f. __ UC</td>
<td>7610–BA Accounting</td>
<td>Req</td>
</tr>
<tr>
<td>g. UC</td>
<td>7630–BS CIS</td>
<td>Req</td>
</tr>
</tbody>
</table>

4. Proposed Course Instructor(s): __ Cook, Harper, Szendi, Lapke, ____________________________

**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 EMG XXX1

**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.
# University College
## Three Course Research Sequence
### QEP Goals and Student Outcomes Analysis

<table>
<thead>
<tr>
<th>Communication Skills</th>
<th>Problem Solving/Critical Thinking Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Listening/Speaking/Writing</strong></td>
<td><strong>A. Real-World Problem/need/ opportunity</strong></td>
</tr>
<tr>
<td><strong>Research 1</strong> EMG 4000</td>
<td><strong>B. Project Purpose objectives</strong></td>
</tr>
<tr>
<td>A. Organized information and ideas using various forms of media</td>
<td><strong>C. Literature Search and review</strong></td>
</tr>
<tr>
<td>B. Use standard English Writing conventions</td>
<td><strong>D. Project Plan, methods, timetable</strong></td>
</tr>
<tr>
<td>C. Uses a selected style for citations and references</td>
<td><strong>E. Project resources and procurement means</strong></td>
</tr>
<tr>
<td>D. Prepare an outline and written plan for a project</td>
<td><strong>F. Project implementation</strong></td>
</tr>
<tr>
<td><strong>Research 2</strong> EMG 4001</td>
<td><strong>G. Progress</strong></td>
</tr>
<tr>
<td>A. Organized information and ideas using various forms of media</td>
<td><strong>H. Project plan adjustments</strong></td>
</tr>
<tr>
<td>B. Use standard English Writing conventions</td>
<td><strong>I. Data Collection/analysis</strong></td>
</tr>
<tr>
<td>C. Uses a selected style for citations and references</td>
<td><strong>J. Results and Conclusions</strong></td>
</tr>
<tr>
<td>E. Document and communicate progress on project</td>
<td><strong>K. Project limitations</strong></td>
</tr>
<tr>
<td>F. Prepare print and graphic material to support project development/documentation</td>
<td><strong>L. Recommendations</strong></td>
</tr>
<tr>
<td><strong>Research 3</strong> EMG 4002</td>
<td><strong>M. Revise and Resubmit</strong></td>
</tr>
<tr>
<td>A. Organized information and ideas using various forms of media</td>
<td><strong>F. Prepare print and graphic material to support project development/documentation</strong></td>
</tr>
<tr>
<td>F. Prepare print and graphic material to support project development/documentation</td>
<td><strong>G. Present a final project making effective use of</strong></td>
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<tr>
<td>G. Present a final project making effective use of</td>
<td><strong>• Print media</strong></td>
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<tr>
<td>• Print media</td>
<td><strong>• Verbal communication</strong></td>
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<tr>
<td>• Verbal communication</td>
<td><strong>• Graphic media</strong></td>
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<tr>
<td>• Graphic media</td>
<td><strong>• Electronic media</strong></td>
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</tbody>
</table>

Created on 3/19/2009 1:54 PM
This course is available for student registration only after the approval process has been completed.

**SUBJECT** EMG

**COURSE NO.** 4000

**CREDIT HOURS** 1

**TERM TO BE ADDED TO THE FILE** Fall 2010

**CLASS HOURS** 15

**LECTURE HOURS**

**LAB HOURS**

**CONTACT HOURS (CEU ONLY)**

**DEPARTMENT** University College

(e.g., Computer Sciences)

**SCHEDULE TYPE** Virtual Classroom (H)

(e.g., Lecture, Lab or Special Project)

☐ COLLEGE OF AERONAUTICS-23

☐ COLLEGE OF PSYCHOLOGY AND LIBERAL ARTS-25

☐ COLLEGE OF BUSINESS-24

☐ COLLEGE OF SCIENCE-26

☐ COLLEGE OF ENGINEERING-01

☒ UNIVERSITY COLLEGE EXTENDED STUDIES-27

**COMPUTER TITLE** Restricted to 25 characters, including spaces  

**Research 1**

**CATALOG TITLE** Research 1

**CATALOG DESCRIPTION OF COURSE** Limited to 350 characters, including spaces

Includes selection of an industry and completion of a research plan for analysis of that industry. Covers primary and secondary research, research design and resources available for environmental and industry analysis. First of a three-course QEP research sequence. (Requirement: Senior standing)

In addition, you may attach a course syllabus and/or more detailed description.

