CBM003 ADD/CHANGE FORM

☐ Undergraduate Council  or  Graduate/Professional Studies Council
☐ New Course  ☒ Course Change
Core Category: NONE  Effective Fall 2010
Effective Fall  RECEIVED SEP 29 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 / 3369 / Public Relations Writing
   • Instructional Area / Course Number / Short Course Title (30 characters max.)
     COMM / 3369 / PUBLIC RELATIONS WRITING
   • SCH: 3.00  Level: JR  CIP Code: 09.0902.00 01  Lect Hrs: 3  Lab Hrs: 0

4. Justification for adding/changing course: To reflect change in prerequisite 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:
     ___ / ___ / ___
   • Course ID: _____  Effective Date (currently active row): _____

6. Authorized Degree Program(s): BA:COMM - Public Relations, Advertising
   • 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
   COMM / 3369 / Public Relations Writing
   • Course ID: 16462  Effective Date (currently active row): 20063

9. Proposed Catalog Description: (If there are no prerequisites, type in "none").
   Cr: 3. 3(0).  Prerequisites: at least a C in COMM 2310.  Description (30 words max.): Preparing
   memoranda, releases, reports, publicity features, public service announcements, speeches, and other
   specialized writing.

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

- Created on 9/8/2009 3:07:00 PM -