Course Change Request

Indiana University

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

1. School/Division: School of Journalism
2. Academic Subject Code: Jour
3. Current Course Number: 390
4. Current Credit Hours: 3
5. Current Title: Corporate Publications
6. Effective Semester/Year for changes listed below: Spring 07
7. Instructor: R. Dittmer

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: Corporate Publications
   Change to: Public Relations Writing
   Recommended abbreviation (optional) PR Writing
   (Limited to 32 Characters including spaces)

☐ 10. Current credit hours fixed at: ____________ or variable from: ____________ to ____________
    Change to credit hours fixed at: ____________ or variable from: ____________ to ____________

☐ 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:

   A comprehensive survey of corporate publications from newsletters to corporate magazines, tabloids, and annual reports with an emphasis on layout and design. Includes refreshing writing skills with review on interviewing and editing.

   Change course description to (not to exceed 50 words): Pre-requisites: Jour 201 and Jour 321.
   A comprehensive survey of corporate publications and writing from news releases to newsletters, brochures, PSA's, media kits and backgrounders and biographies.
   Includes writing skills focus and a review on interviewing and editing.

17. Justification for change: More accurate depiction of course
   (Use additional paper if necessary)

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

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: ___________________________ Date ____________

Department Chairman/Division Director

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.

UPS 728

University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow;
Department/Division—Pink; University Enrollment Services Advance—White