

General Education Review Committee Agenda

12:30-1:30
April 23, 2010
ADM 204

I. Call to Order

Roll

() Suzanne Forster	UAB/CAS	Written Communication
() Oliver Hedgepeth	UAB/CBPP	
() Utpal Dutta	UAB/SOE	
() Kevin Keating	UAB/Library	
() Deborah Fox	UAB/Mat-Su	
() Kenrick Mock	UAB/CAS	
() Len Smiley	CAS	Quantitative Skills
() Barbara Harville	CAS	Oral Communication
() Walter Olivares	CAS	Fine Arts
() Patricia Fagan	CAS	Humanities
() Beverly Barker		Natural and Physical Sciences
() Catherine Sullivan	CHSW	
() Robert Capuozzo	COE	
() Sandra Pence	CTC	
() Vacant		Social Sciences
() Hilary Davies	UAB	Ex officio/UAB Chair
() Bart Quimby	UAB	Ex officio/OAA
() Vacant	Student	

II. Approval of Agenda (pg. 1)

III. Approval of Summary (pg. 2-3)

IV. Report from Associate Vice Provost Bart Quimby

V. Chair's Report

VI. Course Action Requests

Chg COMM A111 Fundamentals of Oral Communication (3 cr) (3+0) (pg. 4-11)

Chg COMM A235 Small Group Communication (3 cr) (3+0) (pg. 12-18)

Chg COMM A237 Interpersonal Communication (3 cr) (3+0) (pg. 19-25)

Chg COMM A241 Public Speaking (3 cr) (3+0) (pg. 26-32)

VII. Old Business

A. Subcommittee Discussions

VIII. New Business

IX. Informational Items and Adjournment

General Education Review Committee Summary

12:30-1:30
April 16, 2010
ADM 204

I. Call to Order

Roll

(x) Suzanne Forster	UAB/CAS	Written Communication
(e) Oliver Hedgepeth	UAB/CBPP	
(x) Utpal Dutta	UAB/SOE	
(x) Kevin Keating	UAB/Library	
(x) Deborah Fox	UAB/Mat-Su	
(e) Kenrick Mock	UAB/CAS	
(x) Len Smiley	CAS	Quantitative Skills
(x) Barbara Harville	CAS	Oral Communication
(x) Walter Olivares	CAS	Fine Arts
(x) Patricia Fagan	CAS	Humanities
(x) Beverly Barker		Natural and Physical Sciences
(e) Catherine Sullivan	CHSW	
(x) Robert Capuozzo	COE	
(x) Sandra Pence	CTC	
() Vacant		Social Sciences
(x) Hilary Davies	UAB	Ex officio/UAB Chair
(e) Bart Quimby	UAB	Ex officio/OAA
() Vacant	Student	

II. Approval of Agenda (pg. 1)
Approved

III. Approval of Summary (pg. 2)
Patricia Fagan was present at meeting
Approved

IV. Report from Associate Vice Provost Bart Quimby
Unable to attend

V. Chair's Report

VI. Course Action Requests

Chg ENGL A414 Research Writing (3 cr) (3+0) (pg. 3-10)
Approved

Chg ENGL A445 Alaska Native Literatures (3 cr) (3+0) (pg. 11-17)
Approved

COMM courses will not be discussed at 04/16/10 agenda.
They will be discussed at 04/23/10 agenda.

Chg COMM A111 Fundamentals of Oral Communication (3 cr) (3+0)
Chg COMM A235 Small Group Communication (3 cr) (3+0)
Chg COMM A237 Interpersonal Communication (3 cr) (3+0)
Chg COMM A241 Public Speaking (3 cr) (3+0)

VII. Old Business
A. Subcommittee Discussions
Discussion of draft document

VIII. New Business

IX. Informational Items and Adjournment



Course Action Request
University of Alaska Anchorage
Proposal to Initiate, Add, Change, or Delete a Course

