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**

[signature]	9/10/2024
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
CMST 360	Intro to Hospitality Communication	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
Learn the effective communication principles and practices necessary for the hospitality, tourism and event industry. Explore historical and current factors as well as growing trends within the hospitality and tourism sector, focusing on the critical role of communication within this experience economy.

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?
N/A		

Registration Restrictions

N/A

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
HMGT 171	Intro to Hospitality Industry	3
HMGT 355	Events and Facilities Admin	3

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

NSU does not have authority to offer the HMGT prefix and will not request enough courses to qualify for authority to offer the HMGT prefix. Additionally, both of these courses focus on the management aspects of the hospitality industry and hospitality services, while our class will focus on the effective communication principles and practices necessary to succeed within the industry as a whole, whether that be solely at the managerial level or at the lower-level administrative level.

☐ **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:
Course will be incorporated into the regular teaching rotation.

☐ **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 Communication Studies, Communication Studies minor, BS Business Administration (elective option)

3.3. **Proposed instructional method by university** *(as defined by* AAC Guideline 2.4.3.A*)*:
Please provide a brief description of how the course is appropriate for the instructional method, as defined in AAC Guidelines.

 Lecture (R)

3.4. **Proposed delivery method by university** *(as defined by* AAC Guideline 2.4.3.B *and* 2.4.3.B(A-1)*)*:

 X01 Face-to-Face (F2F)
 X02 HyFlex
 X03 HyFlex Synchronous
 X15 Online Asynchronous

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

 Fall 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:

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

4.1.   University Department: NECL

4.2.   Banner Department Code: NECL

4.3.   Proposed CIP Code: 13.1331

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