Cover Sheet: Request 9979

Prerequisite update for ADV 4101

Info

Process	Course|Modify|Ugrad/Pro
Status	Pending
Submitter	Kelleher,Thomas A tkell@ufl.edu
Created	1/28/2015 7:19:53 PM
Updated	2/6/2015 1:36:00 PM
Description	Modifying ADV 4101 prerequisites to replace ADV 3203, which has been removed from the catalog, with VIC 3001, which replaces ADV 3203 in the new college curriculum.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	JOU - Advertising 012302000	Kelleher, Thomas A		1/28/2015
College	Approved	JOU - College of Journalism and Communications	Weigold, Michael Fredrick		2/6/2015
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			2/6/2015
Statewide Course Numbering System					
Office of the Registrar					
Student Academic Support System					
Catalog					
College Notified					

UCC2: Change Course Transmittal Form

Current SCNS Course Identification

1. Prefix ADV   2. Level 4   3. Number 4101   4. Lab Code C

5. Course Title   Copywriting and Visualization

Requested Action

6. Effective Term Earliest Available   7. Effective Year Earliest Available

8. Action: Terminate Course ☐   Other ☒
(Skip to item 24 on this form.)   (Indicate all changes below.)

If you select "yes" to change any item below, complete the corresponding "current" and "proposed" fields.

	Item	Change?	Current	Proposed
9.	Course Prefix	Yes ☐	XXX	XXX
10.	Course Level	Yes ☐	Select	Select
11.	Course Number	Yes ☐	XXX	XXX
12.	Lab Code*	Yes ☐	Select	Select
13.	Course Title	Yes ☐	Click here to enter text.	Click here to enter text.
14.	Transcript Title (21 characters max)	Yes ☐	Click here to enter transcript title.	Click here to enter transcript title.
15.	Credit Hours*	Yes ☐	Select	Select
16.	Variable Credit*	Yes ☐	Min # and max # credits per semester	Min # and max # credits per semester
17.	S/U Only	Yes ☐	Select	Select
18.	Contact Type*	Yes ☐	Select Contact Type	Select Contact Type
19.	Rotating Topic	Yes ☐	Select	Select
20.	Repeatable Credit*	Yes ☐	Select	Select
21.	Course Description* (50 words or fewer.)	Yes ☐	Click here to enter text.	Click here to enter text.
22.	Prerequisites	Yes ☒	3JM ADV; minimum grades of C or better in MMC 2100, ADV 3001, and ADV 3203; Coreq: ADV 3500	3JM ADV; minimum grades of C or better in MMC 2100, ADV 3001, and VIC 3001; Coreq: ADV 3500
23.	Co-requisites	Yes ☐	Click here to enter text.	Click here to enter text.

* If the request is for a change in lab code, credit hours, contact type or course description, a syllabus must be attached and the syllabus checklist on the next page of this form must be completed.

24. Rationale and Placement in Curriculum

VIC 3001 has replaced ADV 3203 in most recent college curriculum revisions

Syllabus Requirements Checklist

  The University's complete Syllabus Policy can be found at:
  http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf

The syllabus of the proposed course **must** include the following:

- ☐ Course title

- ☐ Instructor contact information (if applicable, TA information may be listed as TBA)

- ☐ Office hours during which students may meet with the instructor and TA (if applicable)

- ☐ Course objectives and/or goals

- ☐ A weekly course schedule of topics and assignments.

- ☐ Methods by which students will be evaluated and their grades determined

- ☐ Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the appropriate undergraduate catalog web page: https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx.

- ☐ List of all required and recommended textbooks

- ☐ Materials and Supplies Fees, if any

- ☐ A statement related to class attendance, make-up exams and other work such as: *"Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx."*

- ☐ A statement related to accommodations for students with disabilities such as: *"Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation."*

- ☐ A statement informing students of the online course evaluation process such as: *"Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results."*

It is **recommended** that the syllabus contain the following:

- ☐ Critical dates for exams or other work

- ☐ Class demeanor expected by the professor (e.g. tardiness, cell phone usage)

- ☐ The university's honesty policy regarding cheating, plagiarism, etc.

  Suggested wording: UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

- ☐ Contact information for the Counseling and Wellness Center: http://www.counseling.ufl.edu/cwc/, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies