

OCT - 748 - Professional Service Management

2 Graduate Course Create 2020-21

I. Course Information

The faculty member originating this proposal is to complete sections I,II, III, and IV.

TURN ON help text before starting this proposal by clicking  in the top right corner of the heading.

You will need to turn on help text again after any actions that refresh the page including after saving proposals, importing information, or running impact reports.

FILL IN ONLY fields required marked with an *. You will not be able to launch the proposal without completing the required fields.

Department* Brain Health	
Prefix:* OCT	Number:* 748
Is a new Prefix being suggested? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Suggested Prefix	
Long Course Name:*	Professional Service Management
Short Course Name*	Professional Service Mgmt

Tips

avoid the use of the words *student*, *course*, and *covers*
 incomplete sentences are ok
 avoid repeating the course title
 (50 words max)

Catalog Description*	Management theories and practices that are applicable to occupational therapy: management theory and practice, application in health care systems, analysis of management styles, consultation, quality improvement, and supervision concepts.
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First Term Course Offered*

Fall 2021

Explanation for Course Create*

This proposed course will be offered for the first time in the fall term of 2021 as part of the entry-level occupational therapy doctorate (OTD) program which starts in summer of 2020.

Are you adding a Service-Learning designation to this course?*

Yes No

If the Service-Learning designation is being added to this course:

A syllabus in Word or PDF format must accompany this form.

Graduate syllabi must meet the minimum criteria as required by the Provost's office (See Semester Memo under Executive Vice President and Provost Policies and Forms www.unlv.edu/policies). Graduate courses that are linked to undergraduate courses (300/500 and 400/600 level joint courses) must clearly state in the syllabus how the class experience and expectations are different for graduate students, what additional requirements students enrolled in the graduate level course must fulfill, and how the grading scale will be applied to graduate students.

Please attach a current syllabus by navigating to the Proposal Toolbox and clicking  in the top right corner.

Information about Service-Learning is available [here](#). Faculty can visit the [faculty Service-Learning page](#) as well as the [UNLV Guide for Service Learning](#) for additional information.

If adding Service-Learning designation, syllabus is attached

Attached

II. Catalog Information

Will this be an experimental (x) course?*

Yes No

Has this course number been used previously as an Experimental (X) course?

Yes No

If yes, X-Course Prefix

X-Course Code

Program(s) impacted by this new course* OTD program.

Substantive changes will necessitate a Program Change form be submitted.

Detail the changes to the program catalog entry required due to the creation of this course.* This new course is being offered for the first time in the fall term of 2021 as part of the entry-level OTD program which starts in the summer of 2020.

Fixed/Variable Credits* Fixed Variable

If fixed, enter number of credits. If variable, enter minimum and maximum credits (E.g., 1-3)

Number of Credits 2

Course is Repeatable* Yes No

If yes, the maximum number of credits that may be earned is

Grading System* Letter Grade
 S/U
 S/F
 Thesis/Dissertation

Is this a Special Topics course?* Yes No

Sub-topic(s)

Are topics repeatable? Yes No

If yes, number of credits

Prerequisites Admission to the OTD program and successful completion of all previously taken courses in the OTD curriculum (OCT 720-741).

Corequisites None

Does this course have any non-credit components? Yes No

If yes, indicate component(s) Clinical
 Discussion
 Field Studies

- Independent Study
- Internship
- Laboratory
- Lecture
- Practicum
- Research
- Seminar
- Supervision
- Thesis Research

Will this course be listed as the 'same as' another course?* Yes No

If yes, list the course

- Indicate the instructional modes that should be available for scheduling***
- In Person Supplemental Web
 - Field Study
 - Hybrid
 - Independent Study
 - In Person
 - Television
 - Web-based
 - Web-based w/ on/off campus meeting

III. Evaluation of Library Resources

A. This section is completed by the faculty member originating this proposal—indicate library resources that will be needed to support this course

Will this course creation require changes to library resources?* Yes No

- Please indicate library resources that will be needed to support students taking this course***
- Core journals
 - Core books (not required texts)
 - Electronic resources (e.g., databases, videos, media, etc.)

Critically needed journals for this subject area: American Journal of Occupational Therapy Journal of Occupational Therapy Education Open Journal of Occupational Therapy Occupational Therapy in Mental Health Occupational Therapy International Annals of Occupational Therapy International OTJR: Occupation, Participation & Health Australian Occupational Therapy Journal British Journal of Occupational Therapy Canadian Journal of Occupational Therapy Occupational Therapy in Health Care Physical and Occupational Therapy in Pediatrics Physical and Occupational Therapy in

**Core books
needed:**

**Electronic
Resources:** CINAHL

3. LAUNCH proposal by clicking  in the top left corner.

4. Finish the launch of your proposal by clicking the icon  located in the Proposal Toolbox on left side at top. Make your decision, comment is optional, and click on "Make decision".

You can check the status of the proposal by clicking  in Proposal Toolbox to verify that the proposal has gone to the next step.

B. This section is completed by the librarian.

**Level of support
the Library can
provide**


Library Comments

IV. Syllabus

A syllabus in Word or PDF format must accompany this form.

Graduate syllabi must meet the minimum criteria as required by the Provost's office (See Semester Memo under Executive Vice President and Provost Policies and Forms www.unlv.edu/policies). Graduate courses that are linked to undergraduate courses (300/500 and 400/600 level joint courses) must clearly state in the syllabus how the class experience and expectations are different for graduate students, what additional requirements students enrolled in the graduate level course must fulfill, and how the grading scale will be applied to graduate students.

Attachments List


Please attach any required files by navigating to the Proposal Toolbox and clicking  in the top right corner.


Attached syllabus* Attached

V. Department Vote Information

Note: This section is to be filled out by the Department Chair on behalf of the committee.

(The role has been assigned to the corresponding person on this step. If incorrect, please notify GradCurriculum@unlv.edu)

1. Review the proposal. Discuss and make appropriate revisions.
2. Fill in vote information.
3. Then go to the proposal toolbox at the top right side. Click on  and select the corresponding decision for the committee. This will enable the proposal to go to the next person on the workflow.

You can check the status of the proposal by clicking  in Proposal Toolbox to verify that the proposal has gone to the next step.

Date faculty voted on proposal 8/21/19


Result of vote (Number of yes/no/abstention votes) 5/0/0

Manner of vote (online, in-person, etc.) in-person

VI. Unit Vote Information

Note: This section is to be filled out by the College Committee Chair on behalf of the committee.

(The role has been assigned to the corresponding person on this step. If incorrect, please notify GradCurriculum@unlv.edu)

1. Review the proposal. Discuss and make appropriate revisions.
2. Fill in vote information.
3. Then go to the proposal toolbox at the top right side. Click on  and select the corresponding decision for the committee. This will enable the proposal to go to the next person on the workflow.

You can check the status of the proposal by clicking  in Proposal Toolbox to verify that the proposal has gone to the next step.

Date faculty voted on proposal 10/28/19

Result of vote (Number of yes/no/abstention votes) 3-0-0

Manner of vote (online, in-person, etc.) pers.

VIII. Processing Notes (Graduate College/Registrar Use Only)

PS Processing Notes	
PS Processing Date	Initials
Aalog Processing Notes	
Aalog Processing Date	Initials