



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

Teacher Education

Institution

Division/Department

Michael Wanous

10/9/2025

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
CTE 450/550	Work-Based Learning (WBL) Programs	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 course explores the theory, structure, and administration of Work-Based Learning (WBL) in Career and Technical Education (CTE) programs. Students will investigate the philosophy, development, implementation, coordination, and evaluation of Cooperative Career and Technical Education (C-CTE) and other WBL models, with a focus on aligning programs with federal, state, and local policy frameworks. Emphasis will be placed on the roles/responsibilities of teacher-coordinators, legal and safety compliance, employer engagement, program improvement, and equitable access.

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?

Registration Restrictions

Students must be accepted into NSU's Teacher Education Program.

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

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

Currently no CTE courses exist in the BOR system, similar courses cannot be found.

☐ **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:

☒ **Yes.** Specify below:

A CTE adjunct (already employed by NSU) would be needed to teach this course.

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

BSED in CTE

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.

The proposed instructional method for this course is Lecture (R). CTE 450/550 is well-suited to the lecture format because the content is rooted in theory, principles, and established practices that form the foundation of Work-Based Learning (WBL) in Career and Technical Education. Topics such as program structure, federal and state policy frameworks, teacher-coordinator responsibilities, and legal and safety compliance require a highly structured environment in which the instructor formally presents factual and regulatory information.

The lecture format ensures straightforward communication of complex and technical material that students may have little prior knowledge of, such as CTE models, program evaluation methods, and compliance requirements. Providing this information through formal lectures allows students to develop a solid knowledge base before applying concepts in practical settings. The format also accommodates varying enrollment sizes, making it suitable for both undergraduate and graduate students enrolled in the dual-level course.

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

F2F (X01), online asynchronous (X15), online synchronous (X18), HyFlex (X02)

3.5. Term change will be effective: Fall 2026

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: NTE

4.2. Banner Department Code: NTE

4.3. Proposed [CIP Code](#): 131319

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