### Box 1 – Contact Information
Current Course: Subject Code: **ILS**  Course Number: **421**  Title: Organization of the Information Center  
Revised Course: Subject Code: **ILS**  Course Number: **421**  Title: Organizational Behavior in Information Centers  
Department:  Department of Information and Library Science  
Contact Person:  Dr. Elsie Okobi; Dr. Yunseon Choi  
Phone Ext.: **5709**  
Email:  okobie1@southernct.edu; choiy1@southernct.edu  
DCC Votes:  
- For: ___  
- Against: ___  
- Abstentions: ___  
Department Votes:  
- For: ___  
- Against: ___  
- Abstentions: ___

### Box 2 – Department Signatures:
DCC Chair:  
Dept. Chair:  

### Box 3 - Notification
List other departments (use dept. code) affected by this proposal and attach email/memo(s) of notification from your department. If you receive an email/memo of acknowledgment of notification from the affected department(s), please attach.

Department: ___  
Notification email/memo attached: [ ]
Department: ___  
Notification email/memo attached: [ ]
Department: ___  
Notification email/memo attached: [ ]
Department: ___  
Notification email/memo attached: [ ]

No departments are affected: [ ]

### UCF Use Only:
Date completed proposal (with all necessary attachments) received in UCF Office:  
Proposal code:  

- SCC Chair:  
- Date SCC Approved:  
- NMC Chair:  
- Date NMC Approved:  
- UWIC Chair:  
- Date UWIC Approved:  
- UCF Chair:  
- Date UCF Approved:  

### Provost Use Only
Effective Term:  Fall, Year:  
Provost or Designee:  
Date Approved:  

Date UCF Received Final Approval:  

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See Revised Course Proposal Directions or use highlighted links for directions to complete forms.  
See Key to Abbreviations as needed.
Undergraduate Curriculum Forum
Revised Course Proposal – Summary Sheet

See Revised Course Proposal Directions or use highlighted links for directions to complete forms.
See Key to Abbreviations as needed.

Current Course: (from current Undergraduate Catalog)

Subject Code: ILS Course Number: 421 Title: Organization of the Information Center
(If the title is more than 29 characters, provide Transcript Title)

Transcript Title (max 29 characters): 

Catalog Description: The structure and function of information service agencies.

Prerequisites: None Credits: 3
Contact hours per week: Lecture: 2.5 Lab: _____ Other: _____

Revised Course: If no change, enter ‘SAME’. For new course numbers, please check with the Registrar for availability.

Subject Code: ILS Course Number: SAME Title: Organizational Behavior in Information Centers
(If more than 29 characters provide Transcript Title)

Transcript Title (max 29 characters): Information Center

Catalog Description: The examination of organizational behavior in the information centers; organizational goals and structures; role of information within organizations; communication and collaboration; information technology and organizational design.

Prerequisites: SAME Credits: SAME
Contact hours per week: Lecture: SAME Lab: _____ Other: _____ Requested Course Enrollment Cap: _____
Proposed Effective Term: (Check UCF timetable for suggested dates to submit proposals.) Fall, Year: 2015

Check appropriate boxes (see directions for details):

☑ Required in Program (If the course is required in the program, a Revised Program Proposal is required.)
    ☑ A Revised Program Proposal is also being submitted.

☐ Elective in Major (a Revised Program Proposal may be required, see directions).
    ☐ If needed, a Revised Program Proposal is also being submitted.

☐ Free Elective

☐ I intend to submit this proposal to the UWIC for Liberal Education Program (LEP) approval.

☐ I intend to submit this proposal to the WACC for “W” course approval.

Rationale for proposed change(s): The purpose of this revised course is to provide students with the introduction to organizational behavior in the information centers by covering topics such as organizational goals and structures, role of information within organizations, communication and collaboration, information technology and organizational design. The previous course focused mainly library-oriented services and the title of the previous course and the revised title aims to represent the key concept to be covered in the course.