**RESTRICTIONS** ☐ Prerequisite ___________________________  ☐ Corequisite ___________________________

☐ Prerequisite ___________________________  ☐ Corequisite ___________________________

☐ Prerequisite ___________________________  ☐ Corequisite ___________________________

**GRADES TO BE ISSUED**

☒ A, B, C, D, F

☐ A, B, C, D, F, CR/UC

☐ S, U

☐ P, F

☐ Other ___________________________

**ADDITIONAL RESTRICTION**  Senior standing

(e.g., Major, Class Level, Department Head Approval)

If this course replaces a course currently offered in BANNER, please indicate old course information

**SUBJECT** Alpha Prefix (e.g., CSE)

**COURSE NO.** (e.g., 1301)

**APPROVALS:** Upon completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee for approval below and forward to Catalog Director.

**Originator**

Date  3/19/2009

**Chair, Graduate Council**

Date

**Department Head/Program Chair**

Date

**Dean or Associate Dean**

Date

**Chair, Undergraduate Curriculum Committee**

Date

**CATALOG DIRECTOR**

These changes/additions have been made for the University/Extended Studies Catalog and entered into the BANNER term named above.

Catalog Director

Date

**REGISTRAR'S USE ONLY**

SCACRSE  SCADETL  SCAPREQ  SCABASE

SCARRS  Operator Init  Date

**DISTRIBUTION:**

Original—Registrar

Copy—Academic Unit
Research 1

Subject Area  | Research Skills
Lecturer      | TBD
Course Code   | EMG 4000
Credit Value  | 1

Course Description

This course is the first in a three research course sequence required for graduation from all degree programs in the College of Business at Florida Tech. The student is introduced to the difference between primary and secondary research. Students read and discuss research literature. Meets weekly. Students identify additional relevant literature and present their selections for discussion. Each student completes a research plan to be carried out in EMG 4001 and reported on in EMG 4002.

Prerequisites: second semester Junior standing

Aims and Objectives

In this course students learn to develop research questions and determine if the question is to be answered through primary or secondary research. Students select an industry for career investigation and then complete an environmental and industry analysis for that industry. The course is the first in a series of three research courses comprising the student's QEP experience at Florida Tech and emphasizes problem solving and both written and oral communication skills.

Candidate Topics

What does "doing research" mean?
What is meant by research design?
What makes a "good" research question?
What methods are used for primary research?
How does secondary research differ from primary research?
What does reliability mean and how is it achieved?
What does information triangulation mean?

What questions are asked in an industry analysis?
What resources are available for answering these questions?
What is included in a research plan?
What is a pilot study?
How does the use of a pilot study improve research design?

Textbook

Grading
Discussion Participation and Leadership 20%
Exam I 15%
Exam II 15%
Communication on Research Proposal 10%
Problem Solving on Research Proposal 10%
Written Research Proposal 30%

Format and Teaching Methods
Readings, Lectures, and Chat Discussions led by class members in weekly class meetings.
QEP Course Summary Form

A. Basic Course Information
1. Originating Department: ___________________________ University College ___________________________
   Faculty Developer(s): ___________________________Cook, Harper, Szendi, Lapke,

2. Course/Course Sequence Information
   a. Number ___________ Title ___________________________ Offered: ___________________________
      EMG 4000  Research 1 ___________________________ FL, SP, SU ______ 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)?  _EMG 4001; EMG 4002

3. Course Use in Degree Program(s)
   Department ___________ Degree Program ___________________________ Status: Req./Elect.
   a. __UC ____________________ 7600-BA/BA Accounting  _______ _______ Req.
   b. __UC ____________________ 7601-BA/BA CIS  _______ _______ Req.
   c. __UC ____________________ 7602-BA/BA Healthcare Mgmt  _______ _______ Req.
   d. __UC ____________________ 7603-BA/BA Management  _______ _______ Req.
   e. __UC ____________________ 7604-BA/BA Marketing  _______ _______ Req.
   f. __UC ____________________ 7610-BA Accounting  _______ _______ Req.
   g. UC ____________________ 7630-BS CIS  _______ Req.

