



**SOUTH DAKOTA BOARD OF REGENTS
ACADEMIC AFFAIRS FORMS**

New Course Request

USD

Arts & Sciences/English

Institution

Division/Department

Elizabeth M. Freeburg

5/8/18

Institutional Approval Signature

Date

Section 1. Course Title and Description

Prefix & No.	Course Title	Credits
ENGL 378	Professional Writing	3

Course Description

This course prepares students to write competently as members of professional organizations, for-profit corporations, and non-profit enterprises. Students review the genres of professional communication, including memos, emails, reports, proposals, and oral presentations. This course challenges students to think critically about the rhetorical complexities of professional writing and communication by examining the ethical nature of professional communication, particularly in a global, intercultural environment.

Pre-requisites or Co-requisites N/A

Registration Restrictions N/A

Section 2. Review of Course

2.1. Was the course first offered as an experimental course?

- Yes (if yes, provide the course information below) No

2.2. Will this be a unique or common course?

If the request is for a unique course, verify that you have reviewed the common course catalog via Colleague and the system [Course Inventory Report](#) to determine if a comparable common course already exists. List the two closest course matches in the common course catalog and provide a brief narrative explaining why the proposed course differs from those listed. If a search of the common course catalog determines an existing common course exists, complete the Authority to Offer an Existing Course Form.

Unique Course

Prefix & No.	Course Title	Credits
ENGL 401	Advanced Writing	3
MCOM 342	Strategic Communications	3

Provide explanation of differences between proposed course and existing system catalog courses below:

ENGL 401, not an active course at USD, focuses on advanced writing within academic disciplines, whereas ENGL 378 proposes to focus on professional and administrative writing.

MCOM 342 includes two prerequisites (MCOM 210 and MCOM 243), whereas ENGL 378 does not, thus making it possible for a broader range of students to complete the Professional Writing minor. MCOM 342, not a writing course, is a theoretically oriented public relations management course, whereas ENGL 378 focuses on the technical and rhetorical skills necessary for professional writing.

Section 3. Other Course Information

3.1. Are there instructional staffing impacts?

- No. Schedule Management, explain below:
Current faculty members will be able to regularly offer this course.

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

3.3. Proposed instructional method by university: D-Discussion/Recitation

3.4. Proposed delivery method by university: 001 Face-to-Face

3.5. Term change will be effective: Fall 2018

3.6. Can students repeat the course for additional credit?

- Yes, total credit limit: _____ No

3.7. Will grade for this course be limited to S/U (pass/fail)?

- Yes No

3.8. Will section enrollment be capped?

- Yes, max per section: 25 No

3.9. Will this course equate (i.e., be considered the same course for degree completion) with any other unique or common courses in the common course system database in Colleague and the [Course Inventory Report](#)?

- Yes No

3.10. Is this prefix approved for your university?

- Yes No

Section 4. Department and Course Codes (Completed by University Academic Affairs)

4.1. University Department Code: UENGL

4.2. Proposed [CIP Code](#): 23.1303

Is this a new CIP code for the university? Yes No