

**Eastern Illinois University**  
**New Course Proposal Format**  
(Approved by CAA on 4/3/14 and CGS on 4/15/14, Effective Fall 2014)

CGS Agenda Item: 17-36  
Effective Summer 2017

**Banner/Catalog Information (Coversheet)**

1. ☒ **New Course** or ☐ **Revision of Existing Course**
2. **Course prefix and number:** ☐ MBA 5880A\_\_\_\_\_
3. **Short title:** ☐ Seminar: (content related title as appropriate)\_\_\_\_\_
4. **Long title:** ☐ Seminar in Business Administration: (content related title as appropriate)\_\_\_\_\_
5. **Hours per week:** ☐ 3\_ Class ☐ 0\_ Lab ☐ 3\_ Credit
6. **Terms:** ☐ Fall ☐ Spring ☐ Summer ☒ On demand
7. **Initial term:** ☐ Fall ☐ Spring ☒ Summer Year: ☐ 2017\_\_\_\_\_
8. **Catalog course description:** ☐ Intensive study of contemporary problems, issues, trends and developments in accounting, marketing, finance, management, operations and supply chain management, organizational theory, communication, or information systems. Course may be repeated once, with permission of the Coordinator, Graduate Business Studies, as topics change. This course is available only to students in the MBA Online program or by permission of the Coordinator, Graduate Business Studies. ☐ \_\_\_\_\_
9. **Course attributes:**  
  
General education component: ☐ N/A\_\_\_\_\_
- ☐ Cultural diversity ☐ Honors ☐ Writing centered ☐ Writing intensive ☐ Writing active
10. **Instructional delivery**  
**Type of Course:**  
  
☒ Lecture ☐ Lab ☐ Lecture/lab combined ☐ Independent study/research  
☐ Internship ☐ Performance ☐ Practicum/clinical ☐ Other, specify: \_\_\_\_\_
- Mode(s) of Delivery:**  
  
☐ Face to Face ☒ Online ☐ Study Abroad  
☐ Hybrid, specify approximate amount of on-line and face-to-face instruction\_\_\_\_\_
11. Course(s) to be deleted from the catalog once this course is approved. ☐ NONE\_\_\_\_\_
12. **Equivalent course(s):** ☐ MBA 5880\_\_\_\_\_
- a. Are students allowed to take equivalent course(s) for credit?** ☐ Yes ☒ No
13. **Prerequisite(s):** Completion of corresponding Phase I course(s) on topic being offered.
- a. Can prerequisite be taken concurrently?** ☐ Yes ☒ No
- b. Minimum grade required for the prerequisite course(s)?** ☐ C\_\_\_\_\_

c. Use Banner coding to enforce prerequisite course(s)? ☐ Yes ☒ No

d. Who may waive prerequisite(s)?

☐ No one ☐ Chair ☐ Instructor ☐ Advisor ☒ Other (specify) Coordinator,  
Graduate Business Studies

14. Co-requisite(s): ☐ NONE \_\_\_\_\_

15. Enrollment restrictions

a. Degrees, colleges, majors, levels, classes which may take the course: ☐ MBA, Graduate Students

b. Degrees, colleges, majors, levels, classes which may not take the course:  
☐ Undergraduates \_\_\_\_\_

16. Repeat status: ☒ May not be repeated ☐ May be repeated once with credit

17. Enter the limit, if any, on hours which may be applied to a major or minor: ☐ 3\_

18. Grading methods: ☒ Standard ☐ CR/NC ☐ Audit ☐ ABC/NC

19. Special grading provisions:

☐ Grade for course will not count in a student's grade point average.

☐ Grade for course will not count in hours toward graduation.

☐ Grade for course will be removed from GPA if student already has credit for or is registered in:  
\_\_\_\_\_

☐ Credit hours for course will be removed from student's hours toward graduation if student  
already has credit for or is registered in: \_\_\_\_\_

20. Additional costs to students:

Supplemental Materials or Software ☐ included in Course Fee \_\_\_\_\_

Course Fee ☐ No ☒ Yes. Explain if yes ☐ \$100 course fee for program simulations, software and  
supplemental materials that will be purchased in bulk and distributed online in the course materials

21. Community college transfer:

☐ A community college course may be judged equivalent.

☒ A community college may not be judged equivalent.

Note: Upper division credit (3000+) will not be granted for a community college course, even if the  
content is judged to be equivalent.