4. Proposed Course Instructor(s):  ___Cook, Harper, Szendi, Lapke, ___________________________

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:  ___________________________

   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.
<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Organized information and ideas using various forms of media</td>
</tr>
<tr>
<td>B.</td>
<td>Use standard English Writing conventions</td>
</tr>
<tr>
<td>C.</td>
<td>Use a selected style for citations and references</td>
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<td>D.</td>
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<td>Document and communicate progress on project</td>
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<td>Prepare print and graphic material to support project development/documentation</td>
</tr>
<tr>
<td>G.</td>
<td>Present a final project making effective use of electronic media</td>
</tr>
</tbody>
</table>

**WIE: 4000**

<table>
<thead>
<tr>
<th>Research 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Plan, methods, timeline</td>
</tr>
<tr>
<td>A.</td>
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<td>B.</td>
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<td>C.</td>
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<td>D.</td>
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</tbody>
</table>

**WIE: 4000**

<table>
<thead>
<tr>
<th>Research 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Plan, methods, timeline</td>
</tr>
<tr>
<td>A.</td>
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<tr>
<td>B.</td>
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<tr>
<td>C.</td>
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<td>D.</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Communication Skills</th>
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<tbody>
<tr>
<td>A.</td>
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<td>J.</td>
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</table>

**WIE: 4000**

<table>
<thead>
<tr>
<th>Research 3</th>
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</thead>
<tbody>
<tr>
<td>Project Plan, methods, timeline</td>
</tr>
<tr>
<td>A.</td>
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<td>B.</td>
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<tr>
<td>C.</td>
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<td>I.</td>
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<td>J.</td>
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</tbody>
</table>
Adding a New Course to the Curriculum

This course is available for student registration only after the approval process has been completed.

Subject: EMG
Course No.: 4001
Credit Hours: 1
Term to be added to the file: Fall 2010

Class Hours: 15
Lecture Hours: 
Lab Hours: 
Contact Hours (CEU only): 

Department: University College
Schedule Type: Virtual Classroom (H)

- College of Aeronautics-23
- College of Psychology and Liberal Arts-25
- College of Business-24
- College of Science-26
- College of Engineering-01
- University College Extended Studies-27

Computer Title: Restricted to 25 characters, including spaces
Catalog Title: Research 2

Catalog Title Description: Limited to 350 characters, including spaces

Continues EMG 4000 by carrying out the environmental and industry research planned during the previous course. Includes collecting, organizing and analyzing relevant information that affects the multiple environments in which a company operates. Second of a three-course QEP research sequence.

In addition, you may attach a course syllabus and/or more detailed description.

Restrictions:
- Prerequisite: EMG 4000
- Corequisite: EBA 4498

Grades to be issued:
- A, B, C, D, F
- A, B, C, D, F, CEU
- CEU
- S, U
- P, F
- Other

Additional Restrictions:

If this course replaces a course currently offered in Banner, please indicate old course information

Subject: Alpha Prefix (e.g., CSE)
Course No.: (e.g., 1301)

Approvals: Upon completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee for approval below and forward to Catalog Director.

