

**COLLEGE OF BUSINESS**

**Business Communications Program**

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**M E M O R A N D U M**

**TO:** College Curriculum Chair

College of Business Dean

 UUPC Chair

 Undergraduate Studies Dean

 UFS President

 Provost

**FROM:** Mary Kay Boyd, Director, Business Communications Program mkb

**DATE:** September 25, 2017

**SUBJECT:** New Course Proposal, Undergraduate Programs

GEB 3213 (RI)

We are submitting the New Course Proposal and its Syllabus for your approval.

The course has been approved by OURI, and I have approved it for our undergraduate Business Communications Curriculum, hoping to begin offering it in spring 2018.

GEB 3213 (RI) aligns with the current curriculum of GEB 3213: Communicating Business Information, which is a Gordon Rule and WAC course; although the current course includes a research component, this course adopts a more intensive focus on scaffolded assignments to enhance, significantly, the skills of research and inquiry.

We strongly support the OURI initiative and believe our program is a suitable fit for building and refining these research skills.

Please contact me at 297-3633 if you have questions.

Thank you!

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