

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

Center for the Study and Teaching of Writing  
Academic Unit

HUM COL

589

Book 3 Listing (e.g., Portuguese)

Course Number

Summer      Autumn      Winter X      Spring X      Year 2006

**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/Off-Campus/Workshop Request form.

**COMPLETE ALL ITEMS THIS COLUMN**

**Present Course**

1. Book 3 Listing: HUM COL
2. Number: 589
3. Full Title: Professional Writing Internship
4. 18-Char. Transcript Title: PROF WRITING INTERN
5. Level and Credit Hours Undergrad 5
6. Description: Students work on-site in an organization, (25 words or less) planning, revising, editing, and producing documents and meet twice a week to discuss their experiences.
7. Qtrs. Offered : AU WI SP SU
8. Distribution of Contact Time: (e.g., 3 cl, 1 3-hr lab)
9. Prerequisite(s): HUM COL 450; 10 additional hrs in minor
10. Exclusion: non-minor students (Not open to....)
11. Repeatable to a maximum of   5   credits.
12. Off-Campus Field Experience: Internship
13. Cross-listed with:
14. Is this a GEC course? No
15. Grade option (circle): Ltr  P  
If P graded, what is the last course in the series?
16. Is an honors version of this course available? No
17. Other general course information:

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

- 1.
- 2.
- 3.
- 4.
- 5.
6. . Description: Students work on-site in an organization, planning, revising, editing, and producing documents and meet two hours a week to discuss their experiences.
- 7.
8. 2 hr class; 8-12 hrs onsite
- 9.
- 10.
11. 15
- 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)?  
YES

---

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

---

3. What other units require this course? Have these changes been discussed with those units?  
NONE

---

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

---

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

---

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).)

---

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:

---

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:

---

**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 |
| 2. Academic Unit Graduate Studies Committee Chair  | Printed Name | Date |
| 3. <b>ACADEMIC UNIT CHAIR/DIRECTOR</b>   | Printed Name | Date |
| 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 <a href="mailto:asccurrofc@osu.edu">asccurrofc@osu.edu</a> . The ASC Curriculum Office will forward the request to the appropriate committee. |              |      |
| 5. <b>COLLEGE CURRICULUM COMMITTEE</b>   | Printed Name | Date |
| 6. <b>ARTS AND SCIENCES EXECUTIVE DEAN</b>   | Printed Name | Date |
| 7. Graduate School (if appropriate)  | Printed Name | Date |
| 8. University Honors Center (if appropriate)   | Printed Name | Date |
| 9. Office of International Affairs (study tours only)  | Printed Name | Date |
| 10. <b>ACADEMIC AFFAIRS</b>  | Printed Name | Date |