



**SOUTH DAKOTA BOARD OF REGENTS**  
**ACADEMIC AFFAIRS FORMS**  
 Authority to Offer an Existing Course

<u>USD</u>	<u>Arts &amp; Sciences/English</u>
<b>Institution</b>	<b>Division/Department</b>
<u>Elizabeth M. Freeburg</u>	<u>9/11/2017</u>
<b>Institutional Approval Signature</b>	<b>Date</b>

**1. Is this a request to offer an existing common course or an existing unique course (approval will change course status from unique to common)?**

- Common Course
- Unique Course

**2. Provide the complete description as it appears in the system database including pre-requisites and co-requisites.**

Prefix & No.	Course Title	Credits
ENGL 379	Technical Communication	3

Course Description
This writing intensive course provides instruction and practice in communicating effectively in technical and professional situations. Students can expect to write and deliver both informal and formal reports, proposals, and other professional documents, using standard and electronic formats and effective, concise, and ethical written and spoken English. Students will develop skills in document design and information literacy while analyzing workplace audiences (including global audiences) and writing collaboratively.

Prefix & No.	Course Title	Pre-req	Co-req
ENGL 201	Composition II	Yes	No

**3. Universities currently offering this course (place an "X" in the appropriate boxes):**

- BHSU    DSU    NSU    SDSMT    SDSU    USD

**4. Does Offering the Course Create FTE Implications?**

         No. Schedule Management, explain: Course will be taught by existing faculty.

**5. Existing program(s) in which course will be offered:** English

**6. CIP Code for the course:** 23.1303

**7. Proposed instructional method by this university:** D - Discussion/Recitation

**8. Proposed delivery method by this university:** 001 - Face-to-Face

**9. University Dept. Code:** UENGL

**10. Authority to offer effective beginning in what term?** Fall 2018

**11. Section Restriction:** None

**From:** Freeburg, Beth M  
**Sent:** Thursday, April 27, 2017 12:38 PM  
**To:** Crawford, Chris <Chris.Crawford@bhsu.edu>; Dittman, Judy <Judy.Dittman@dsu.edu>; LaFave, Alan <Alan.LaFave@northern.edu>; Hedge, Dennis <Dennis.Hedge@sdstate.edu>  
**Cc:** Moran, Jim D <Jim.Moran@usd.edu>; Perry, Jay <Jay.Perry@sdbor.edu>  
**Subject:** Authority to Offer- ENGL 379 and ENGL 486

Good afternoon,

USD requests authority to offer ENGL 379 and ENGL 486. Do you support this request? See attached and below.

	BHSU	DSU	NSU	SDSMT	SDSU	USD
ENGL 379: Technical Communication	X	X	X		X	request authority
ENGL 486: Rhetorical Theory & Practice	X		X			request authority

Thank you,

Elizabeth McKay Freeburg, Ed.S., Ph.D.  
 Assistant Provost  
 University of South Dakota  
 414 East Clark Street, Slagle Hall 102  
 Vermillion, SD 57069  
 (605) 677-5317  
 Fax: (605)677-6651

**From:** Dittman, Judy  
**Sent:** Tuesday, May 02, 2017 9:42 AM  
**To:** LaFave, Alan <Alan.LaFave@northern.edu>  
**Cc:** Hedge, Dennis <Dennis.Hedge@sdstate.edu>; Freeburg, Beth M <Beth.Freeburg@usd.edu>; Crawford, Chris <Chris.Crawford@bhsu.edu>; Moran, Jim D <Jim.Moran@usd.edu>; Perry, Jay <Jay.Perry@sdbor.edu>; Jones, Benjamin <benjamin.jones@dsu.edu>  
**Subject:** Re: Authority to Offer- ENGL 379 and ENGL 486

Ok with DSU as well.  
 Thanks,  
 Judy

On May 2, 2017, at 9:33 AM, Lafave, Alan <[Alan.LaFave@northern.edu](mailto:Alan.LaFave@northern.edu)> wrote:

Ok with NSU.  
 Thanks!  
 Al

**Alan D. LaFave, D.M.A.**  
 Provost/VPAA  
 Northern State University  
 Aberdeen, SD 57401  
 (605) 626-7786  
[alan.lafave@northern.edu](mailto:alan.lafave@northern.edu)

**From:** "Hedge, Dennis" <[Dennis.Hedge@sdstate.edu](mailto:Dennis.Hedge@sdstate.edu)>  
**Date:** Sunday, April 30, 2017 at 10:51 AM  
**To:** "Freeburg, Beth M" <[Beth.Freeburg@usd.edu](mailto:Beth.Freeburg@usd.edu)>, "Crawford, Chris" <[Chris.Crawford@bhsu.edu](mailto:Chris.Crawford@bhsu.edu)>, "Dittman, Judy" <[Judy.Dittman@dsu.edu](mailto:Judy.Dittman@dsu.edu)>, LaFave Alan <[alan.lafave@northern.edu](mailto:alan.lafave@northern.edu)>  
**Cc:** "Moran, Jim D" <[Jim.Moran@usd.edu](mailto:Jim.Moran@usd.edu)>, Jay Perry <[jay.perry@sdbor.edu](mailto:jay.perry@sdbor.edu)>  
**Subject:** RE: Authority to Offer- ENGL 379 and ENGL 486

SDSU has no objection to the request.  
 Dennis

**Dennis D. Hedge, Pharm.D.**  
 Provost and VP Academic Affairs

**From:** Crawford, Chris <Chris.Crawford@bhsu.edu>  
**Sent:** Thursday, April 27, 2017 2:45 PM  
**To:** Freeburg, Beth M <Beth.Freeburg@usd.edu>  
**Subject:** RE: Authority to Offer- ENGL 379 and ENGL 486

No problem on our end Beth