Date Submitted: 02/22/19 9:10 am

Viewing: **UNCS396 : Capstone Certificate in Foundations of Professional Development**

Last approved: 10/26/18 12:13 pm

Last edit: 03/18/19 2:04 pm

Changes proposed by: skhagen

Catalog Pages Using this Program

Foundations of Professional Development, Capstone Certificate

Name of the school or college academic planner who you consulted with on this proposal.

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Jake Blanchard - EGR</td>
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</tbody>
</table>

In Workflow

1. ENGINEERG Dept. Approver
2. EGR College Admin Reviewer
3. EGR College Approver
4. APIR Admin
5. GFEC Approver
6. UAPC Approver
7. APIR Admin
8. Registrar

Approval Path

1. 02/26/19 11:21 am  
   James P Blanchard (jpblanch):  
   Approved for ENGINEERG Dept. Approver
2. 02/26/19 11:30 am  
   Sara K Hagen (skhagen):  
   Approved for EGR College Admin Reviewer
3. 02/26/19 11:37 am  
   Sara K Hagen (skhagen):  
   Approved for EGR College Approver
4. 03/18/19 2:08 pm  
   Nicole Wiessinger (wiessinger):  
   Approved for APIR Admin
Proposal Abstract/Summary:

Change of academic/administrative home for certificate from Engineering Professional Development to College of Engineering

If approved, what term should the proposed change be effective?
   Fall 2019 (1202)

Select yes if this proposal is only to add, remove, or rearrange curricular requirements, and will change less than 50% of the curriculum.
   No

**Basic Information**

Program State: Active
Type of Program: Capstone Certificate (Special only)
Who is the audience? Special
Home Department: College of Engineering (ENGINEERG) EGR-P-D
School/College: College of Engineering

The program will be governed by the home department/academic unit as specified. Will an additional coordinating or oversight committee be established for the program?

No

Is this in the Graduate School? Yes
SIS Code: UNCS396
SIS Description: Fndtns of Prof Develop CAP

Transcript Title: Capstone Certificate in Foundations of Professional Development

Roles by Responsibility: List one person for each role in the drop down list. Use the green + to create additional boxes.

List the departments that have a vested interest in this proposal.

Are all program reviews in the home academic unit up to date? Yes
Are all assessment plans in the home academic unit up to date? Yes
Are all assessment reports in the home academic unit up to date? Yes

Mode of Delivery:
Distance Education (100% online)

Provide information on how any lab courses required for the degree will be handled.

Will this program be part of a consortial or collaborative arrangement with another college or university? No
Will instruction take place at a location geographically separate from UW-Madison? No
Will this program have outside accreditation? No
Will graduates of this program seek licensure or certification after graduation? No

Year of three year check-in to GFEC (3 years after first student enrollment): 

Year of first program review (5 years after first student enrollment):

If this proposal is approved, describe the implementation plan and timeline.

Rationale and Justifications
What is the rationale for this change?

**The department Engineering Professional Development is dissolving, which means this certificate needs a new academic home in the College. migration cleanup**

What evidence do you have that these changes will have the desired impact?

**This is a required administrative change.**

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**Faculty and Staff Resources**

Confirm that the program advisor(s) or coordinator(s) have been consulted and reviewed this proposal.

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**Resources, Budget, and Finance**

Is this a revenue program? Yes

What is the tuition structure for this program?

  Online/Distance per-credit tuition

Select a tuition increment:

  $1,300/credit

What is the rationale for selecting this tuition increment?

Will segregated fees be charged? Yes

If segregated fees will not be charged, please explain.

Provide an overview of plans for funding the program including but not limited to program administration, instructional/curricular delivery, technology needs and program assessment.
Given considerations associated with the proposed change, describe the academic unit's fiscal capacity to support the instructional and curricular requirements, academic and career advising, student support services, technology needs, and relevant assessment of student learning and program review requirements. Is there sufficient capacity in the curricular and academic support services to meet the additional workload? For research graduate programs, include information on how the program will be administered and how student funding will be handled. For undergraduate programs, include information on academic advising, career advising, student support services.

Does the program or change require substantial new resources other than those just described? Describe the needs. Confirm that the dean is committed to providing the resources.

Will you be seeking federal financial aid eligibility for this Capstone program? Yes

Capstone program students are eligible for federal financial aid (usually loans) if they participate in Gainful Employment (GE) requirements, that is, prepare students for employment in a recognized occupation. For information about gainful employment requirements see: https://studentaid.ed.gov/sa/about/data-center/school/ge

Identify the SOC codes most closely associated with the occupational preparation the Capstone provides.

What program-specific financial aid, if any, is available for this program?

What is time period that this program is designed to be completed in by the typical student?

Gainful Employment requirements come with the need to track employment of graduates and provide additional reports – does the program have the capacity to complete these requirements?

Curriculum and Requirements

If you are proposing a change to the curriculum, what percentage of the curriculum is changing? No change

Guide Admissions/How to Get In tab
ADMISSION

Applicants must possess a baccalaureate degree. Applications are accepted on a rolling schedule. Students may begin the program at the start of any term (fall, spring, or summer). Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students, including capstone certificate students. However, the department offering the capstone certificate program makes the final admission decision upon review of all applicant materials.

