

CBM003 ADD/CHANGE FORM

APPROVED DEC 08 2010

Undergraduate Council  
 New Course  Course Change  
 Core Category: \_\_\_\_\_ Effective Fall 2011

or

Graduate/Professional Studies Council  
 New Course  Course Change  
 Effective Fall \_\_

1. Department: HDCS College: TECH
2. Faculty Contact Person: Holly M. Hutchins Telephone: 3-4059 Email: hmhutchins@uh.edu
3. Course Information on New/Revised course:
  - Instructional Area / Course Number / Long Course Title:  
HRD / 4340 / Introduction to Training and Development
  - Instructional Area / Course Number / Short Course Title (30 characters max.)  
HRD / 4340 / INTRO TO TRAIN & DEVELOPMENT
  - SCH: 3.00 Level: SR CIP Code: 52.1005 Lect Hrs: 3 Lab Hrs: 0
4. Justification for adding/changing course: To more accurately reflect course content/level
5. Was the proposed/revised course previously offered as a special topics course?  Yes  No  
 If Yes, please complete:
  - Instructional Area / Course Number / Long Course Title:  
\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_
  - Course ID: \_\_\_\_\_ Effective Date (currently active row): \_\_\_\_\_
6. Authorized Degree Program(s): B.S.Human Resource Development
  - Does this course affect major/minor requirements in the College/Department?  Yes  No
  - Does this course affect major/minor requirements in other Colleges/Departments?  Yes  No
  - Can the course be repeated for credit?  Yes  No (if yes, include in course description)
7. Grade Option: Letter (A, B, C ...) Instruction Type: lecture ONLY (Note: Lect/Lab info. must match item 3, above.)
8. If this form involves a change to an existing course, please obtain the following information from the course inventory: Instructional Area / Course Number / Long Course Title  
TRDE / 4340 / Introduction to Training and Development
  - Course ID: 44416 Effective Date (currently active row): 8252008
9. Proposed Catalog Description: (If there are no prerequisites, type in "none".)  
 Cr: 3. (3-0). Prerequisites: Junior standing or consent of instructor. Description (30 words max.):  
 Overview of strategic training and development in organizations. Course will include a review of the instructional development and design model, and the role of training in employee development and career development.

RECEIVED OCT 15 2010

10. Dean's Signature: \_\_\_\_\_ Date: 10/14/10

Print/Type Name: Fred Lewallen, Associate Dean for Academic Affairs