

CALS ORAL/WRITTEN COMMUNICATION COURSE PROPOSAL FORM

This form is required with the proposal submission for any course requesting review to meet the written/oral expression requirement for CALS

Any new course being considered for satisfaction of CALS oral/written communication must satisfy *all* points in *one* category (oral or written). By checking all of the boxes, the instructor confirms that the course fulfills the criteria.

WRITTEN EXPRESSION GUIDELINES

Number and Name of Course Being Proposed: _____

- ☐ Language of instruction is English
- ☐ Course requires at least 5 formal writing assignments
- ☐ No fewer than four of the graded assignments go through a process of development and revision under the instructor's guidance.
 - ☐ Students will have the opportunity for individual or small-group review with the instructor, TA or peers.
 - ☐ Instructors will provide clear, extensive, and timely feedback on student assignments. Feedback should include guidance on structure of the overall content, the strength of the assertion, or argument, as well as specific skills, including grammar, audience-appropriateness and style; in-class discussion of effective practices, general and specific expectations for writing assignments; examples of weak and strong approaches, effective writing strategies; explanations of disciplinary conventions, and the nature of evidence and expected documentation style for the discipline.
 - ☐ Expectations for assignments are clearly communicated to students. (i.e. through a rubric or checklist)
 - ☐ Students will have the opportunity to respond to feedback in a subsequent draft, paper, or other assignment.
- ☐ Include some low-stakes, ungraded essays, or other writing assignments in or out of class.
- ☐ Course spends at least 50% of the time in class devoted to improving writing skills and proficiency. Topic-related reading content is less of a focus than improving overall written communication skills.
- ☐ Limit of 25 students in the course to allow for individual attention to student progress.
- ☐ Instructors of written expression courses should teach students not only to write better prose, but also to argue well, to work with evidence, to self-edit, and to explore and explain issues relevant to a particular subject.
- ☐ Written expression course proposals should include an explanation of how the course is suitable to the requirements. This explanation will be placed in the final syllabus.

COMMENTS:

I confirm that all of the above criteria are fulfilled by the course:

INSTRUCTOR NAME _____ SIGNATURE _____

ORAL EXPRESSION GUIDELINES

Number and Name of Course Being Proposed: _____

- ☐ Language of instruction is English
- ☐ Course requires at least 5 formal oral presentations.
- ☐ No fewer than four of the graded assignments go through a process of development and revision under the instructor's guidance.
- ☐ Students will have the opportunity for individual or small-group review with the instructor, TA or peers.
 - ☐ Course covers the following topic areas and monitors the students' improvement in each area through clear, extensive, and timely feedback: structuring speech, clarity and strength of thesis, use of evidence, appropriate documentation, adapting content to the context, use of language, and effective delivery.
 - ☐ Instructors will guide the students through their oral presentations, by including examples of strong and weak presentations; and will clearly identify expectations for assignments through a rubric or check list.
 - ☐ Students are expected to use the feedback they are given to improve subsequent presentations.
 - ☐ Include some low-stakes, ungraded oral assignments in or out of class.
 - ☐ Course essentially focuses on practicing the principles of effective oral expression. While students may speak on a variety of topics, the course is about the process of how to best communicate the topic(s). Courses that require oral presentations do not qualify as Oral Expression unless more than 50% of the course addresses itself to principles of effective communication." Topic-related reading content is less of a focus than improving overall oral communication skills.
- ☐ Limit of 25 students in the course to allow for individual attention to student progress.
- ☐ Oral expression course proposals should include an explanation of how the course is suitable to the requirements. This explanation will be placed in the final syllabus.

COMMENTS:

I confirm that all of the above criteria are fulfilled by the course:

INSTRUCTOR NAME _____ SIGNATURE _____