**PURDUE UNIVERSITY**
REQUEST FOR ADDITION, EXPIRATION,
OR REVISION OF AN UNDERGRADUATE COURSE
(10000-40000 LEVEL)

PARTMENT: Civil Engineering  
EFFECTIVE SESSION: Spring 2012

**INSTRUCTIONS:** Please check the items below which describe the purpose of this request.

1. New course with supporting documents
2. Add existing course offered at another campus
3. Expiration of a course
4. Change in course number
5. Change in course title
6. Change in course credit/type
7. Change in course attributes (department head signature only)
8. Change in instructional hours
9. Change in course description
10. Change in course requisites
11. Change in semesters offered (department head signature only)
12. Transfer from one department to another

<table>
<thead>
<tr>
<th>PROPOSED</th>
<th>EXISTING</th>
<th>TERMS OFFERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Abbreviation</td>
<td>Subject Abbreviation</td>
<td>CE</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Number</td>
<td>39900</td>
</tr>
<tr>
<td>Long Title</td>
<td>Oral and Written Communication for Civil Engineers</td>
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<tr>
<td>Short Title</td>
<td>Oral &amp; Writt Comm CE</td>
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<tr>
<td>CAMPUS(E)S INVOLVED</td>
<td>Calumet</td>
<td>N. Central</td>
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<td></td>
<td>Cont Ed</td>
<td>Tech Statewide</td>
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<td></td>
<td>Ft. Wayne</td>
<td>X W. Lafayette</td>
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<td></td>
<td>Indianapolis</td>
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| Abbreviated Title will be entered by the Office of the Registrar if omitted. (50 CHARACTERS ONLY) |

**CREDIT TYPE**

1. Fixed Credit: Cr. Hrs.  3
2. Variable Credit Range:  
   Minimum Cr. Hrs.  (Check One)  To  Or  Maximum Cr. Hrs.  
3. Equivalent Credit: Yes  No

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<thead>
<tr>
<th>Schedule Type</th>
<th>Minutes Per Mtg</th>
<th>Meetings Per Week</th>
<th>Weeks Offered</th>
<th>% of Credit Allocated</th>
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<td>16</td>
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<tr>
<td>Pract/Observ</td>
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</tbody>
</table>

**COURSE ATTRIBUTES:** Check All That Apply

1. Pass/No Pass Only
2. Satisfactory/Unsatisfactory Only
3. Repeatable
4. Credit by Examination
5. Special Fees
6. Registration Approval Type
   Department
   Instructor
7. Variable Title
8. Honors
9. Full Time Privilege
10. Off Campus Experience

**COURSE DESCRIPTION (INCLUDE REQUISITES/RESTRICTIONS):**
Oral and written communication as utilized in professional/business environments. Technical writing and presentation style; purpose, audience, voice, format, and illustration. Practice in preparing written correspondence and reports; practice in preparing and delivering oral presentations. Typically offered Fall-Spring.

**COURSE LEARNING OUTCOMES:**

**Calumet Department Head**  Date  **Calumet School Dean**  Date
**Fort Wayne Department Head**  Date  **Fort Wayne School Dean**  Date
**Indianapolis Department Head**  Date  **Indianapolis School Dean**  Date
**North Central Faculty Senate Chair**  Date  **Vice Chancellor for Academic Affairs**  Date
**West Lafayette Department Head**  Date  **West Lafayette College School Dean**  Date  **West Lafayette Registrar**  Date

**OFFICE OF THE REGISTRAR**
**PURDUE UNIVERSITY**

**REQUEST FOR ADDITION, EXPIRATION, OR REVISION OF AN UNDERGRADUATE COURSE**

*(10000-40000 LEVEL)*

**APARTMENT:** Civil Engineering  
**EFFECTIVE SESSION:** Spring 2012

**INSTRUCTIONS:** Please check the items below which describe the purpose of this request.

- [ ] New course with supporting documents
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- [ ] Change in course attributes (department head signature only)
- [ ] Change in instructional hours
- [ ] Change in course description
- [ ] Change in course prerequisites
- [ ] Change in semesters offered (department head signature only)
- [ ] Transfer from one department to another

