CBM003 ADD/CHANGE FORM

☑ Undergraduate Council
☐ New Course ☒ Course Change

Core Category: _____  Effective Fall 2011

Graduate/Professional Studies Council
☐ New Course ☐ Course Change

Effective Fall _____

1. Department: HDCS  College: TECH

2. Faculty Contact Person: Holly M. Hutchins  Telephone: 3-4059  Email: hmhutchins@uh.edu

3. Course Information on New/Revised course:
   - Instructional Area / Course Number / Long Course Title:
     HRD / 3310 / Introduction to Career Development and Planning
   - Instructional Area / Course Number / Short Course Title (30 characters max.)
     HRD / 3310 / INTRO TO CAREER DEVELOPMENT
   - SCH: 3.00  Level: JR  CIP Code: 52.1005  Lect Hrs: 3  Lab Hrs: 0

4. Justification for adding/changing course: To more accurately reflect course content/level

5. Was the proposed/revised course previously offered as a special topics course? ☐ Yes ☒ No
   If Yes, please complete:
   - Instructional Area / Course Number / Long Course Title:
     _____ / _____ / _____
   - Course ID: _____  Effective Date (currently active row): _____

6. Authorized Degree Program(s): B.S. Human Resource Development
   - Does this course affect major/minor requirements in the College/Department? ☒ Yes ☐ No
   - Does this course affect major/minor requirements in other Colleges/Departments? ☐ Yes ☒ No
   - Can the course be repeated for credit? ☐ Yes ☒ No (if yes, include in course description)

7. Grade Option: Letter (A, B, C, ...)  Instruction Type: lecture ONLY  (Note: Lect/Lab info. must match item 3, above.)

8. If this form involves a change to an existing course, please obtain the following information from the course inventory: Instructional Area / Course Number / Long Course Title
   TRDE / 3310 / Introduction to Career Development and Planning
   - Course ID: 45601  Effective Date (currently active row): 8252008

9. Proposed Catalog Description: (If there are no prerequisites, type in "none".)
   Cr: 3. (3-0). Prerequisites: Junior standing or consent of instructor. Description (30 words max.):
   Processes needed to facilitate career development and planning for individual fulfillment and workforce enhancement.

10. Dean’s Signature: _____________________________  Date: ____________

    Print/Type Name: Fred Lewallen, Associate Dean for Academic Affairs

- September 16, 2009 update -