Originate: 3/19/2009
Chair, Graduate Council: 3/19/2009

Department Chair/Program Chair: 3/19/2009
Dean or Associate Dean: 3/19/2009
Chair, Undergraduate Curriculum Committee: 3/19/2009

Catalog Director: 
Registrar's Use Only: 

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RG-271-5001
Research 2

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Research Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer</td>
<td>TBD</td>
</tr>
<tr>
<td>Course Code</td>
<td>EMG EMG4001</td>
</tr>
<tr>
<td>Credit Value</td>
<td>1</td>
</tr>
</tbody>
</table>

Course Description

This course is the second in a three research course sequence required for graduation from all degree programs in the College of Business at Florida Tech. The student carries out the research planned in EMG 4000. The emphasis in this course is on communication and problem solving. Students report on their progress weekly and seek solutions from one another with the guidance of their research instructor. A written research report is submitted at the end of the semester for grading and revision in EMG 4002.

Prerequisite: EMG 4000. Co-requisite: EBA 4498.

Aims and Objectives

The primary objective of the course is to apply the skills and knowledge for collecting, organizing, and analyzing large amounts of relevant information that affect the multiple environments in which a company operates and seeks profits; and in which individuals as employees and owners seek financial gain through employment and investment. Students will examine the nature and complexity of global sustainability, what is known and what is conjecture. Students learn to evaluate the reliability of secondary sources of information and seek triangulation of information. The final step is to devise possible futures for the selected industry using scenario analysis.

Candidate Topics

Industry and NAICS codes
Macro-Environmental Analysis
Industry Analysis
Competitor Analysis
Strategic Issues Facing The Industry

Textbook

None

Grading

- Participation in Problem Solving: 30%
- Timely submission of Sections of Research Paper: 35%
- Timely submission of Draft Research Paper: 35%

Format and Teaching Methods

Weekly Chat constructed around research findings for outline of topics.
QEP Course Summary Form

A. Basic Course Information
1. Originating Department: University College
   Faculty Developer(s): Cook, Harper, Szendi, Lapke,

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

   b. Is this course part of a multi-course sequence? _No _X_Yes

   c. If Yes to 2b., what are the other course number(s)? _EMG 4000; EMG 4002

3. Course Use in Degree Program(s)
   a. UC 7600 – BA/BA Accounting
      Department: UC
      Degree Program: 7600 – BA/BA Accounting
      Status: Req./Elect. Req.
   b. UC 7601 – BA/BA CIS
      Department: UC
      Degree Program: 7601 – BA/BA CIS
      Status: Req.
   c. UC 7602 – BA/BA Healthcare Mgmt
      Department: UC
      Degree Program: 7602 – BA/BA Healthcare Mgmt
      Status: Req
   d. UC 7603 – BA/BA Management
      Department: UC
      Degree Program: 7603 – BA/BA Management
      Status: Req
   e. UC 7604 – BA/BA Marketing
      Department: UC
      Degree Program: 7604 – BA/BA Marketing
      Status: Req
   f. UC 7610 – BA Accounting
      Department: UC
      Degree Program: 7610 – BA Accounting
      Status: Req
   g. UC 7630 – BS CIS
      Department: UC
      Degree Program: 7630 – BS CIS
      Status: Req

4. Proposed Course Instructor(s): _Cook, Harper, Szendi, Lapke,

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 EMG xxx0

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 EMG 4002. 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.
<table>
<thead>
<tr>
<th>M. Review and Research</th>
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<tbody>
<tr>
<td>A. Organized information and ideas using various forms of media</td>
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<td>G. Present a final project marking effective use of project plan, methods, findings</td>
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<tr>
<td>H. Project plan objectives</td>
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<td>I. Project implementation</td>
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<td>J. Results and conclusions</td>
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<td>K. Project implementation</td>
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<td>L. Recommendations</td>
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**QEP Goals and Student Outcomes Analysis**

**Three Course Research Sequence**

**University College**
Florida Institute of Technology

ADDING A NEW COURSE TO THE CURRICULUM

This course is available for student registration only after the approval process has been completed.