Appendices Check List: I have included the following appendices (see directions for details):

☐ Notification(s) to affected departments
Course Details, if applicable (see directions):

- Learning Objectives
- Course Outline
- Method(s) of Evaluating Students
- Bibliography

Appendices: Copy and paste or enter directly the items listed above.

Outline

Introduction to organizational behavior
Organizational goals and structures
Individual behavior and processes
  - Human behavior in organizations
  - Workplace emotions, attitudes, and stress
Role of information within organizations
Types of leaderships
  - Follower-centered approach
  - Inspirational and relational leadership
  - Leadership challenges and organizational change
Groups and Teams
  - Understanding teams in organizations
  - Improving team communication
  - Improving team decision
Communication and collaboration
  - Organizational communication
  - Collaborative communication
  - Social communication
Information technology and organizational design

Bibliography


McShane, Steven L. (2010). Inforamtion Center. University of Western Australia
Mary Ann Von Glinow, Florida International University – Miami


UNDERGRADUATE CURRICULUM FORUM
Directions for Preparing a Revised Course Proposal

All forms are to be sent via electronic submission with the exception of the signature page. See key at end of directions for all abbreviations.

Signature Sheet Directions (return to Signature Sheet form)

BOX 1
• Complete all fields. If you are requesting a new course number, verify its availability with the Registrar, telephone Ext-25301 or via email.
• Enter Department Curriculum Committee (DCC) votes and Department votes. If Department does not have a DCC, indicate this by checking “No DCC” box.

BOX 2
• Form must be signed and dated by the Department Curriculum Committee Chair, if appropriate, and the Department Chair.

BOX 3
• If this proposal has an effect on another department(s) please list the department(s).
• Your department must notify the chair(s) of the affected department(s) and you must attach copies of the notification email or memo from your department.
• While an acknowledgment of notification from the affected department(s) is not required, if you receive an acknowledgment email/memo from the affected department(s), please also attach.
• Be sure to include the email(s) or memo(s) in the appendices at the end of the summary sheet and indicate that you have done so by checking the box.
• If no other departments are affected by this proposal, check the box labeled “No Departments Are Affected.”

After completing forms:

1) Original Signature Sheet must be submitted to the UCF office (copies of the Signature Sheet will not be accepted). The Signature Sheet must be signed appropriately as described in Box 2 and sent to the UCF office, EN C 216. The proposal will not be forwarded to the School Curriculum Committee (SCC) until the Signature Sheet has been received.

2) Email the entire completed form as one attachment named RCP XXX (dept. code) XXX (course number), (e.g. RCP ANT 349) to the UCF Office at ucfoffice@southernct.edu. Include: a) Signature Sheet, b) Summary Sheet and c) Appendices.
You will be able to view your proposal on the UCF website to determine the stage of your proposal in the approval process.
Summary Sheet Directions (return to Summary Sheet form)

Original and Revised Course Information:
For both original and revised courses, enter information. If there is no change, indicate “same” in Revised Course Box. Always complete all information in Current Course Box.

- **Subject Code, Course Number** and **Title** as they appear on Signature Sheet.

- **Transcript Title** - If the Title is longer than 29 characters (including spaces), provide a 29 character Transcript Title.

- **Catalog Description** – This should be concise and consistent with the rationale and course outline. For brevity, use phrases as opposed to full sentences. Avoid restating the course title in the description. Use present tense (i.e. not what they will do in the course, but what they do in the course, for example: “Investigation of …” not “Students will investigate…”). Avoid beginning sentences using the phrase "This course covers….” Information about the major focus, objective, teaching, methodology, and learning environment may be included, if appropriate. When applicable, indicate if special fees, equipment or field studies are required.

- **Prerequisites** – Be specific. List by Subject Code and Course Number when possible (Examples: ANT 101, PSY 100, SOC 211) or if specific courses are not appropriate use descriptors such as “junior or senior status” or “6 PSC credits” etc. Avoid vague prerequisites such as “Social Science B Requirement.” Do not add “or departmental permission to the prerequisite;” this is a given for all courses. However, if a course requires departmental permission indicate, “Departmental permission.”