Admission requirements for the Capstone Certificate Foundations of Professional Development program are:

- Hold bachelor’s degree or equivalent credential from an accredited college or university.
- A minimum undergraduate grade-point average (GPA) of 3.00 on the equivalent of the last 60 semester hours (approximately two years of work) or a master’s degree with a minimum cumulative GPA of 3.00. Applicants from an international institution must have a strong academic performance comparable to a 3.00 for an undergraduate or master’s degree.
- Applicants whose native language is not English must provide scores from the Test of English as a Foreign Language (TOEFL). The minimum acceptable score on the TOEFL is 580 on the written version, 243 on the computer version, or 92 on the Internet version.

Exceptions to standard admission requirements are considered by the admissions committee on an individual basis.

Application steps

1. Communicate Intent to Apply to the program: Send an email to the chair of the admissions committee, shainah.greene@wisc.edu, and state an intent to apply to the certificate. Attach an unofficial transcript that shows cumulative GPA and bachelor’s degree received.
2. Submit an online application for admission as a University Special student, selecting UNCS Capstone Certificate and the program: Foundations of Professional Development. This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.
3. Arrange to have transcripts of all previous educational institutions and a letter of recommendation sent directly to the chair of the admissions committee for the capstone certificate program: Attn: Shainah Greene, 432 North Lake Street, Room 701, Madison, WI 53706.
   - Note: Transcripts should be sent directly by the educational institution to the program.
   - The letter of recommendation should be from an employer or colleague. Use the Download Recommendation Form, which should be sent by email directly by your recommender to the chair of the admissions committee, shainah.greene@wisc.edu.
4. After all of application materials have been received, the admissions committee chair contacts applicants for a phone interview. After the interview, the complete application will be presented to the Admissions Committee for evaluation at its next scheduled meeting.

Final admissions decision

Admission decisions are made in the order completed applications are received. The committee will make one of the following decisions:
- Recommend admission
- Defer consideration until the regular consideration review meeting.
- Decline further consideration of your application.

After a decision is made, the admissions committee chair will contact applicants by email to inform them of the
decision and to schedule a time to discuss the decision and any next steps. The ACSSS is also notified of the final admission decision and completes the formal process for UW–Madison admissions.

**ENROLLMENT**

Admitted students receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with general enrollment information. The Foundations in Professional Development program will send an email to admitted students with specific information pertaining to enrollment in courses and completion of the capstone program. Additional detail is provided on the [ACSSS enrollment page](https://next-guide.wisc.edu/programadmin/).

Are international students permitted to enroll in this program? No

Those who are not familiar with using the html editor fields may upload a document with information about the curriculum for use by those who will format and edit the content that will appear in the Guide.

Guide Requirements tab

Must have a minimum GPA of 2.000

Certificate requires 9 credits

<table>
<thead>
<tr>
<th>Course List</th>
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<tbody>
<tr>
<td>Code</td>
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**Personal Development**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E P D 700</strong></td>
<td>Connected Learning Essentials</td>
<td>1</td>
</tr>
<tr>
<td><strong>E P D 701</strong></td>
<td>Writing for Professionals</td>
<td>1</td>
</tr>
<tr>
<td>or <strong>E P D 702</strong></td>
<td>Professional Presentations</td>
<td></td>
</tr>
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</table>

**Team Development**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E P D/GEN BUS/M H R 783</strong></td>
<td>Leading Teams</td>
<td>1</td>
</tr>
<tr>
<td><strong>E P D 706</strong></td>
<td>Change Management</td>
<td>1</td>
</tr>
<tr>
<td>or <strong>E P D/GEN BUS/OTM 784</strong></td>
<td>Project Management Essentials</td>
<td></td>
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**Organizational Development**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>E P D 704</strong></td>
<td>Organizational Communication and Problem Solving</td>
<td>1</td>
</tr>
<tr>
<td><strong>E P D 712</strong></td>
<td>Ethics for Professionals</td>
<td>1</td>
</tr>
<tr>
<td>or <strong>E P D 713</strong></td>
<td>Key Legal Concepts for Professionals</td>
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</tbody>
</table>

**Additional Core Courses**

Select three courses from this list that have NOT already been taken:

<table>
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<tr>
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<th>Title</th>
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</thead>
<tbody>
<tr>
<td><strong>E P D 701</strong></td>
<td>Writing for Professionals</td>
<td></td>
</tr>
<tr>
<td><strong>E P D 702</strong></td>
<td>Professional Presentations</td>
<td></td>
</tr>
<tr>
<td><strong>E P D/L I S 703</strong></td>
<td>Managing Digital Information</td>
<td></td>
</tr>
</tbody>
</table>
List the program learning outcomes.

<table>
<thead>
<tr>
<th></th>
<th>Outcomes – enter one learning outcome per box. Use the green + to create additional boxes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Strategically manage complex information and projects in a digital environment.</td>
</tr>
<tr>
<td>2</td>
<td>Select and successfully apply effective communication strategies in the workplace.</td>
</tr>
<tr>
<td>3</td>
<td>Employ proven methods to effectively and ethically work across disciplinary and organizational boundaries.</td>
</tr>
</tbody>
</table>
Recognize and analyze trends within your discipline and workplace.

