

**DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET**

See Course and Program Development Policy and Procedures for Instructions

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	<b>Contact Name:</b> Jonathan Shorr	<b>Phone:</b> 410-837-6059
<b>DEPARTMENT / DIVISION:</b> School of Communications Design		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable): <b>#8: WRIT 298/Topics in Writing</b>		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall Spring <input checked="" type="checkbox"/> Year: 2011		

<b>Box 1: TYPE OF ACTION</b>	ADD(NEW) <input checked="" type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input type="checkbox"/>	OTHER <input type="checkbox"/>
<b>Box 2: LEVEL OF ACTION</b>	Non-Credit <input type="checkbox"/>	Undergraduate <input checked="" type="checkbox"/>	Graduate <input type="checkbox"/>	OTHER <input type="checkbox"/>

<b>Box 3: ACTION ITEM</b> (check appropriate boxes)		<b>DOCUMENTS REQUIRED</b> (see box 4 below)	<b>IMPACT REVIEWS</b> (see box 5 on back)	<b>APPROVAL SEQUENCE</b> (see box 6 on back)
	1. Experimental Course <sup>1</sup>	N, O, P	a, c, e	AC
	2. Course Title	N, O		ABCD
	3. Course Credits	N, O, (P)		ABCD
	4. Course Number	N, O		ABCD
	5. Course Level	N, O		ABCD
	6. Pre & Co-Requisite	N, O		ABCD
	7. Course Description	N, O, P		ABCDEF
X	8. New Course	N, O, P		ABCDEF
	9. Deactivate a Course	N, O		ABCDEF
	10. Program Requirements	N, O	(b, c, d, e)	ABCDEF
	11a. UG Specialization (24 credits or less)	N, O	a, b, c, d, e	ABCDEF
	11b. Masters Specialization (12 credits or less)	N, O	a, b, c, d, e	ABCDEF
	11c. Doctoral Specialization (18 credits or less)	N, O	a, b, e	ABCDEF
	12. Minor (add or delete)	N, O	a, b, c, d, e	ABCDEF
	13. Closed Site Program	N, O	e	ABCDHIK
	14. Program Suspension	N, O, S	a, e	ABCDEFGIK
	15. Program Reactivation	N, O		
	16a. Certificate Program (ug/g) exclusively within existing degree program	N, O	a, c, e	ABCDEFHIK
	16b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	N, O, Q, R, S	a, c, e	ABCDEFHJL
	17. Off-Campus Delivery of Existing Program	N, O, S	a, b, c, e	ABCDHIL
	18a. UG Concentration (exceeds 24 credit hrs)	N, O, S	a, c, d, e	ABCDEFGHJL
	18b. Masters Concentration (exceeds 12 credit hrs)	N, O, S	a, c, d, e	ABCDEFGHJL
	18c. Doctoral Concentration (exceeds 18 credit hrs)	N, O, S	a, c, d, e	ABCDEFGHJL
	19. Program Title Change	N, O, S	a, c, d, e	ABCDEFGHJL
	20. Program Termination <sup>2</sup>	N, O, S	d, e	ABCDEFGHIK
	21. New Degree Program <sup>3</sup>	N, O, Q, R, S	a, c, d, e	ABCDEFGHJL
	22. Other	Varies	Varies	Varies

<b>Box 4: DOCUMENTATION (check boxes of documents included)</b>			
X	N. This Cover Sheet	Q. Full 5-page MHEC Proposal	T. Other
X	O. Summary Proposal	R. Financial Tables (MHEC)	
X	P. Course Definition Document	S. Other documents as may be required by MHEC/ USM. See <a href="http://www.ubalt.edu/downloads/program_approval_Grid-USM-10-07.doc">http://www.ubalt.edu/downloads/program_approval_Grid-USM-10-07.doc</a>	

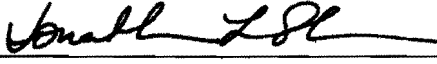

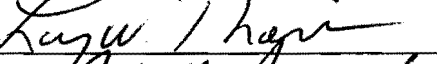
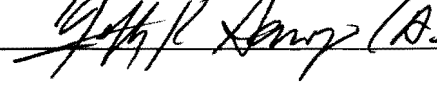
<sup>1</sup> Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.

