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|  | **SOUTH DAKOTA BOARD OF REGENTS**  ACADEMIC AFFAIRS FORMS |
| Revised Course Request: Common Course  *(Substantive Modifications)* |
|  |  |

Use this form to request a substantive change to an existing common course. Representatives from all institutions offering the common course must participate in developing the proposed revisions to a common course. Signatures from all institutions offering the common course must be included on the final form submitted to the Academic Affairs Council (AAC). Consult the system database for information about existing courses. If the course revision is for an approved General Education course, please see the Revision to General Education Requirements Form.

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|  |  |  |  |  |  |  |
| DSU |  | Wendy Simmermon |  |  |  | Click here to enter a date. |
| **Institution** |  | **Form Initiator** |  | **Dean’s Approval Signature** |  | **Date** |
|  |  |  |  |  |  |  |
| Choose an item. |  |  |  |  |  | Click here to enter a date. |
| **Institution** |  | **Division/Department** |  | **Institutional Approval Signature** |  | **Date** |
|  |  |  |  |  |  |  |
| Choose an item. |  |  |  |  |  | Click here to enter a date. |
| **Institution** |  | **Division/Department** |  | **Institutional Approval Signature** |  | **Date** |

(*add additional lines as needed*)

**Indicate universities that currently offer the common course:**

|  |  |  |  |  |  |  |  |  |  |  |  |
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|  | BHSU |  | DSU |  | NSU |  | SDSMT |  | SDSU |  | USD |

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**Section 1. Existing Course Title and Description**

If changing from a course that previously had only a lecture or laboratory component to a composite course, identify both the course and laboratory numbers (xxx and xxxL) and credit hours associated with each. Provide the complete description as it appears in the system database, including pre-requisites, co-requisites, and registration restrictions.

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| --- | --- | --- |
| **Prefix & No.** | **Course Title** | **Credits** |
| BADM 344 | Managerial Communications | 3 |

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| **Course Description** |  |
| This advanced writing course is designed to assist students with the development and refinement of their communication skills. It stresses the factors underlying the composition of managerial communications, including organizational structure, reader analysis, and content quality for letters and memoranda, informational and analytical reports, and grant proposals. | |

Please list any active equated courses for the course being revised. Any universities offering equated courses must be indicated in the check boxes above, as they currently offer the course.

|  |  |  |
| --- | --- | --- |
| **Prefix & No.** | **Course Title** | **Credits** |
|  |  |  |

**Section 2. Modification(s) Requested**

Check all revisions that apply and provide detailed information in the Current and New fields below. If changing a course that previously had only a lecture or laboratory component to a composite course, identify both the course and laboratory numbers (xxx and xxxL) and credit hours associated with each.

1. **This modification will include (*place an “X” in the box for all that apply*):**

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| --- | --- | --- | --- | --- |
|  |  | **Current** |  | **New** |
|  | **Prefix change from** |  | to |  |

*Indicate any university for which this must be added as new prefix*:

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|  | BHSU |  | DSU |  | NSU |  | SDSMT |  | SDSU |  | USD |

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|  |  | **Current** |  | **New** |
|  | **Change in instructional method** |  | to |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Course Title change from** |  | to |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Credit Hours change from** |  | to |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Pre-Requisites** |  | to |  |

*Note: University specific pre-requisites are inconsistent with the system common course guidelines and receive approval only in rare circumstances.*

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|  | **Co-Requisites** |  | to |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Registration Restriction** |  | to |  |

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|  | **Addition/deletion of a lab/lecture component** |

**If the addition of a lab/lecture component requires a change in pre-requisites or co-requisites, indicate below (add lines as needed, make sure to copy and paste format)**

|  |  |  |
| --- | --- | --- |
| **Prefix & No.** | **Course Title** | **Pre-Req/Co-Req?** |
|  |  | Choose an item. |

**Will the grade for this lab/lecture component be limited to S/U (pass/fail)?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

**Will section enrollment for the lab/lecture component be capped?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes, max per section: |  |  |  | No |

|  |  |
| --- | --- |
|  | **Course Content/Description change (write proposed new content/description below)** |
| This advanced writing course teaches students how to develop and refine their personal and professional communication skills. It focuses on analyzing the receiver, creating quality content, using technology, and developing interpersonal communication to enhance writing and speaking skills in a professional setting. |
| *Note: Course descriptions are short, concise summaries that typically do not exceed 75 words. DO: Address the content of the course and write descriptions using active verbs (e.g., explore, learn, develop, etc.). DO NOT: Repeat the title of the course, layout the syllabus, use pronouns such as “we” and “you,” or rely on specialized jargon, vague phrases, or clichés.* |

|  |  |
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|  | **Course Deletion** |

*Indicate the universities deleting the course*:

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|  | BHSU |  | DSU |  | NSU |  | SDSMT |  | SDSU |  | USD |

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| **Effective term of the change:** | Fall 2024 |

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| 1. **Add justification for all changes noted above:** |
| This description is updated to reflect the additional technological influences in business writing. It encompasses all business communication instead of the specified written artifacts. Tomorrow’s business communicators will need to use these emerging technology tools to succeed. |

**Section 3. Other Course Information**

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| --- | --- | --- | --- | --- |
| **Will this course equate (i.e., be considered the same course for degree completion) with any other unique or common courses in the common course database (**[**Course Inventory Report**](http://apps.sdbor.edu/ris-reporting/CourseInventoryOptions.cfm)**)?** | | | | |
|  | Yes |  | No |

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| *If yes, indicate the course(s) to which the course will equate (add lines as needed):* |

|  |  |
| --- | --- |
| **Prefix & No.** | **Course Title** |
|  |  |

**Section 4. Department and Course Codes (Completed by University Academic Affairs)**

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| --- | --- | --- | --- | --- |
|  |  | **Current** |  | **New** |
|  | **Change in University Department Code** |  | to |  |
|  |  |  |  |  |
|  | **Change in Banner Department Code** |  | to |  |
|  | **Change in** [**CIP Code**](http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55) |  | to |  |

**From:** Bailey, Adam <[Adam.Bailey@bhsu.edu](mailto:Adam.Bailey@bhsu.edu)>   
**Sent:** Monday, March 11, 2024 2:36 PM  
**To:** Holz, JenniferR <[Jennifer.Holz@bhsu.edu](mailto:Jennifer.Holz@bhsu.edu)>  
**Cc:** Anderson, Cynthia <[CynthiaAnderson@bhsu.edu](mailto:CynthiaAnderson@bhsu.edu)>  
**Subject:** Re: [EXT] FW: Change to a Common Course - BADM 344

Hi Jennifer,

This looks like a minor change, just cleaning up and updating the course description. I am currently the only faculty member teaching the class at BHSU. Overall, I do not object to the changes they recommend.

My best,

Adam

Adam D. Bailey, PhD

Professor of Management

School of Business Chair

Black Hills State University