Summarize the assessment plan.

Approved Assessment Plan:

**Commitments**

All required courses are approved through the school/college level.

Yes

Courses are offered on a regular basis to allow timely completion.

Yes

Courses have enrollment capacity.

Yes

Courses in the curriculum are numbered 300 or higher.

Yes

Courses in which a student elects the pass/fail option will not count toward completion of requirements.

Yes

Special topics courses are only used if all topics count for the certificate.

Yes

All requirements must be met; exceptions that amount to waiving requirements are not permitted.

Yes

Course substitutions to the curriculum should be kept to a minimum; if substitutions are being made on a regular basis, the curriculum should be re-examined. When course substitutions are made, the substituted course should be formally added to the curriculum through governance for inclusion in the curriculum the following academic year.
Yes

Substitutions are not permitted for any course unless the substitution would be provided for every student with the same substitution request.

Yes

All of the Capstone certificate credits must be earned “in residence” (which includes on campus and distance-delivered courses) at UW-Madison while enrolled in the Capstone certificate program. Because a Capstone certificate is comprised of just a few courses, it is not appropriate for students who already have completed the same or similar coursework at UW-Madison or another institution.

Yes

Students must earn a minimum grade of C on all attempted Capstone certificate coursework.

Yes

The program faculty/staff will ensure the program is encoded into DARS and will work with the Registrar’s Office DARS liaison to keep approved revisions to the curriculum current.

Yes

All students will be declared into the appropriate plan code in SIS via either an admission process or e-declaration. If the student does not have the plan code on their student record in SIS the student is not considered to be in the program.

Yes

The program faculty/staff will ensure the program website, Advance Your Career materials if applicable, and other presentations are consistent with the Guide information for this program.

Yes

Degree-seeking students may not be concurrently enrolled in a Capstone certificate program.

Yes

Students enrolled in Capstone certificate programs are NOT eligible for teaching assistant (TA), research assistant (RA), project assistant (PA) nor graduate fellowship support. Programs must disclose this program policy to Capstone certificate students in the recommendation of admission letter, program website, program handbook, and program orientation.
To be eligible for admission to a Capstone program, a student must hold an earned bachelor’s degree or equivalent credential from an accredited college or university.

Yes

Supporting Information

List name and department of those who are in support of this proposal.

If those supporting the proposal provided a letter or email of support upload here. A letter is NOT required. Upload any other explanatory information about support from other UW-Madison units.

Additional Information:

Approvals

Department Approval - This proposal has been approved by the faculty at the department/academic unit level. The program faculty confirm that the unit has the capacity and resources (financial, physical, instructional, and administrative) to meet the responsibilities associated with offering the program, including offering the necessary courses, advising students, maintaining accurate information about the program in the Guide and elsewhere, conducting student learning assessment and program review, and otherwise attend to all responsibilities related to offering this program.

Enter any notes about approval here:

DEPD Faculty approved the transition of DEPD as an academic department on 12/20/2018.

Entered by: Sara Hagen
Date entered: 02/26/2019

School/College Approval - This proposal has been approved at the school/college level and it is submitted with the Dean’s support. The Dean and program faculty confirm that the unit has the capacity and resources (financial, physical, instructional, and administrative) to meet the responsibilities associated with offering the program, including offering the necessary courses, advising students, maintaining accurate information about the program in the Guide and elsewhere, conducting student learning assessment and program review, and otherwise attend to all responsibilities related to offering this program.

Enter any notes about approval here:

APC approved the transition of DEPD to an office on 2/20/2019

Entered by and date: Sara Hagen
Date entered: 02/26/2019
GFEC Approval - This proposal has been approved by the Graduate Faculty Executive Committee and the Dean of the Graduate School.

Enter any notes about the approval here:

Entered by:
Date entered:

UAPC Approval - This proposal has been approved by the University Academic Planning Council and the Provost.

Enter any notes about approval here:

Entered by:
Date entered:

For Administrative Use

Admin Notes:

Guide URL:

Effective date:

Career: Special Student

SIS Program Code: UNCS

SIS Short Description: Prof Dev

Other plan codes associated with this program:

Degree: CRT

Field of Study: Physical Science

Program Length: 1

National Student Clearing House Post Baccalaureate certificate
Classification:  
Plan Group: 396  
Award Category: Capstone  
Enrollment Category: 800  
CIP Code: 14.9999 - Engineering, Other.  
UWSTEM: Yes  
HEALTH: Educational Innovation Program: Plan is  
Distance Education Program: Plan is  
Non Traditional Program: Plan is  
Special Plan Type: The entire plan is a Non-pooled plan  
CDR certificate category: Postbaccalaureate certificate  

Reviewer Comments  
Nicole Wiessinger (wiessinger) (03/18/19 2:04 pm): Edited effective date from Spring 2020 to Fall 2019 per conversation with Sara Hagen 3/18/2019.