



SACRAMENTO
STATE

Course Change Proposal Form A



Academic Group (College): Arts and Letters	Academic Organization (Department): English	Date: September 14, 2007
Type of Course Proposal: New ___ Change <u>X</u> Deletion ___	Department Chair: Dr. Sheree Meyer	Submitted by: Amy Heckathorn
Does this course fulfill a requirement for single-subject or multiple subject credential students? Yes ___ No <u>X</u>	For Catalog Copy: Yes <u>X</u> No ___ CCE (Extension): Yes ___ No <u>X</u>	Semester Effective: Fall <u>X</u> Spring __, 2008

This course replaces experimental course Subject Area (prefix) and Catalog Nbr (course number):

Change from:

Subject Area (prefix) & Catalog Nbr (course no.): ENGL 118T	Title: Professional Writing	Units: 3 units
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Change to:

Subject Area (prefix) & Catalog Nbr (course no.): ENGL 120P	Title: Professional Writing	Units: 3 units
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JUSTIFICATION:

The course number is being changed to fit within a sequence of similarly-focused writing courses in the 120 number classification.

NEW COURSE DESCRIPTION: (Not to exceed 80 words, and language should conform to catalog copy. See <http://www.csus.edu/acaf/univmanual/crspsl.htm> - Guidelines for Catalog Course Description)

Teaches students the most common professional writing genres used in career fields ranging from business to public relations to nonprofit management. The class focuses on how business or technical communication is different from academic styles and introduces students to the current writing challenges and practices in these fields. Students will gain instruction and practice composing various essential writing formats, such as memos, reports, and feasibility studies.

Note:

Prerequisite:

Enforced at Registration: Yes X No ___ ENGL 20 or ENGL 120A

Corequisite:

Enforced at Registration: Yes ___ No ___

CAN (California Articulation Number):

Graded: Letter X Credit/No Credit ___

Instructor Approval Required? Yes ___ No X

Course Classification (e.g., lecture, lab, seminar, discussion):

04--discussion

Title for CMS (not more than 30 characters)

Professional Writing

Cross Listed?

Yes ___ No X

If yes, do they meet together and fulfill the same requirement, and what is the other course.

How Many Times Can This Course be Taken for Credit? 1

Can the course be taken for Credit more than once during the same term? Yes ___ No X

FOR NEW COURSE PROPOSALS OR SUBSTANTIVE CHANGES ONLY:

Description of the Expected Learning Outcomes: Describe outcomes using the following format: "Students will be able to: 1), 2), etc." See the example at <http://www.csus.edu/acaf/example.htm>

****Attach a list of the required/recommended course readings and activities [Note: it is understood that these are updated and modified as needed by the instructor(s).] This attachment should be forwarded only to your Dean's office, not Academic Affairs.**

Assessment Strategies: A description of the assessment strategies (e.g., portfolios, examinations, performances, pre-and post-tests, conferences with students, student papers) which will be used by the instructor to determine the extent to which students have achieved the learning outcomes noted above:

For whom is this course being developed?

Majors in the Dept ___ Majors of other Depts ___ Minors in the Dept ___ General Education ___ Other ___

Is this course required in a degree program (major, minor, graduate degree, certificate)? Yes ___ No ___

If yes, identify program(s):

Does the proposed change or addition cause a significant increase in the use of College or University resources (lab room, computer facilities, faculty, etc.)? Yes ___ No ___

If yes, attach a description of resources needed and verify that resources are available.

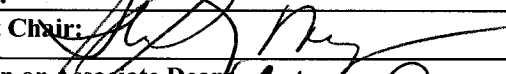
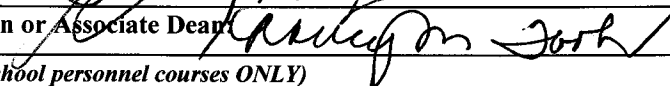
Indicate which department or programs will be affected by the proposed course (if any). _____

The Department Chair's signature below indicates that affected programs have been sent a copy of this proposal form.

Approvals: If proposed change, new course or deletion is approved, sign and date below. If not approved, forward without signing to the next reviewing authority, and attach an explanatory memorandum to the original copy.

Signatures:

Date

Department Chair: 	9/17/07
College Dean or Associate Dean: 	9-20-07
CPSP (for school personnel courses ONLY)	
Associate Vice President and Dean for Academic Programs	

Distribution: Academic Affairs (original), Department Chair and College Dean. Dean's office to send original after approval to Academic Affairs, at mail zip 6016. An electronic copy must also be sent.