1a. School or College AS CAS		1b. Division AHUM Division of Humanities			1c. Department Communication	
2. Course Prefix COMM	3. Course Number A111	4. Previous Course Prefix & Number N/A	5a. Credits/CEUs 3	5b. Contact Hours (Lecture + Lab) (3+0)		
6. Complete Course Title Fundamentals of Oral Communication Fund Oral Communication <small>Abbreviated Title for Transcript (30 character)</small>						
7. Type of Course <input checked="" type="checkbox"/> Academic <input type="checkbox"/> Preparatory/Development <input type="checkbox"/> Non-credit <input type="checkbox"/> CEU <input type="checkbox"/> Professional Development						
8. Type of Action: <input type="checkbox"/> Add or <input checked="" type="checkbox"/> Change or <input type="checkbox"/> Delete				9. Repeat Status No # of Repeats Max Credits		
<i>If a change, mark appropriate boxes:</i> <input type="checkbox"/> Prefix <input type="checkbox"/> Course Number <input type="checkbox"/> Credits <input type="checkbox"/> Contact Hours <input type="checkbox"/> Title <input type="checkbox"/> Repeat Status <input type="checkbox"/> Grading Basis <input type="checkbox"/> Cross-Listed/Stacked <input checked="" type="checkbox"/> Course Description <input checked="" type="checkbox"/> Course Prerequisites <input checked="" type="checkbox"/> Test Score Prerequisites <input type="checkbox"/> Co-requisites <input type="checkbox"/> Other Restrictions <input checked="" type="checkbox"/> Registration Restrictions <input type="checkbox"/> Class <input type="checkbox"/> Level <input type="checkbox"/> College <input type="checkbox"/> Major <input checked="" type="checkbox"/> Other CCG Update (please specify)				10. Grading Basis <input checked="" type="checkbox"/> A-F <input type="checkbox"/> P/NP <input type="checkbox"/> NG		
				11. Implementation Date <small>semester/year</small> From: Fall/2010 To: /9999		
				12. <input type="checkbox"/> Cross Listed with _____ <input type="checkbox"/> Stacked with _____ Cross-Listed Coordination Signature		
13a. Impacted Courses or Programs: List any programs or college requirements that require this course. Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance .						
<i>Impacted Program/Course</i>		<i>Catalog Page(s) Impacted</i>	<i>Date of Coordination</i>	<i>Chair/Coordinator Contacted</i>		
1. See attachment						
2.						
3.						
Initiator Name (typed): <u>Shawnalee Whitney</u> Initiator Signed Initials: _____ Date: _____						
13b. Coordination Email Date: <u>3/29/2010</u> submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)				13c. Coordination with Library Liaison Date: _____		
14. General Education Requirement <input checked="" type="checkbox"/> Oral Communication <input type="checkbox"/> Written Communication <input type="checkbox"/> Quantitative Skills <input type="checkbox"/> Humanities <i>Mark appropriate box:</i> <input type="checkbox"/> Fine Arts <input type="checkbox"/> Social Sciences <input type="checkbox"/> Natural Sciences <input type="checkbox"/> Integrative Capstone						
15. Course Description (<i>suggested length 20 to 50 words</i>) Survey of communication principles, theories, and skills including interpersonal communication, small group communication, and public speaking. Students develop oral communication skills through practice in a variety of individual activities, group activities, and individual and group presentations. Special Note: Students who qualify for placement in ENGL A111 or have already completed ENGL A111 are qualified for this course.						
16a. Course Prerequisite(s) (<i>list prefix and number</i>) ENGL A109 with minimum grade of C or PRPE A108 with minimum grade of C or appropriate test score (see attachment)		16b. Test Score(s) See attachment		16c. Co-requisite(s) (<i>concurrent enrollment required</i>) N/A		
16d. Other Restriction(s) <input type="checkbox"/> College <input type="checkbox"/> Major <input type="checkbox"/> Class <input type="checkbox"/> Level		16e. Registration Restriction(s) (<i>non-codable</i>) Appropriate test score on English Placement Test, SAT Verbal Section, or ACT English Test will waive the ENGL A109 or PRPE A108 prerequisite.				
17. <input checked="" type="checkbox"/> Mark if course has fees		18. <input type="checkbox"/> Mark if course is a selected topic course				
19. Justification for Action Update; addition of prerequisite to ensure that students are prepared for college-level reading and writing.						

Initiator (faculty only)		Date	<input type="checkbox"/> Approved		
<u>Shawnalee Whitney</u>			<input type="checkbox"/> Disapproved	Dean/Director of School/College	Date
Initiator (TYPE NAME)					
<input type="checkbox"/> Approved			<input type="checkbox"/> Approved		
<input type="checkbox"/> Disapproved	Department Chairperson	Date	<input type="checkbox"/> Disapproved	Undergraduate/Graduate Academic Board Chairperson	Date
<input type="checkbox"/> Approved			<input type="checkbox"/> Approved		
<input type="checkbox"/> Disapproved	Curriculum Committee Chairperson	Date	<input type="checkbox"/> Disapproved	Provost or Designee	Date

Addendum to the CAR for COMM A111, A235, A237, A241:

13a. Impacted Courses or Programs: List any programs or college requirements that require this course.

