CBM003 ADD/CHANGE FORM

Undergraduate Council

New Course  □ Course Change

Core Category:  NONE  Effective Fall 2010

or

Graduate/Professional Studies Council

□ New Course  □ Course Change

Effective Fall  □ RECEIVED  SEP 2 9 2009

1. Department: COMM  College: CLASS

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

3. Course Information on New/Revised course:
   • Instructional Area / Course Number / Long Course Title:
     COMM / 3319 / Preproduction Management
   • Instructional Area / Course Number / Short Course Title (30 characters max.)
     COMM / 3319 / PREPRODUCTION MANAGEMENT
   • SCH: 3.00  Level: IR  CIP Code: 09.0702.00 01  Lect Hrs: 3  Lab Hrs: 0

4. Justification for adding/changing course: Successfully taught as a selected topics course

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:
     COMM / 4397 / Preproduction Management
   • Course ID: 16602  Effective Date (currently active row): 20083

6. Authorized Degree Program(s): BA: COMM - Media Production
   • 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
   ___ / ___ / ___
   • Course ID: ___  Effective Date (currently active row): ___

9. Proposed Catalog Description: (If there are no prerequisites, type in "none").
   Cr: 3. (3-0). Prerequisites: COMM 2320. Description (30 words max.): Introduction to principles of film and video preproduction and production management, including techniques of script breakdown, scheduling, budgeting and producing of professional productions and student projects.

10. Dean’s Signature: ___________________________  Date: 09/28/09
    Print/Type Name: Dr. Sarah Fishman