## **Rationale, Justifications, and Assurances (Part I)**

1. ☐ Course is required for the major(s) of \_\_\_\_\_  
☐ Course is required for the minor(s) of \_\_\_\_\_  
☐ Course is required for the certificate program(s) of \_\_\_\_\_  
☒ Course is used as an elective (two electives are required for MBA: Applied Management Option)
2. **Rationale for proposal:** This course is an elective course in the MBA Online program. The course objectives and content are the same as MBA 5880; the MBA 5xxxA courses are being added to address differential tuition rates and separate course fees that are unique to the MBA Online program courses.
3. **Justifications for (answer N/A if not applicable)**  
Similarity to other courses: Intentionally the same course, same degree program, but is needed to address administrative differences between degree program designs (online versus face-to-face)  
Prerequisites: Material in MBA level course requires knowledge of undergraduate-level material such as terminology, concepts, theories and practices that will be applied in the MBA course.  
Co-requisites: NONE  
Enrollment restrictions: Due to the specificity of the research and content examined, and the specialized MBA Online program structure, enrollment in this course will be restricted to MBA Online students or those with permission of the Coordinator, Graduate Business Studies.  
Writing active, intensive, centered: N/A
4. **General education assurances (answer N/A if not applicable)**  
General education component: N/A  
Curriculum: N/A  
Instruction: N/A  
Assessment: N/A
5. **Online/Hybrid delivery justification & assurances (answer N/A if not applicable)**  
Online or hybrid delivery justification: Offering and instructing this course through an online model allows and increases the enrollment probability of alumni and other interested students who have moved away from campus, are currently employed, or live outside the East Central Illinois area. Online delivery of this course provides the opportunity to market to these potential students through the MBA online program offered by the School of Business at EIU.

Instruction: Lectures equivalent to those from the face-to-face courses may be recorded & posted online. All faculty who will deliver this course online are/will be OCDi (or appropriate equivalent) trained.

Integrity: Students will take quizzes and exams through an online testing taking monitoring system, or they will take them at a proctored facility such as a community college in their area.

Interaction: At the discretion of the faculty, provisions and requirements would vary but generally will utilize Email, Web-Based Discussions, and Web-conferencing. Email will be utilized in addressing individual student questions/communication. The web-based discussions (via a LMS-type environment) will be used to gauge student understanding of the materials presented via web-based video delivery and to provide clarification from the instructor. Web-based conferencing will be used to provide students with the opportunity to present their work to all members of the class, receive real-time feedback in the form of questions and discussion of their presentation and interact in real time with the faculty member and classmates.

### **Model Syllabus (Part II)**

Please include the following information:

1. Course number and title: MBA 5880A Seminar in Business Administration
2. Catalog description:  
Intensive study of contemporary problems, issues, trends and developments in accounting, marketing, finance, management, operations and supply chain management, organizational theory, communication, or information systems. Course may be repeated once, with permission of the Coordinator, Graduate Business Studies, as topics change. This course is available only to students in the MBA Online program or by permission of the Coordinator, Graduate Business Studies.
3. Learning objectives: Dependent upon course subject matter
4. Course materials: Dependent upon course subject matter, will likely include standard graduate-level texts in specialized subject matter, and current journal articles

5. Weekly outline of content:

| COURSE CONTENTS                       |                         |
|---------------------------------------|-------------------------|
| TOPIC                                 | APPROXIMATE CLASS HOURS |
| Dependent upon Subject Matter         | 39.5                    |
| TOTAL (including Final Exam, 2 hours) | 39.5                    |

6. Assignments and evaluation, including weights for final course grade.

Achievement of the course objectives are likely to be measured by performance in:

- (1) class preparation based on assigned Chapter problems and in-class work, assigned case presentation and problems and team case class discussions,
- (2) case study/major reports,
- (3) the midterm examination, and
- (4) the final examination.

7. Grading scale.

90-100% - A  
80-89% - B  
70-79% - C  
60-69% - D  
Below 59% - F

8. Correlation of learning objectives to assignments and evaluation.

To be determined

**Date approved by the School of Business/Graduate Committee: 3/7/2017**  
**Date approved by the LCBAS College Curriculum Committee: 3/24/2017**  
**Date approved by the Honors Council (*if this is an honors course*): N/A**  
**Date approved by CAA: N/A CGS: 4/18/2017**