<sup>2</sup> See USM Policy on the Review and Abolition of Academic Programs (<http://www.usmd.edu/regents/bylaws/SectionIII/111702.html>) for list of

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<b>SCHOOL:</b>	LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA X	<b>Contact Name:</b> Jonathan Shorr	<b>Phone:</b> x6059
<b>DEPARTMENT / DIVISION:</b>	School of Communications Design		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N action item from Box 3 and program name OR course name, code, & number as applicable):	<b>#8: WRIT 298/Topics in Writing</b>		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b>	Fall	Spring XX	Year: 2011

Box 5: IMPACT REVIEW	SIGNATURES (see procedures for authorized signers)	DATE
a. Library <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. OTS <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee:	
c. University Relations <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
d. Admissions <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
e. Records <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee:	

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: 	4/12/10
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: 	4/29/10
D. College Dean	Dean: 	5/3/10
E. Provost and Senior Vice President for Academic Affairs	Provost: 	5/18/10
F. Curriculum Review Committee (UFS subcommittee)	Chair:	
G. University Faculty Senate (UFS option)	Chair:	
H. University Council <sup>4</sup>	Chair:	
I. President	President:	
J. Board of Regents -- notification only		
K. Board of Regents -- approval		
L. MHEC -- notification only		
M. MHEC -- approval		
N. Middle States Association notification	Required only if the mission of the University is changed by the action	

<sup>4</sup> University Council *review* (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues

## UNIVERSITY OF BALTIMORE

**DOCUMENT O: SUMMARY PROPOSAL**

See Course and Program Development Policy and Procedures for Instructions

SCHOOL:	LAW <input type="checkbox"/>	MSB <input type="checkbox"/>	YGCLA <input checked="" type="checkbox"/>	Contact Name:	Jonathan Shorr	Phone:	410-837-6059
DEPARTMENT / DIVISION:	School of Communications Design						
SHORT DESCRIPTION OF PROPOSAL (State Document N, Box 3, action item and program name OR course name, code, & number as applicable):	<b>#8 New Course: WRIT 298/Topics in Writing</b>						
PROPOSED SEMESTER OF IMPLEMENTATION:	Fall	Spring	XX	Year:	2011		

O-1: Briefly describe what is being requested:

**Create new course: WRIT 298/Topics in Writing**

For new courses or changes in existing courses (needed by Registrar)

OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title: <b>Topics in Writing</b>	Course # / HEGIS Code: <b>WRIT 298</b>	Credits: 3

O-2: Set forth the rationale for the proposal:

*9/15.*  
*lower division*  
 In order to meet the elective needs of **FSP** students, it's important to be able to offer various writing courses from time to time other than those few that are officially on the books. The proposed "Topics" course would allow us to offer courses as needed and also to try out new courses before we formally propose them.

**NOTE: Courses offered under this number will NOT fulfill a general education requirement.**

University of Baltimore

**DOCUMENT P: Required Format for Course Definition Document**

See Course and Program Development Policy and Procedures for Instructions

Include items one through 17 or 18 in your course definition using as much space as needed.

1. Date Prepared: **April 5, 2010**
2. Prepared by: **Jon Shorr**
3. Department/Division: **School of Communications Design**
4. Course Number(s), including HEGIS code(s): **WRIT 298**
5. Course Title: **Topics in Writing**
6. Credit Hours: **3**
7. Catalog Description (Paragraph should reflect general aims and nature of the course)  
  
**Intensive exploration of topics in writing. The topic studied appears under that name in the course registration schedule.**
8. Prerequisites: **Depends on course topic and level of difficulty.**
9. Course Purpose (How the course is to be used in the curriculum, e.g, required for major):  
**Lower level elective for MSB and CLA students.**
10. General Education area, if applicable (i.e., social sciences, humanities, science, etc.): **N/A**
11. Course Type / Component (clinical, continuance, discussion, field studies, independent study, laboratory, lecture, practicum, research, seminar, supervision, thesis research, tutorial, or workshop). This must match PeopleSoft 9.0 coding. *Check with your dean's office if you are unsure of the correct entry:* **Lecture**
12. Faculty qualified to teach the course: **Various full and adjunct faculty, including Cortese, Delury, Friskey, Kopelke, Matanle, Winik, et al.**
13. Content Outline: **VARIES, DEPENDING ON SPECIFIC COURSE CONTENT.**
14. Learning Goals: **VARIES, DEPENDING ON SPECIFIC COURSE CONTENT.**
15. Assessment Strategies  
**VARIES, DEPENDING ON SPECIFIC COURSE CONTENT.**
16. Suggested Text(s) and Materials (example: textbooks, equipment, software, etc., that student must purchase)  
**VARIES, DEPENDING ON SPECIFIC COURSE CONTENT.**
17. Suggested class size: **20**
18. Lab Fees (when applicable): **N/A**