

**The Ohio State University**  
**Colleges of the Arts and Sciences Course Change Request**

Arts and Sciences  
 Academic Unit

Arts and Sciences

400.01

Book 3 Listing (e.g., Portuguese)

Course Number

Summer      Autumn      Winter      Spring X      Year 2008

**Proposed effective date:** choose one quarter and put an "X" after it; and fill in the year. See the OAA curriculum manual for deadlines.

**A. Course Offerings Bulletin Information.** Follow instructions in the OAA curriculum manual. Before you fill out the "Present Course" information, be sure to check the latest edition of the *Course Offerings Bulletin* and subsequent Circulating Forms. You may find that the changes you need have already been made or that additional changes are needed. If the course offered is less than quarter or term, please also complete the Flexibly Scheduled/OffCampus/Workshop Request form.

**COMPLETE ALL ITEMS THIS COLUMN**

**Present Course**

1. Book 3 Listing: Arts and Sciences \_\_\_\_\_
2. Number: 400.01 \_\_\_\_\_
3. Full Title: Career Planning Seminar \_\_\_\_\_
4. 18-Char. Transcript Title: \_\_\_\_\_
5. Level and Credit Hours: U 1 \_\_\_\_\_
6. Description: \_\_\_\_\_  
(25 words or less)
7. Qtrs. Offered : \_\_\_\_\_
8. Distribution of Contact Time \_\_\_\_\_  
(e.g., 3 cl, 1 3-hr lab)
9. Prerequisite(s): Soph or jr standing. Not open to srs except by permission of instructor, or to Capital program students, or to students with credit for 400.02. \_\_\_\_\_
10. Exclusion: \_\_\_\_\_  
(Not open to....)
11. Repeatable to a maximum of \_\_\_\_\_ credits.
12. Off-Campus Field Experience: \_\_\_\_\_
13. Cross-listed with: \_\_\_\_\_
14. Is this a GEC course? No \_\_\_\_\_
15. Grade option (circle): Ltr    **S/U**    P  
If P graded, what is the last course in the series?
16. Is an honors version of this course available? Y  N   
Is an Embedded Honors version of this course available?    Y  N
17. Other general course information: H400.01 may be available to students enrolled in an honors program or by permission of dept or instructor. \_\_\_\_\_

**COMPLETE ONLY THOSE ITEMS THAT CHANGE**  
**Changes Requested**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. Exploration of career options; incorporates interests, skills, values, and personality assessments. Covers effective internship and job search strategies, resume and cover letter preparation, interviewing techniques. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. Not open to graduating srs except by permission of instructor. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_

17.

**B. General Information**

- 1. Do you want the prerequisites enforced electronically (see the OAA manual for what can be enforced)?  
no

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- 2. Does this course currently satisfy any GEC requirement, if so indicate which category?  
no

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- 3. What other units require this course? Have these changes been discussed with those units?  
N/A

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- 4. Have these changes been discussed with academic units that might have a jurisdictional interest in the subject matter? Attach relevant letters.  
N/A

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- 5. Is the request contingent upon other requests, if so, list the requests?  
No

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- 6. Purpose of the proposed change. (If the proposed change affects the content of the course, attach a revised syllabus and course objectives and e-mail to [asccurrofc@osu.edu](mailto:asccurrofc@osu.edu).)

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- 7. Please list Majors/Minors affected by the proposed change. Attach revisions of all affected programs. This course is (check one):  
 Required on major(s)/minor(s)       A choice on major(s)/minors(s)  
 An elective within major(s)/minor(s)       A general elective:  
 N/A

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- 8. Describe any changes in library, equipment or other teaching aids needed as a result of the proposed change or if the proposed change involves budgetary adjustments, describe the method of funding:  
N/A

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**Approval Process** The signatures on the lines in ALL CAPS ( e.g. ACADEMIC UNIT) are required.

- 1. Academic Unit Undergraduate Studies Committee Chair      Printed Name      Date

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- 2. Academic Unit Graduate Studies Committee Chair      Printed Name      Date

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- 3. **ACADEMIC UNIT CHAIR/DIRECTOR**      *Terry L. Gustafson*      2/4/08  
    Printed Name      Date

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- 4. After the Academic Unit Chair/Director signs the request, forward the form to the ASC Curriculum Office, 105 Brown Hall, 190 West 17<sup>th</sup> Ave. or fax it to 688-5678. Attach the syllabus and any supporting documentation in an e-mail to [asccurrofc@osu.edu](mailto:asccurrofc@osu.edu). The ASC Curriculum Office will forward the request to the appropriate committee.

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- 5. **COLLEGE CURRICULUM COMMITTEE**      Printed Name      Date

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- 6. **ARTS AND SCIENCES EXECUTIVE DEAN**      Printed Name      Date

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- 7. Graduate School (if appropriate)      Printed Name      Date

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- 8. University Honors Center (if appropriate)      Printed Name      Date

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- 9. Office of International Affairs (study tours only)      Printed Name      Date

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- 10. **ACADEMIC AFFAIRS**      Printed Name      Date  
 Colleges of the Arts and Sciences Curriculum Office. 10-02-06