CBM003 ADD/CHANGE FORM

☑ Undergraduate Council  or  Graduate/Professional Studies Council
☐ New Course  ☑ Course Change

Core Category:  ______  Effective Fall 2011

1. Department: COMM  College: CLASS

2. Faculty Contact Person: Julie B. Fix  Telephone: 3-3728  Email: jbfix@central.uh.edu

3. Course Information on New/Revised course:
   - Instructional Area / Course Number / Long Course Title:
     COMM / 3314 / Intermediate Writing and Reporting
   - Instructional Area / Course Number / Short Course Title (30 characters max.)
     COMM / 3314 / INTERMEDIATE REPORTING
   - SCH: 3.00  Level: JR  CIP Code: 09.0401.00 01  Lect Hrs: 2  Lab Hrs: 3

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.A.
   - 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 laboratory  (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
   COMM / 3314 / Intermediate Writing and Reporting
   - Course ID: 16384  Effective Date (currently active row): 08/22/2001

9. Proposed Catalog Description: (If there are no prerequisites, type in "none").
   Cr: 3. (2-3). Prerequisites: C+ or better in COMM 3311. Description (30 words max.):
   Gathering and writing news with emphasis on publishing in the student newspaper.

10. Dean's Signature: _______________________________________________ Date: __________

    Print/Type Name: Sarah Fishman