

Course Change Request

Indiana University

Southeast Campus

Check Appropriate Boxes: Undergraduate credit [x] Graduate credit [ ] Professional credit [ ]

1. School/Division Social Sciences
2. Academic Subject Code Jour
3. Current Course Number J307
4. Current Credit Hours 2
5. Current Title Media Career Planning
6. Effective Semester/Year for changes listed below: Spring 2010
7. Instructor: Allman/St. Clair

Type of Change Requested (Check appropriate boxes and indicate changes)

8. Change course number to: (must be cleared with University Enrollment Services)
9. Current course title:
Change to:
Recommended abbreviation (optional) (Limited to 32 Characters including spaces)

10. Current credit hours fixed at: 2 or variable from: to
Change to credit hours fixed at: or variable from: 1 to 2

11. Current lecture contact hours fixed at: or variable from: to
Change to lecture contact hours fixed at: or variable from: to

12. Current non-lecture contact hours fixed at: or variable from: to
Change to non-lecture contact hours fixed at: or variable from: to

13. Is this course currently graded with S-F (only) grades? Yes No
Change to S-F (only) grading? Yes No

14. Does this course presently have variable title approval? Yes No
Is variable title approval being requested? Yes No

15. Is this course being discontinued? For all campuses or for this campus only

16. Current course description Prepare for job or internship searches. Polish your resume and portfolio. Learn how to write impressive cover letters. Practice interview skills. Understand how to articulate your abilities and experiences to market yourself to potential employers. Learn how to use campus resources and to network. Prepare a career action plan.

Change course description to (not to exceed 50 words) This course is designed to help students prepare for job or internship searches. Students will learn how to market themselves to potential employers and to prepare a career action plan.

17. Justification for change One-credit hour course better fits our total credit hour requirement. (Use additional paper if necessary)

18. Are the necessary reading materials currently available in the appropriate library? Yes

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of this course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: [Signature] Date 9/9/09
Department Chairman/Division Director

Approved by: [Signature] Date 9/9/09
Dean

Date
Dean of Graduate School (when required)

Date
Chancellor/Vice-President

Date
University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.