

APPLICATION FOR COURSE CHANGE (MAJOR AND MINOR)

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

1. General Information.					
a. Submitted by the College of: <u>Business and Economics</u>		Today's Date: <u>1/15/2010</u>			
b. Department/Division: <u>MBA</u>					
c. Is there a change in "ownership" of the course?					YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If YES, what college/department will offer the course instead? _____					
d. What type of change is being proposed? <input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor ¹ (place cursor here for minor change definition)					
e. Contact Person Name: <u>Mary Lee Kerr</u>		Email: <u>mkerr2@uky.edu</u>		Phone: <u>7-1924</u>	
f. Requested Effective Date: <input type="checkbox"/> Semester Following Approval OR <input checked="" type="checkbox"/> Specific Term ² : <u>Fall 2010</u>					
2. Designation and Description of Proposed Course.					
a. Current Prefix and Number: <u>MBA 640</u>		Proposed Prefix & Number: <u>MBA 640</u>			
b. Full Title: <u>Culmination Week</u>		Proposed Title: <u>Project Connect in New Product Development</u>			
c. Current Transcript Title (if full title is more than 40 characters): <u>Culmination Week</u>					
Proposed Transcript Title (if full title is more than 40 characters): <u>Project Connect in New Prod. Develop</u>					
d. Current Cross-listing: <input checked="" type="checkbox"/> N/A OR Currently ³ Cross-listed with (Prefix & Number): _____					
Proposed -- <input type="checkbox"/> ADD ³ Cross-listing (Prefix & Number): _____					
Proposed -- <input type="checkbox"/> REMOVE ^{3,4} Cross-listing (Prefix & Number): _____					
e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours ⁵ for each meeting pattern type.					
Current:	_____ Lecture	_____ Laboratory ⁵	_____ Recitation	_____ Discussion	_____ Indep. Study
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research	_____ Residency
	_____ Seminar	_____ Studio	<input checked="" type="checkbox"/> Other – Please explain:	<u>Internship</u>	

Comment [OSC1]: Excerpt from SR 3.3.0.6.2
Definition: A request may be considered a minor change if it meets one of the following criteria:
 a. change in number within the same "hundred series"
 b. editorial change in the course title or description which does not imply change in content or emphasis;
 c. a change in prerequisite(s) which does not imply change in content or emphasis or which is made necessary by the elimination or significant alteration of the prerequisite(s); d. a cross-listing of a course under conditions set forth in SR 3.3.0.E;
 e. correction of typographical errors.
 * for the specific purposes of the minor exception rule, the 600-799 courses are the same "hundred series," as long as the other minor change requirements are complied with. [RC 1/15/09]

¹ See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.
² Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
³ Signature of the chair of the cross-listing department is required on the Signature Routing Log.
⁴ Removing a cross-listing does not drop the other course – it merely unlinks the two courses.
⁵ Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

