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.

BHSU	**College of Natural & Behavioral Science (Natural Science)**
Institution	**Division/Department**

Pamela Carrivean	Click here to enter 12/23/25
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
GEOL 305	Professional Development in the Geosciences	1

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

Students explore career fields within the geological and environmental sciences while developing professional skills such as résumé and cover letter writing, portfolio design, and online branding. Professionals within the field will provide students with career advice and networking opportunities. Course will include workshops, guest speakers, and networking opportunities with professionals in the field.

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

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:

I was unable to find any courses that align with professional development.

☐ **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:
This one credit class has been taught twice as a topics course by the current faculty without impact to other courses taught

☐ **Yes.** Specify below:

3.2. Existing program(s) in which course will be offered (i.e., any current or pending majors, minors, certificates, etc.):
B.S. Environmental Physical Science; Earth Science minor

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. R- Lecture

3.4. Proposed delivery method by university ***(as defined by AAC Guideline 2.4.3.B and 2.4.3.B(A-1))*****:**
E01 - Face to face.

3.5. Term change will be effective: Fall 2026

3.6. Can students repeat the course for additional credit?
☒ Yes, total credit limit: 4 ☐ 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: School of Natural Sciences

4.2. Banner Department Code: BSNS

4.3. Proposed CIP Code: 40.0601

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

NEW COURSE REQUEST
Supporting Justification for On-Campus Review

Abigail Domagall	Abigail Domagall	11/10/2025
Request Originator	**Signature**	**Date**
Dan Asunskis		11-16-2025
Department Chair	**Signature**	**Date**
Cynthia Anderson		11/17/25
School/College Dean	**Signature**	**Date**

1. Provide specific reasons for the proposal of this course and explain how the changes enhance the curriculum.

   Unlike degrees such as Business Management or Education, where the career path upon graduating is obvious, degrees in environmental and geosciences lead to a wide range of career fields which are often not obvious to our students. This course will give students a better idea of what careers are out there for them. Additionally, students in science fields often aren't aware of the wide range of opportunities available to them outside of their typical degree that can make them more successful in their future careers. This course helps the students identify career paths of interest early in their career and find opportunities to enhance their degree program, such as internships, and research experiences. The course also gives students the chance to meet local employers who may be looking for student interns during the summer or employees further down the line.

2. Note whether this course is: ☒ Required ☐ Elective

3. In addition to the major/program in which this course is offered, what other majors/programs will be affected by this course?

   It is expected that this course will be added as an elective to the Earth Science minor, but no other programs/majors

4. If this will be a dual listed course, indicate how the distinction between the two levels will be made.
   n.a.

5. Desired section size 30

6. Provide qualifications of faculty who will teach this course. List name(s), rank(s), and degree(s).

   Abigail Domagall, Professor of Geology, Ph.D.

7. Note whether adequate facilities are available and list any special equipment needed for the course.

Current facilities are adequate for this course

8. Note whether adequate library and media support are available for the course.
   Yes, adequate library and media support are available

9. Will the new course duplicate courses currently being offered on this campus?
   ☐ Yes ☒ No
   If yes, provide justification.

10. If this course may be offered for variable credit, explain how the amount of credit at each offering is to be determined.
    No variability in credit hours

11. Add any additional comments that will aid in the evaluation of this request.
    This course has been taught twice as a topics course and has been very well received. Students appreciate having a master resume available for when they are applying for summer positions, and having guidance in evaluating their personal skillset, and creating a career development plan. Students also appreciate meeting alumni who have interesting environmental and geoscience careers locally: it helps them see where they can go with their degree.