

UC 11939 12F

CBM003 ADD/CHANGE FORM

APPROVED APR 24 2013

Undergraduate Council  
 New Course  Course Change  
 Core Category: \_\_\_\_\_ Effective Fall 2013

or

Graduate/Professional Studies Council  
 New Course  Course Change  
 Effective Fall 2013

1. Department: HDCS College: TECH  
 2. Faculty Contact Person: Holly Hutchins Telephone: 3-4059 Email: hmhutchins@uh.edu

3. Course Information on New/Revised course:  
 • Instructional Area / Course Number / Long Course Title:  
HRD / 3340 / Introduction to Training and Development  
 • Instructional Area / Course Number / Short Course Title (30 characters max.)  
HRD / 3340 / INTRO TO TRAINING/DEVELOPMENT  
 • SCH: 3.00 Level: JR CIP Code: 52.1005.00 16 Lect Hrs: 3 Lab Hrs: 0

RECEIVED OCT 12 2012

4. Justification for adding/changing course: To more accurately reflect course content/level (course # chg)  
 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): BS, HRD  
 • 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

HRD / 4340 Introduction to Training and Development  
 • Course ID: 44416 Effective Date (currently active row): 8222011

9. Proposed Catalog Description: (If there are no prerequisites, type in "none".)  
 Cr: 3. (3-0). Prerequisites: ~~Prerequisite:~~ junior standing or consent of instructor. Description (30 words max.): ~~Course will include a review of the~~ Instructional development and design models and the role of training in employee development and career development.

10. Dean's Signature: \_\_\_\_\_ Date: 08/11/12

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