



**SOUTH DAKOTA BOARD OF REGENTS  
ACADEMIC AFFAIRS FORMS**

**New Course Request**

Use this form to request a new common or unique course. Consult the system course database through for information about existing courses before submitting this form.

NSU College of Arts and Sciences/Department of English,  
Communication, and Global Languages  
**Institution** **Division/Department**  
*Michael Werous* 11/21/2023  
**Institutional Approval Signature** **Date**

**Section 1. Course Title and Description**

If the course contains a lecture and laboratory component, identify both the lecture and laboratory numbers (xxx and xxxL) and credit hours associated with each. Provide the complete description as you wish it to appear in the system course database, including pre-requisites, co-requisites, and registration restrictions.

Prefix & No.	Course Title	Credits
SPAN 488	Professional Development	3

*NOTE: The Enrollment Services Center assigns the short, abbreviated course title that appears on transcripts. The short title is limited to 30 characters (including spaces); meaningful but concise titles are encouraged due to space limitations in the student information system.*

Course Description
This intensive Spanish course is designed to supplement and perfect Spanish language skills for specialized interests. Individualized content meets the needs of service providers engaging with native-level Spanish-speaking clients, customers and/or students. Focus is on the study and practice of specialized practical vocabulary for use in professional service venues. This course is adapted to meet individual student interests and professional outcomes (i.e. Spanish for business, law enforcement, medical professionals, banking, educators, etc.).

*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.*

**Pre-requisites or Co-requisites (add lines as needed)**

Prefix & No.	Course Title	Pre-Req/Co-Req?
SPAN 202	Intermediate Spanish II	Pre-Req

**Registration Restrictions**

None.

## Section 2. Review of Course

### 2.1. Will this be a unique or common course (place an "X" in the appropriate box)?

**Unique Course**

*If the request is for a unique course, institutions must review the common course catalog in the system course database to determine if a comparable common course already exists. List the two closest course matches in the common course catalog and provide a brief narrative explaining why the proposed course differs from those listed. If a search of the common course catalog determines an existing common course exists, complete the Authority to Offer an Existing Course Form. Courses requested without an attempt to find comparable courses will not be reviewed.*

Prefix & No.	Course Title	Credits
SPAN 350	Spanish for Business Communications	3

*Provide explanation of differences between proposed course and existing system catalog courses below:*

This course focuses specifically on business communications, whereas our course adjusts to meet the professional needs of the student. This is the only comparable common course in the system. Any other comparable courses are unique courses (the above instructions ask only to include common courses) but they also are focused on specific professions (SPAN 275: Basic Medical Conversation/Spanish; SPAN 306: Spanish for Healthcare Workers; SPAN 308: Spanish for Health Professions). rather than individualized content. Based on the nature of our course as individualized content to meet the individual professional interests of the students, there are no comparable courses in the system.

**Common Course**      *Indicate universities that are proposing this common course:*

BHSU     DSU     NSU     SDSMT     SDSU     USD

## Section 3. Other Course Information

### 3.1. Are there instructional staffing impacts?

**No.** Replacement of \_\_\_\_\_  
(course prefix, course number, name of course, credits)  
\*Attach course deletion form

Effective date of deletion: [Click here to enter a date.](#)

**No.** Schedule Management, explain below:

This course will be included in current NSU faculty's regular workload, with course rotations managed accordingly.

**Yes.** Specify below:

**3.2. Existing program(s) in which course will be offered (i.e., any current or pending majors, minors, certificates, etc.):**

BA Spanish, BSEd Spanish Education and Spanish minor

**3.3. Proposed instructional method by university (as defined by [AAC Guideline 5.4](#)):**

R (lecture)

*If requesting an instructional method that is exempt from the [Section Size Guidelines](#), please provide a brief description of how the course is appropriate for the instructional method, as defined in AAC Guidelines.*

**3.4. Proposed delivery method by university (as defined by [AAC Guideline 5.5](#)):**

X01 (Face-to-Face), X02 (HyFlex), and X15 (Online Asynchronous) - while the entire program is offered online, with courses in fall, spring, and summer, some courses may be offered face-to-face and/or online (synchronous and/or asynchronous).

**3.5. Term change will be effective:** Spring 2024

**3.6. Can students repeat the course for additional credit?**

Yes, total credit limit: \_\_\_\_\_  No

**3.7. Will grade for this course be limited to S/U (pass/fail)?**

Yes  No

**3.8. Will section enrollment be capped?**

Yes, max per section: 30  No

**3.9. 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 system database?**

Yes  No

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

Prefix & No.	Course Title

**3.10. Is this prefix approved for your university?**

Yes  No

*If no, provide a brief justification below:*

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

4.1. **University Department:** English, Communication, and Global Languages \_\_\_\_\_

4.2. **Banner Department Code:** NECL \_\_\_\_\_

4.3. **Proposed CIP Code:** 160905 \_\_\_\_\_

*Is this a new CIP code for the university?*    Yes    No