- Enter number of **Credits**.

- Enter number of **Contact Hours per Week** in appropriate box: Lecture, Lab, Other. Lectures, discussions, and seminars meet 1 academic hour (50 minutes) per credit per week. Laboratories and studios usually meet between 2 and 3 hours per credit per week.

- Enter the requested **Course Enrollment Cap**.

- Enter **Proposed Effective Term**. Allow sufficient time for proposal to be approved by various entities. Adhere to the Catalog Deadlines if you wish to ensure that your course will appear in the copy of the Undergraduate Catalog. Please note that if a proposal requires numerous revisions, suggested time frames might not be sufficient.

- **Check all appropriate boxes.**
  - **Required in Program** - If the course is required in the Program, a Revised Program Proposal is also required. Indicate if you are also submitted a Revised Program Proposal.
  - **Elective in Major** – If the course is an elective within the program, a Revised Program Proposal may be required (see below). Indicate if you are also submitting a Revised Program Proposal.
    - A Revised Program Proposal is required if the course will be included in a specific list; example: “select 9 credits from the following courses.”
    - A Revised Program Proposal is not needed if the program already specifies electives as part of the program, i.e. “select 9 credits from the 300-level,” and this course is a 300 level course.
  - **Free Elective** – The course may be used to satisfy a free elective in the student’s program.
Liberal Education Program approval – Check this box if this course is proposed as an LEP Tier 1, Tier 2, or Tier 3 course and is not currently so designated. This is a two part process. Following revised course approval by NMC, the proposal will be brought before the UCF body for approval and will be sent by NMC to UWIC for consideration as an LEP course. Following UWIC approval for LEP status, the proposal will be brought before the UCF body for LEP approval. The applications for course revision approval and LEP approval may be submitted simultaneously.

“W” Course approval – Check this box if this course will be proposed to fulfill the university “W” course requirement and is not currently a “W” course. This is a two part process. Following revised course approval by NMC, the proposal should be submitted to the WACC committee (via the UCF office) by utilizing the appropriate forms. The applications for course revision approval and “W” course approval may be submitted simultaneously.

Rationale – The rationale should describe the reason(s) for the proposed change(s), i.e. “previous Title outdated” or “previous description lacking detail.”

Appendices Check Box: Check all appropriate boxes to indicate the appendices that have been attached in the field provided.

Notification(s) to affected departments – See directions in Signature Sheet Box 3 above.

Acknowledgment(s) from affected departments – See directions in Signature Sheet Box 3 above.

Course Details: Please include in the appendices any of the following items related to this revised course that are needed for review of this revised course proposal. The item should be included where the changes requested would impact these items. Check all appropriate boxes to indicate the appendices that have been attached.

Learning objectives
The course learning objectives will state the skills and knowledge the students are expected to gain from this course.

Course outline
The course outline should be approximately one or two pages and should clearly support the title, description and rationale presented. The outline should indicate the topics to be covered and the approximate percentage of the course to be devoted to each major topic. A syllabus that includes the above criteria may fulfill the requirements for a course outline.

Method(s) of evaluating students
Describe and define each evaluation tool or assignment that will be used in determining a student’s grade.

Bibliography
The bibliography for a new course should include readings that were relevant for developing the course, and those that the students might use to learn more about the topic. Your bibliography must be alphabetized and presented consistently in a recognized scholarly format typical of your discipline.

Appendices: Copy and paste (or enter directly) all of the items listed above.
Key to abbreviations (return to Signature Sheet or return to Summary Sheet):

LEP – Liberal Education Program

DCC – Department Curriculum Committee

NMC – Notifications Management Committee – UCF standing committee that reviews new and revised course proposals and revised programs

SCC – School Curriculum Committee

UCF – Undergraduate Curriculum Forum

UWIC – University Wide Impact Committee – UCF standing committee that reviews courses already approved by NMC for appropriateness as fulfilling an AUR.

WACC – Writing Across Curriculum Committee – UCF standing committee that reviews courses already approved by NMC to fulfill university Writing (“W”) requirement.