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Proposed:	<input type="checkbox"/> Lecture	<input type="checkbox"/> Laboratory	<input type="checkbox"/> Recitation	<input type="checkbox"/> Discussion	<input type="checkbox"/> Indep. Study
	<input type="checkbox"/> Clinical	<input type="checkbox"/> Colloquium	<input type="checkbox"/> Practicum	<input type="checkbox"/> Research	<input type="checkbox"/> Residency
	<input type="checkbox"/> Seminar	<input type="checkbox"/> Studio	<input checked="" type="checkbox"/> Other – Please explain: _____		
f. Current Grading System:	<input checked="" type="checkbox"/> Letter (A, B, C, etc.)		<input type="checkbox"/> Pass/Fail		
Proposed Grading System:	<input checked="" type="checkbox"/> Letter (A, B, C, etc.)		<input type="checkbox"/> Pass/Fail		
g. Current number of credit hours:	1		Proposed number of credit hours: 2		
h. Currently, is this course repeatable for additional credit?			YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
Proposed to be repeatable for additional credit?			YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
If YES:	Maximum number of credit hours: _____				
If YES:	Will this course allow multiple registrations during the same semester?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
i. Current Course Description for Bulletin:	<u>A comprehensive assessment of students' professional development and progress during the program. Open only to students in the daytime MBA track.</u>				
Proposed Course Description for Bulletin:	<u>An immersive nine week internship with a Project Connect Partner where the student will work on a new product or service project. Open only to one year MBA students.</u>				
j. Current Prerequisites, if any:	MBA 600, 601, 602, 603, 604, 605, 606, 610, 611 and 612				
Proposed Prerequisites, if any:	MBA 600 through MBA 609				
k. Current Distance Learning(DL) Status:	<input checked="" type="checkbox"/> N/A		<input type="checkbox"/> Already approved for DL*	<input type="checkbox"/> Please Add ⁶	<input type="checkbox"/> Please Drop
*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box <input type="checkbox"/>) that the proposed changes do not affect DL delivery.					
l. Current Supplementary Teaching Component, if any:	<input type="checkbox"/> Community-Based Experience		<input type="checkbox"/> Service Learning		<input type="checkbox"/> Both
Proposed Supplementary Teaching Component:	<input type="checkbox"/> Community-Based Experience		<input type="checkbox"/> Service Learning		<input type="checkbox"/> Both
3. Currently, is this course taught off campus?			YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
Proposed to be taught off campus?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
4. Are significant changes in content/teaching objectives of the course being proposed?			YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
If YES, explain and offer brief rationale:					

5. Course Relationship to Program(s).					
a. Are there other depts and/or pgms that could be affected by the proposed change?			YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
If YES, identify the depts. and/or pgms: _____					

⁶ You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.

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Signature Routing Log

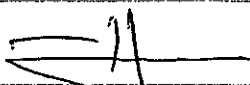

General Information:

Course Prefix and Number: MBA 640
 Proposal Contact Person Name: Mary Lee Kerr Phone: 7-1924 Email: mkerr2@uky.edu

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
MBA Policy Committee	11/24/2009	Merl Hackbart / 7-1627 / mhackbart@uky.edu	
Gatton College Faculty	2/5/2010	Merl Hackbart / 7-1627 / mhackbart@uky.edu	
		/ /	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁸
Undergraduate Council			
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

⁸ Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

University of Kentucky
Gatton College of Business and Economics
MBA 640 – Project Connect – New Product Development
2 Credits

Professor: Jim Potter
Office: 145 MBA Center
Phone: 859-257-7807
Fax: 859-323-9971
E-mail: jim.potter@uky.edu
Office Hours: By Appointment

Course Description

In our Project Connect program students are paired with a high-ranking corporate executive. Over twenty-six weeks, each executive provides that team with three projects of importance to the executive's corporation. One project involves new product development (MBA 640), another supply chain management (MBA 642) and the third is in mergers and acquisitions (MBA 644).

MBA 640 is the student's Project Connect internship in New Product Development. Students are assigned to develop or review a new product or service that is beneficial to their Project Connect company. Each student is expected to devote forty plus hours over a nine week period to this project working with the executive and his/her designates. The scope of their work will be to identify opportunities, issues, and challenges as well as research and propose solutions for their project. The project culminates with deliverables including a presentation to the executive's management team.

Learning Objectives

1. Operate successfully in a cross functional team.
2. Incorporate classroom learning into a project solution.
3. Provide individual input of project information into a team presentation.
4. Work with company contacts to manage project scope, key dates and content.
5. Create and deliver effective presentation for the company executive team.
6. Gain knowledge and confidence in how to deliver effective executive presentations.

Grading

Projects and presentations will be graded in the following manner:

Project Connect Presentation:

- * 45% Client Satisfaction – See attached form
- * 45% Faculty Evaluation – See attached form
- * 10% Peer Evaluation – See attached form

Grading Scale: A (90-100), B (80-89), C (70-79), E (below 70)

Note that it is necessary to receive a passing grade (C or better) in all course components to in order to receive a passing grade for this course. Students must also satisfactory complete all extracurricular activities designated by the MBA program to receive a passing grade in this course. Those activities include, but are not limited to , attendance at team meetings, special workshops, tours and faculty work sessions.