SUBJECT  EMG  COURSE NO.  4002  CREDIT HOURS  1  TERM TO BE ADDED TO THE FILE  Fall 2010  
Alpha Prefix (e.g., CSE)  Number Choice (e.g., 1301)  (e.g., Fall 2006)

CLASS HOURS  15  LECTURE HOURS  _______  LAB HOURS  _______  CONTACT HOURS (CEU ONLY)  _______

DEPARTMENT  University College  SCHEDULE TYPE  Virtual Classroom (H)  
(e.g., Computer Sciences)  (e.g., Lecture, Lab or Special Project)

☐ COLLEGE OF AERONAUTICS—23  ☐ COLLEGE OF PSYCHOLOGY AND LIBERAL ARTS—25
☐ COLLEGE OF BUSINESS—24  ☐ COLLEGE OF SCIENCE—26
☐ COLLEGE OF ENGINEERING—01  ☑ UNIVERSITY COLLEGE EXTENDED STUDIES—27

COMPUTER TITLE  Restricted to 25 characters, including spaces  Research 3

CATALOG TITLE  Research 3

CATALOG DESCRIPTION OF COURSE  Limited to 350 characters, including spaces

Engages students in the revision and re-submission process, culminating in a final research paper. Applies communication skills in the development of a public poster session and discussion with community participants. Third of a three-course QEP research sequence.

In addition, you may attach a course syllabus and/or more detailed description.

RESTRICTIONS  ☑ Prerequisite  EMG 4001  ☐ Corequisite  
Course Number  Course Number

☐ Prerequisite  Course Number  ☐ Corequisite  Course Number

☐ Prerequisite  Course Number  ☐ Corequisite  Course Number

☐ Prerequisite  Course Number  ☐ Corequisite  Course Number

GRADES TO BE ISSUED  ☑ A, B, C, D, F  ☐ A, B, C, D, F, CEU
☐ CEU  ☐ S, U  ☐ P, F  ☐ Other  

ADDITIONAL RESTRICTION  
(e.g., Major, Class Level, Department Head Approval)

If this course replaces a course currently offered in BANNER, please indicate old course information

SUBJECT  Alpha Prefix (e.g., CSE)  COURSE NO.  (e.g., 1301)

APPROVALS: Upon completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee for approval below and forward to Catalog Director.

Originator  3/19/2009  Chair, Graduate Council  Date

Department Head/Program Chair  3/9/09  OR  
Dean or Associate Dean  Date  Chair, Undergraduate Curriculum Committee  Date

CATALOG DIRECTOR  REGISTRAR’S USE ONLY

These changes/additions have been made for the University/Extended Studies Catalog and entered into the BANNER term named above.

Catalog Director  Date  SCACROSE  SCADETL  SCAPIREQ  SCABASE  SCARRES  Operator Init  Date

DISTRIBUTION:  Original—Registrar  Copy—Academic Unit

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Research 3

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Research Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer</td>
<td>TBD</td>
</tr>
<tr>
<td>Course Code</td>
<td>EMG 4002</td>
</tr>
<tr>
<td>Credit Value</td>
<td>1</td>
</tr>
</tbody>
</table>

Course Description
This course is the third in a three research course sequence required for graduation from all degree programs in the College of Business at Florida Tech. The student receives feedback and coaching for revisions to the written report for the research planned in EMG 4000, and carried out in BUS 4001. The first half of this course emphasizes improving one's work through revision after feedback by reviewers. During the second half of the semester students present their research in a public poster session and discuss their work with members of the business community.

Aims & Objectives
Students receive feedback on their work and respond to that feedback through a process of revise and resubmit. Students apply communication skills in the development of a public poster session and discussion with community participants.

Candidate Topics
Feedback to each student specific to their written research report.
The use of visual media for presentation of complex information.
Communicating research findings to a practitioner audience.

Textbook
None

Grading
- Research Paper Draft 30%
- Research Paper after Revisions 40%
- Poster Session 30%

Format and Teaching Methods
Individual and group Chat meetings with instructor. Independent work.
QEP Course Summary Form

A. Basic Course Information
1. Originating Department: University College

   Faculty Developer(s): Cook, Harper, Szendi, Lapke,

2. Course/Course Sequence Information
   a. Number  Title                                    Offered:  Credits
      EMG4002 Research 3                                FL, SP, SU       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)?  EMG 4000; EMG 4001

3. Course Use in Degree Program(s)
   Department       Degree Program                   Status: Req./Elect.
   a. __UC           7600- BA/BA Accounting            _______ Req
   b. __UC           7601 -BA/BA CIS                  _______ Req
   c. __UC           7602-BA/BA Healthcare Mgmt      _______ Req
   d. __UC           7603-BA/BA Management           _______ Req
   e. __UC           7604 -BA/BA Marketing            _______ Req
   f. __UC           7610 -BA Accounting              _______ Req
   g. __UC           7630- BS CIS                    _______ Req

4. Proposed Course Instructor(s):  __Cook, Harper, Szendi, Lapke,  

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 EMG XXX1

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.
<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></td>
</tr>
<tr>
<td><strong>EMG 4000</strong></td>
<td></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>
<tr>
<td><strong>Research 2</strong></td>
<td></td>
</tr>
<tr>
<td><strong>EMG 4001</strong></td>
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<tr>
<td>A. Organized information and ideas using various forms of media</td>
<td>E. Project resources and procurement means</td>
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<tr>
<td>B. Use standard English Writing conventions</td>
<td>F. Project implementation</td>
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<td>C. Uses a selected style for citations and references</td>
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<td>E. Document and communicate progress on project</td>
<td>H. Project plan adjustments</td>
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<tr>
<td>F. Prepare print and graphic material to support project development/documentation</td>
<td>I. Data Collection/analysis</td>
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<td>J. Results and Conclusions</td>
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<td>K. Project limitations</td>
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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: University College

DEPARTMENT: Florida Tech Online

DEGREE LEVEL: Bachelor of Art

PROGRAM TITLE: Business Administration Accounting (7600)

TO BE INITIATED WITH CATALOG YEAR: 20_01_11

CHANGE REQUESTED FOR: X major program □ minor program

Major/Minor Code

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

1. Add the following three course QEP sequence:
EMG 4000
EMG 4001
EMG 4002

2. Remove (Free Elective)
Together these changes will make EBA 4498 a corequisite for EMG 4001 (Research 2)

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]

Chair, Graduate Council

Date

OR

[Signatures and dates]

Department Head / Major Program Chair

Date

Chair, Undergraduate Curriculum Committee

Date

REGISTRAR'S USE ONLY

University Catalog

□ Yes □ No Update completed __________ Date __________ Initials __________

University College Catalog

□ Yes □ No Update completed __________ Date __________ Initials __________

University Alliance Catalog

□ Yes □ No Update completed __________ Date __________ Initials __________

CAPP / Degree Evaluation

□ Yes □ No Update completed __________ Date __________ Initials __________

Catalog / Policy Mgmt. System

□ Yes □ No Update completed __________ Date __________ Initials __________

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RSR-028-269
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  University College    DEPARTMENT  Florida Tech Online

DEGREE LEVEL  Bachelor of Art    PROGRAM TITLE  Business Administration CIS (7601)

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

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

1. Add the following three course QEP sequence:

   EMG 4000
   EMG 4001
   EMG 4002

2. Remove EMG XXXX (Restricted Elective)

   Together these changes will make EBA 4498 a corequisite for EMG 4001 (Research 2)

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

Registrar

Date

Chair, Graduate Council

Date

OR

Department Head / Major Program Chair

Date

Chair, Undergraduate Curriculum Committee

Date

Dean or Associate Dean

Date

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University Catalog

[ ] Yes  [ ] No  Update completed  [ ] Date  [ ] Initials

University College Catalog

[ ] Yes  [ ] No  Update completed  [ ] Date  [ ] Initials

University Alliance Catalog

[ ] Yes  [ ] No  Update completed  [ ] Date  [ ] Initials

CAPP / Degree Evaluation

[ ] Yes  [ ] No  Update completed  [ ] Date  [ ] Initials

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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: University College

DEPARTMENT: Florida Tech Online

DEGREE LEVEL: Bachelor of Art

PROGRAM TITLE: Business Administration Healthcare (7602)

