

UC 11004 10F

CBM003 ADD/CHANGE FORM

APPROVED DEC 08 2010

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: 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

RECEIVED OCT 15 2010

4. Justification for adding/changing course: To more accurately reflect course content/level (rubric chg.)
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: 10/14/10

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