

Topics Course Forms

Topics courses have two parts:

1. The header record
2. Topics falling under that header record always indicated with a suffix behind the course number

The header record (also called a placeholder) is reported to THECB in the CBM003 (annual report of courses); however, the topics that fall under it are not reported. Topics courses are intended to be *temporary organized courses* with an instruction type of 1=lecture or 4=seminar.

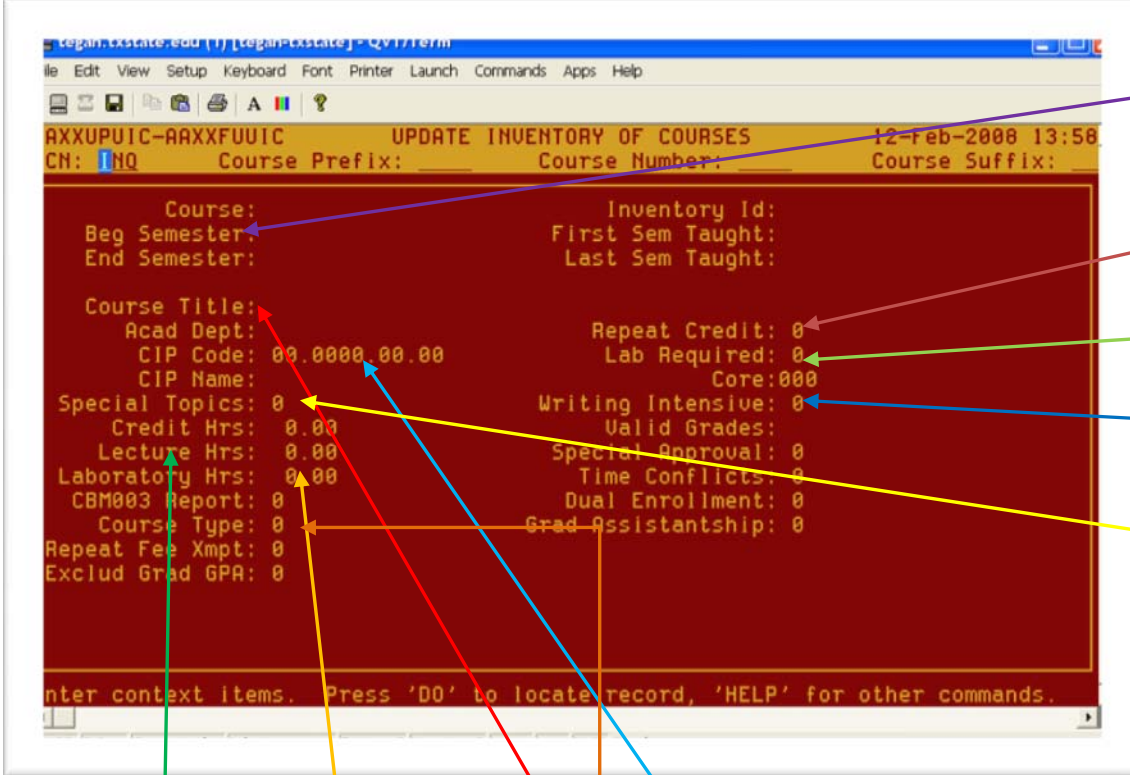
To create a new topics header record course number:

- A course form must be submitted as an ADD
- There must be at least two topics (A & B) submitted at that same time
- No syllabus is required (because the course is never taught)
- All signatures are necessary

To create a new topics course using an existing header record number:

(may be submitted at any time throughout the year and entered immediately, because these are not reported to THECB in the same way as other courses)

- A course form must be submitted as an ADD
- Syllabus is required
- All signatures are necessary



Beginning Semester

Repeatable for Credit

Lab Required

Writing Intensive

Topics Course

Lecture Hours

Lab Hours

Course Type

CIP Code

Course Title

PPS 2.01 Attachment B

PROVOST OFFICE USE ONLY

1. Check course number 5. Process BOR order
 2. Enter course in TIS inventory 6. Enter course in CB inventory
 3. Enter cross reference 7. Confirm CB inventory
 4. Enter fee in fee inventory 8. Provide Catalog/Appendix

TEXAS STATE UNIVERSITY-SAN MARCOS
COURSE INVENTORY FORM

1. Effective Semester: Fall 2008 2. Action: Add Change Delete

3. College: Science 4. Department/School/Program: Technology

5. Course Title:
 Current: Internship
 Proposed:

6. Course Description (50 words or less including prerequisites/corequisites):
 Supervised on-the-job professional learning experience in construction, manufacturing, electronics, and other technical areas. Required by all Industrial and Engineering Technology majors during the summer of their junior or senior year. Prerequisites: Consult internship coordinator.

7. Course Data:
 Prefix: | Number: | CIP Code: |
 T | E | C | H | 4 | 3 | 9 | 0 |

Abbreviated Title (18 characters only):

Contact Hours Lecture	Contact Hours Lab	Repeatable for Credit? Yes/No	Separate Lab Required? Yes/No	Writing Intensive? Yes/No	Topics course? Yes/No

Instruction Type: 1 Cross Reference:

8. Justification:
 Course description modification to reflect changes in the course content.

