**DIPLOMA PROPOSAL**

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| **INSTRUCTIONS** |
| Please completely fill out each section of this form. Note, the proposed diploma should not be longer than one semester. If you would like to the proposal to extend beyond the one semester, approval is required from the Dean’s Office.  **Please email your final proposal to** [**Robert.Craig@nyu.edu**](mailto:Robert.Craig@nyu.edu) |

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| **GENERAL INFORMATION** |
| **Academic Department:** Division of Programs in Business |
| **Academic Representative:** Robert Craig |
| **Diploma Title:** |
| **Diploma Level:** **☐** Basic | **☐** Professional | **☐** Advanced |
| **Semester:** |
| **Potential Diploma Program Developer(s):** |

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| **DIPLOMA PROGRAM INFORMATION** |
| **List 3-5 jobs associated with this diploma:** |
| **List 3-5 job skills associated with this diploma:** |
| **List 4-5 key topics that will be addressed through this diploma program:** |
| **Provide a student-facing description for this diploma program. Please include data (e.g. Labor Insights, BLS, etc.) on the impact of this diploma. (250 words):** |
| **Provide 4-5 learning objectives for this diploma program:**  *Upon successful completion of this diploma, students will be able to:* |
| **Will you need additional admissions criteria? ☐ Yes | ☐ No**  If yes, please describe. (100 words) |
| **Please describe any prerequisites (e.g. work/educational experience). (100 words):** |
| **Diploma Format (*check one only*):** ☐ In-Person | **☐** Asynchronous | **☐** Synchronous | **☐** Blended |**☐** Hybrid |
| **Please provide a rationale for the format of this diploma program:** |

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| **DIPLOMA WORK PRODUCT DETAILS** |
| **Please describe in detail the work product that students will produce and present to complete this diploma:** |
| **Which Diploma learning objectives does the work product address?** |
| **By what criteria will the work product be evaluated? Please describe the rubric in detail:** |
| **Describe how the work product will be validated by industry standards. Provide data to support the validation (e.g. skills listed with Labor Insights, direct industry input: 3-6 industry professionals and their affiliations describing specific needs):** |
| **How will the work product be delivered by students (ex: written paper and oral presentation as a final project of the last course).:** |

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| **COURSE INFORMATION** |
| In the tables below, please provide information for each course in the proposed sequence. As you envision your courses and course structure, please note the following: |

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| **1ST COURSE** |
| **Course Title:** |
| **Format (select one):** ☐ In-Person | **☐** Asynchronous | **☐** Synchronous | **☐** Blended |**☐** Hybrid |
| **Contact Hours:** |
| **Course developer:** |
| **Description:** |
| **Learning Objectives:**  *Upon successful completion of this course, students will be able to:* |

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| **2ND COURSE** |
| **Course Title:** |
| **Format (select one):** ☐ In-Person | **☐** Asynchronous | **☐** Synchronous | **☐** Blended |**☐** Hybrid |
| **Contact Hours:** |
| **Course developer:** |
| **Description:** |
| **Learning Objectives:**  *Upon successful completion of this course, students will be able to:* |

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| **3rd COURSE** |
| **Course Title:** **Essential Skills for Human Resource Management** |
| **Format (select one):** ☐ In-Person | **☐** Asynchronous | **☐** Synchronous | **☐** Blended |**☐** Hybrid |
| **Contact Hours:** |
| **Course developer:** |
| **Description:** |
| **Learning Objectives:**  *Upon successful completion of this course, students will be able to:* |

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| **4th COURSE** |
| **Course Title:** |
| **Format (select one):** ☐ In-Person | **☐** Asynchronous | **☐** Synchronous | **☐** Blended |**☐** Hybrid |
| **Contact Hours:** |
| **Course developer:** |
| **Description:** |
| **Learning Objectives:**  *Upon successful completion of this course, students will be able to:* |

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| **Additional Comments?** |
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