TO BE INITIATED WITH CATALOG YEAR: 20_10_20_11

CHANGE REQUESTED FOR: □ major program □ minor program

Major/Minor Code

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

1. Add the following three course QEP sequence:

   EMG 4000
   EMG 4001
   EMG 4002

2. Remove (Free Elective)

   Together these changes will make EBA 4498 a corequisite for EMG 4001 (Research 2)

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: 4/16/2009

Chair, Graduate Council: [Signature]

Date: 4/16/2009

Department Head / Major Program Chair: [Signature]

Date: 4/16/2009

Chair, Undergraduate Curriculum Committee: [Signature]

Date: 4/16/2009

Dean or Associate Dean: [Signature]

Date: 4/16/2009

REGISTRAR'S USE ONLY

University Catalog

☐ Yes ☐ No Update completed Date Initials

University College Catalog

☐ Yes ☐ No Update completed Date Initials

University Alliance Catalog

☐ Yes ☐ No Update completed Date Initials

CAPP / Degree Evaluation

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Catalog / Policy Mgmt. System

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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 University College

DEPARTMENT Florida Tech Online

DEGREE LEVEL Bachelor of Art

PROGRAM TITLE Business Administration Management (7603)

TO BE INITIATED WITH CATALOG YEAR 20__10_2011

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:

   EMG 4000
   EMG 4001
   EMG 4002

2. Remove (Free Elective)

Together these changes will make EBA 4498 a corequisite for EMG 4001 (Research 2)

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]

Originate[8]

Department Head / Major Program Chair

[Signatures and dates]

Department Head / Minor Program Chair

Dean or Associate Dean

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University College Catalog [ ] Yes [ ] No Update completed Date ______ Initials ______

University Alliance Catalog [ ] Yes [ ] No Update completed Date ______ Initials ______

CAPP / Degree Evaluation [ ] Yes [ ] No Update completed Date ______ Initials ______

Catalog / Policy Mgmt. System [ ] Yes [ ] No Update completed Date ______ Initials ______

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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: University College
DEPARTMENT: Florida Tech Online

DEGREE LEVEL: Bachelor of Art
PROGRAM TITLE: Business Administration Marketing (7604)

TO BE INITIATED WITH CATALOG YEAR 2010/2011
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:
   EMG 4000
   EMG 4001
   EMG 4002

2. Remove EMG XXXX (Restricted Elective)
   Together these changes will make EBA 4498 a corequisite for EMG 4001 (Research 2)

Approvers: 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

4/16/2009
Date

Chair, Graduate Council
Date

OR

4/16/2009
Date

Chair, Undergraduate Curriculum Committee
Date

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☐ Yes ☐ No Update completed Date Initials

University College Catalog
☐ Yes ☐ No Update completed Date Initials

University Alliance Catalog
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CAPP / Degree Evaluation
☐ Yes ☐ No Update completed Date Initials

Catalog / Policy Mgmt. System
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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: University College
DEPARTMENT: Florida Tech Online

DEGREE LEVEL: Bachelor of Art
PROGRAM TITLE: Accounting (7610)

TO BE INITIATED WITH CATALOG YEAR 2010 / 2011
CHANGE REQUESTED FOR: [X] major program [ ] minor program

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

1. Add the following three course QEP sequence:

   EMG 4000
   EMG 4001
   EMG 4002

2. Remove (Free Elective)

   Together these changes will make EBA 4498 a corequisite for EMG 4001 (Research 2)

Appraisals: 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]

Chair, Graduate Council
Date

Chair, Undergraduate Curriculum Committee
Date

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University College Catalog
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University Alliance Catalog
[Academic Year] [Yes] [No] Update completed [ ] Date [Initials] [ ]

CAPP / Degree Evaluation
[Academic Year] [Yes] [No] Update completed [ ] Date [Initials] [ ]

Catalog / Policy Mgmt. System
[Academic Year] [Yes] [No] Update completed [ ] Date [Initials] [ ]

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RGR-028-308
1. Add the following three course QEP sequence:

   EMG 4000
   EMG 4001
   EMG 4002

2. Remove EMG XXXX (Restricted Elective)

   Together these changes will make EBA 4498 a corequisite for EMG 4001 (Research 2)