CBM003 ADD/CHANGE FORM

Undergraduate Council  □ New Course  □ Course Change
Core Category: ______  Effective Fall 2011

or

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: hnhutchins@uh.edu

3. Course Information on New/Revised course:
   - Instructional Area / Course Number / Long Course Title:
     HRD / 4340 / Introduction to Training and Development
   - Instructional Area / Course Number / Short Course Title (30 characters max.)
     HRD / 4340 / INTRO TO TRAIN & DEVELOPMENT
   - SCH: 3.00  Level: SR  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 / 4340 / Introduction to Training and Development
   - Course ID: 44416  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.):
   Overview of strategic training and development in organizations. Course will include a review of the
   instructional development and design model, and the role of training in employee development and career
   development.

10. Dean's Signature: __________________________  Date: 10/1/10

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

- September 16, 2009 update -