New Course Request

Indiana University

Bloomington only  Campus
for BL BSPh students only

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

1. School/Division: Public and Environmental Affairs
   Academic Subject Code: SPEA

2. Course Number: H267 (must be cleared with University Enrollment Services)
   Instructor: Various

5. Course Title: Career Development and Planning
   Recommended Abbreviation (Optional):
   (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Fall 2007

7. Credit Hours: Fixed at ________ or Variable from ________ to ________
   1 to 3

8. Is this course to be graded S-F (only)? Yes [X] No [ ]

9. Is variable title approval being requested? Yes [X] No [ ]

10. Course description (not to exceed 50 words) for Bulletin publication:
    Course highlights include: identification of work values and personality preference, career research assignments, networking assignments designed to prepare students for contact with employers, in depth tutorial and feedback concerning how to craft a marketable resume and cover letter, and development of an overall career development plan.

11. Lecture Contact Hours: Fixed at ________ or Variable from ________ to ________

12. Non-Lecture Contact Hours: Fixed at ________ or Variable from ________ to ________

13. Estimated enrollment: ________ of which ________ percent are expected to be graduate students.

14. Frequency of scheduling: fall/spring  Will this course be required for majors? Yes [X] No [ ]

15. Justification for new course: See attached

16. Are the necessary reading materials currently available in the appropriate library? Yes [X] No [ ]

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant. NO, for BSPh students only on the Bloomington campus

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new 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:

Department Chairman/Division Director  Date 10/3/06

Dean of Graduate School (when required)  Date

Approved by:

Dean  Date 10/3/06

Chancellor/Vice- President  Date

University Enrollment Services  Date

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.
Justification for new course: Consensus of SPEA/IUB faculty and IUB Career Services office is that BSPH students should take a career development course so that their career preparation and job-seeking skills are commensurate with students in the BSPA program. This course will be block enrollment for BSPH Bloomington students only to promote career planning and professional development.

Only students admitted to SPEA are eligible to take this course.