The group projects have been designed to foster team building and group learning. Any member of the team not contributing significantly towards the team output would have their scores lowered. A peer evaluation in combination with feedback from the instructor and client may be used to determine the contribution made by each member of the team.

Course Grade Policy

The grading policy for this course limits the percent of “As” earned to no more than 50%. A grade of “C” will be given for students whose cumulative score in the course is more than two standard deviations below the median class score. Any questions regarding an individual assignment grade must be submitted in writing two weeks of the grade being returned.

Attendance

Attendance is compulsory for all the module sessions, including guest lectures, field trips and simulations. A non-attendance without a valid excuse will result in a zero score for that specific activity. If you have to miss class, it is your responsibility to inform the instructor, turn in any assignments and find out what was covered and assigned.

Academic Integrity

The Honor Code is in effect.

**Evaluation of Project Connect Presentation
New Product Development
Company Review Form**

Presenting Group: _____

Evaluator's Name: _____

Directions: On a scale of 1 (lowest) to 5 (highest), please rate each of the following items based on the group's presentation.

- | | | | | | | | |
|----|--|---|---|---|---|---|---|
| 1. | Content | 1 | 2 | 3 | 4 | 5 | |
| | <ul style="list-style-type: none"> ▪ discussion of problem ▪ how project related to NPD ▪ discussion of methodology used ▪ relationship between analysis and recommendations | | | | | | |
| 2. | Preparation | | 1 | 2 | 3 | 4 | 5 |
| 3. | Organization | | 1 | 2 | 3 | 4 | 5 |
| | <ul style="list-style-type: none"> ▪ outline/layout of the presentation ▪ ability of audience to follow transitions | | | | | | |
| 4. | Presentation style | | 1 | 2 | 3 | 4 | 5 |
| | <ul style="list-style-type: none"> ▪ professionalism of the presentation ▪ presenters spoke clearly and held audience's attention | | | | | | |
| 5. | Interaction with Audience | | 1 | 2 | 3 | 4 | 5 |
| | <ul style="list-style-type: none"> ▪ responded to questions effectively | | | | | | |

Total Score (maximum of 25 points – add up one through five): _____

Additional Comments: Was this project beneficial to your firm?

Additional Comments: What did the team do well?

Additional Comments:

What can the team improve?

Any other thoughts and comments?

Phone: 859-257-7807

Fax: 859-323-9971

Email: jim.potter@uky.edu

**Evaluation of Project Connect Presentation
New Product Development
Faculty Review Form**

Company _____

Team _____

Grading Scale: 1= Lowest and 5= Highest

1. Preparation	1	2	3	4	5
2. Professionalism	1	2	3	4	5
3. Presentation Skills	1	2	3	4	5
4. Presentation Quality	1	2	3	4	5
* Appearance					
* Flow					
5. Questions Addressed	1	2	3	4	5

Total Score: _____

Additional Comments:

Team Members: _____

Project Connect New Product Development Peer Evaluations

Please complete the numerical evaluation below:

Ideally, each group member should contribute equally. When this happens, each member of the group contributes 100%. This is your opportunity to express how much you feel that each member contributed. In other words, if each person contributed as much as every other person you should indicate that s/he contributed 100%. If s/he contributed less than everyone else did, you may allocate a different percentage, such as 85%. If s/he only contributed half as much as everyone else, you would give that person a 50%. In the line provided below, PRINT the name of each person in your group, including yourself, in the left-hand column. In the right hand-column, indicate each person's percentage contribution to the write-up for New Product Development. Put a star (*) by your name.

NAME	PERCENT
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Now, please list each of your group members and describe how they contributed to the write-up for New Product Development. Please be as detailed as possible in your responses.