### Proposal Form For Addition And Revision Of Courses

1. **Proposing College / School:** College of Liberal Arts
   
   **Department:** Department of English

2. **Course Prefix and Number:** ENGL 4030

3. **Effective Term:** Fall 2013

4. **Course Title:** DOCUMENT DESIGN
   
   **Abbreviated Title (30 characters or less):** DOC DESIGN

5. **Requested Action:**
   - ○ Renumber a Course
   - ○ Add a Course
   - ○ Revise a Course
   
   **Current Course Number:**
   
   **Proposed Course Number:**
   
   **Type of Revision:** RENUMBERING

6. **Course Credit:**
   
<table>
<thead>
<tr>
<th>Contact/Group Hours</th>
<th>Scheduled Type (e.g.: Lab, Lecture, Pdicum, Directed Study)</th>
<th>Weekly or Per Term?</th>
<th>Credit Hours</th>
<th>Anticipated Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Hours</td>
<td>3</td>
<td>LAB</td>
<td>Weekly</td>
<td>3</td>
</tr>
</tbody>
</table>

   **Total Credit Hours:** 3

7. **Grading Type:**
   - ○ Regular (ABCDF)
   - ○ Satisfactory/Unsatisfactory (S/U)
   - ○ Audit

8. **Prerequisites/Corequisites:**
   Use "P:*" to indicate a prerequisite, "C:*" to indicate a corequisite, and "P/C:*" to indicate a prerequisite with concurrency.

   **pr., ENGL 1120 or 1127 and 2010, a technical writing, business writing, or advanced composition course or departmental approval**

9. **Restrictions:**
   - List specific restriction in space above.
   - □ College
   - □ Major
   - □ Standing
   - □ Degree

10. **Course Description:**
    **(20 Words or Less; exactly as it should appear in the Bulletin)**
    DOCUMENT DESIGN IN TECHNICAL AND PROFESSIONAL COMMUNICATION

11. **May Count Either:**
    - ○ or □ (Indicate if this particular course cannot be counted for credit in addition to another)
    
    **Program Type**
    (e.g.: minor, major, etc.)

12. **Affected Program(s):**
    (Respond "N/A" if not included in any program; attach memorandum if more space is required)
    | Program Type | Program Title | Requirement or Elective? |
    |--------------|---------------|-------------------------|
    | major/minor  | Professional Writing & Literacy Studies T/O elect/req |

13. **Overlapping or Duplication of Other Units' Offerings:**
    **(If course is included in any other degree program, is used as an elective frequently by other unit(s), or is in an area similar to that covered by another college/school, attach correspondence with relevant unit)**
    - ○ Applicable
    - ○ Not Applicable
14. Justification: This course was previously taught as a 5000-level component of piggyback course because of low program enrollment. Program enrollment has increased sufficiently to warrant a stand alone undergraduate course.

(Include a concise, yet adequate rationale for the addition/revision of the course, citing accreditation, assessments (faculty, graduate, and/or external) where applicable)

15. Resources:

(Indicate whether existing resources such as library materials, classroom/laboratory space, and faculty appointments are adequate to support the proposed addition/revision; if additional resources are required, indicate how such needs will be met, referencing the appropriate level of authorization — i.e. Dean -- where necessary; if no additional resources or shifting of resources will be necessary, respond “Not Applicable”)

16. Student Learning Outcomes:

(State in measurable terms (reflective of course level) what students should be able to do when they have completed this course)

17. Course Content Outline:

(Provide a comprehensive, week-by-week breakdown of course content, including assignment due dates)

18. Assignments / Projects:

(List all quizzes, projects, reports, activities and other components of the course grade -- including a brief description of each assignment that clarifies its contribution to the course's learning objectives)

19. Rubric and Grading Scale:

(List all components of the course grade -- including attendance and/or participation if relevant -- with point totals for each; indicate point totals and ranges or percentages for grading scale; for S/U grading, detail performance expectations for a passing grade)

20. Justification for Graduate Credit: N/A

(Include a brief statement explaining how the course meets graduate educational standards (i.e.: rigorous standards for evaluation, development of critical thinking and analytical skills, etc.)

(included below are standard statements regarding course policies. If necessary, a statement may be altered to reflect the academic policies of individual faculty members and/or the academic unit or department, provided that there is no conflict with the Student Policy eHandbook, Faculty Handbook, or any existing university policy.)

POLICY STATEMENTS

Attendance: Although attendance is not required, students are expected to attend all classes, and will be held responsible for any content covered in the event of an absence.

Excused Absences: Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student’s immediate family, the death of a member of the student’s immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request, and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please consult the Student Policy eHandbook for more information on excused absences.

Make-Up Policy: Arrangement to make up a missed major examination (e.g., hour exams, mid-term exams) due to properly authorized excused absences must be initiated by the student within one week of the end of the period of the excused absence(s). Except in unusual circumstances, such as the continued absence of the student or the advent of university holidays, a make-up exam will take place within two weeks of the date the student initiates arrangements for it. Except in extraordinary circumstances, no make-up exams will be arranged during the last three days before the final exam period begins.

Academic Honesty Policy: All portions of the Auburn University student academic honesty code (Title XII) found in the Student Policy eHandbook will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.
Disability Accommodations: Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please contact me by e-mail. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Hale Hall Center, 844-2098 (V/TT).
Approvals

[Signatures and dates]

[Signatures and dates]

[Signatures and dates]

Dean of the Graduate School (for Graduate Courses)

[Signature and date]

Assoc. Provost for Undergraduate Studies (for Undergraduate Courses)

[Signature and date]

Contact Person: [Contact Information]

Telephone: [Contact Information]

E-Mail Address: [Contact Information]

Fax: [Contact Information]