### PROPOSED:

- **Subject Abbreviation:** CE
- **Course Number:** 39900
- **Long Title:** Oral and Written Communication for Civil Engineers
- **Short Title:** Oral & Writ Comm CE

### EXISTING:

- **Subject Abbreviation:** CE
- **Course Number:**
- **Long Title:**
- **Short Title:**

### TERMS OFFERED:

- **Fall**
- **Spring**
- **Summer**

### CAMPUS(ES) INVOLVED:

- [ ] Calumet
- [ ] Cont Ed
- [ ] N. Central
- [ ] Ft. Wayne
- [ ] Tech Statewide
- [x] Indianapolis
- [x] W. Lafayette

- Abbreviated title will be entered by the Office of the Registrar if omitted. (35 CHARACTERS ONLY)

### CREDIT TYPE:

1. Fixed Credit: Cr. Hrs.
   - [ ] 3

2. Variable Credit Range:
   - Minimum Cr. Hrs: [ ] To [ ] Or [ ]
   - Maximum Cr. Hrs: [ ]

3. Equivalent Credit: Yes [ ] No [ ]

### CREDIT TYPE:

- [ ] Pass/Not Pass Only
- [ ] Satisfactory/Unsatisfactory Only
- [ ] Repeatable
- [ ] Maximum Repeatable Credit:
- [ ] Credit by Examination
- [ ] Special Fees

### COURSE DESCRIPTION:

- [ ] 6. Registration Approval Type
  - [ ] Department
  - [ ] Instructor

- [ ] 7. Variable Title
- [ ] 8. Honors
- [ ] 9. Full Time Privilege
- [ ] 10. Off Campus Experience

### COURSE DESCRIPTION (INCLUDE REQUISITES/RESTRICTIONS):

Oral and written communication as utilized in professional/business environments. Technical writing and presentation style; purpose, audience, voice, format, and illustration. Practice in preparing written correspondence and reports; practice in preparing and delivering oral presentations. Typically offered Fall Spring.

### COURSE LEARNING OUTCOMES:

- [ ] Calumet Department Head Date
- [ ] Calumet School Dean Date
- [ ] Fort Wayne Department Head Date
- [ ] Fort Wayne School Dean Date
- [ ] Indianapolis Department Head Date
- [ ] Indianapolis School Dean Date
- [ ] Central Faculty Senate Chair Date
- [ ] Vice Chancellor for Academic Affairs Date
- [ ] West Lafayette Department Head Date
- [ ] West Lafayette College School Dean Date
- [ ] West Lafayette Registrar Date

**OFFICE OF THE REGISTRAR**
TO: The Faculty of the College of Engineering

FROM: The Faculty of the School of Civil Engineering

RE: Deletion of CE 39900.

The faculty of the School Civil Engineering has approved the deletion of CE 39900. This action is now submitted to the Engineering Faculty with a recommendation for approval.

CE 39900 Oral and Written Communications for Civil Engineers

Sem.1 and 2. Class 3, cr. 3

Prerequisite: Undergraduate level COM 11400 Minimum Grade of C- or Undergraduate level COMM R1100 Minimum Grade of C- and Undergraduate level ENGL 10600 Minimum Grade of C- or Undergraduate level ENGL 10800 Minimum Grade of C- or Undergraduate level ENG W140 Minimum Grade of C- or Undergraduate level ENG W150 Minimum Grade of C-) or (Undergraduate level ENG W1310 Minimum Grade of C- and Undergraduate level ENG W1320 Minimum Grade of C- or Undergraduate level ENGL 10100 Minimum Grade of C- and Undergraduate level ENGL 10200 Minimum Grade of C-.

Oral and written communication as utilized in professional/business environments. Technical writing and presentation style; purpose, audience, voice, format, and illustration. Practice in preparing written correspondence and reports; practice in preparing and delivering oral presentations. Typically offered Fall Spring.

Reason: Course content will be taught in other CE courses. This course is no longer needed in the curriculum.

M. Katherine Banks
Bowen Engineering Head
Jack and Kay Hockema Professor of Civil Engineering

APPROVED FOR THE FACULTY OF THE SCHOOLS OF ENGINEERING
BY THE ENGINEERING CURRICULUM COMMITTEE

ECC Minutes # 9

Date 1-12-2011

Chairman ECC R. Cipra