Impacted Program /Course	Catalog Page(s) Impacted	Date of Coordination	Chair/Coordinator Contacted
1. AAS	77	3/25/10	Steve Strom
2. GER Tier 1	80	3/25/10	Suzanne Forster
3. AA	86	3/25/10	Suzanne Forster
4. AA Baccalaureate link	87	3/25/10	Suzanne Forster
5. Minor, Communication	98	3/25/10	S. Whitney; M. Stratton
6. BLS, Liberal Studies	112	3/25/10	Martha Hatch
7. AAS, General Business	131	3/25/10	Alan Houtz; Scott Kraxberger
8. AAS, Early Childhood Dev.	142	3/25/10	Jim Powell, COE
9. BS, Nursing Science	159	3/25/10	Gail Holtzman
10. AAS, Apprenticeship Tech.	165	3/25/10	Deanna Schultz
11. Certif, Architect. Drafting	167	3/25/10	Jeffrey Callahan
12. Certif, Civil Drafting	167	3/25/10	Jeffrey Callahan
13. Certif, Mech/Elec Drafting	167	3/25/10	Jeffrey Callahan
14. Certif, Structural Drafting	168	3/25/10	Jeffrey Callahan
15. AAS, Computer Electronics	181	3/25/10	Scott Kraxberger
16. AAS, Dental Hygiene	192	3/25/10	Robin Wahto
17. AAS, Indus. Process Instru	198	3/25/10	Scott Kraxberger
18. AAS, Occup Safety/Health	205	3/25/10	Don Weber
19. AAS, Paramed. Technology	207	3/25/10	Scott Kraxberger
20. AAS, Process Technology	209	3/25/10	Scott Kraxberger
21. AAS, Technology	213	3/25/10	Lorraine Stewart
22. Certif, Welding Technology	220	3/25/10	Kelly Smith
23. BS, Civil Engineering	224	3/25/10	Orson Smith
24. 2-yr program, Elect. Engrg.	225	3/25/10	Grant Baker
25. BS, Engineering	227	3/25/10	Grant Baker
26. 2-yr program, Mech. Engrg.	231	3/25/10	Grant Baker

Prerequisites for COMM A111, COMM A235, COMM A237, and COMM A241
(same as for ENGL A111)

ENGL A109 with a minimum grade of C, or

PRPE A108 with a minimum grade of C, or

ENGL A111 or

ENGL A211 or

ENGL A212 or

ENGL A213 or

ENGL A214 or

AARC 85 and AASS 95, or

EAEN 22, or

ACTE 22, or

AO1 22, or

SATC 530, or

SATV 530, or

SO1 530, or

COE2 10 and CORG 75

Model catalog copy (for COMM A111, A235, A237, A241)

ENGL A111 Methods of Written Communication 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A109 with minimum grade of C or PRPE A108 with minimum grade of C or [COMPASS E-Write (1-12 scale) with score of 10 and COMPASS Reading Skills with score of 75] or [Accuplacer-Reading Comp with score of 085 and Accuplacer-Sentence Skills with score of 095] or SAT Critical Reading Score with score of 530 or SAT Verbal Score with score of 530 or Enhanced ACT English with score of 22 or Original ACT English with score of 22 or ACT English with score of 22 or SAT Verbal with score of 530.

Registration Restrictions: Appropriate score on English Placement Test, SAT Verbal Section, or ACT English Test will waive the ENGL A109 or PRPE A108 prerequisite.

Course Attributes: UAA GER Written Communication.

COURSE CONTENT GUIDE
UNIVERSITY OF ALASKA ANCHORAGE
COMM A111 – FUNDAMENTALS OF ORAL COMMUNICATION

I.	Initiation Date	February 22, 2010
II.	Course Information	
	A. School/College	College of Arts and Sciences
	B. Department	Communication
	C. Course Prefix	COMM
	D. Course Number	A111
	E. Number of Credits/CEUs and Contact Hours	3 + 0
	F. Course Title	Fundamentals of Oral Communication
	G. Grading Basis	A – F
	H. Implementation Date	Fall 2010
	I. Course Description	Survey of communication principles, theories, and skills including interpersonal communication, small group communication, and public speaking. Students develop oral communication skills through practices in a variety of individual activities, group activities, and individual and group presentations. Special Note: Students who qualify for placement in ENGL A111 or have already completed ENGL A111 are qualified for this course.
	J. Course Attributes	UAA GER Oral Communication
	K. Prerequisites / Test Scores	ENGL A109 with minimum grade of C or PRPE A108 with minimum grade of C or appropriate test score (see attachment)
	L. Registration Restriction	Appropriate test score on English Placement Test, SAT Verbal Section, or ACT English Test will waive the ENGL A109 or PRPE A108 prerequisite
	M. Course Fees	Yes

III. Course Level Justification

The course is a survey of communication principles, theories and skills. This course creates a foundation for advanced coursework in the discipline and develops basic oral communication skills, making it an appropriate 100-level course.

IV. Instructional Goals and Student Outcomes

Instructional Goals: The instructor will:

1. present students with information about the dynamic nature of the process of human communication.

2. describe basic models and theories of communication.
3. provide students with an interpersonal communication background and oral communication interpersonal skills.
4. describe group communication principles and discuss group communication skills.
5. describe public communication concepts including audience analysis, arrangement methods, and delivery.

Student Outcomes: Students will be able to:

1. describe the dynamic nature of the human communication process.
2. discuss basic interpersonal communication models and communication theories.
3. apply basic interpersonal communication concepts and effectively engage in interpersonal communication.
4. demonstrate basic group communication concepts and effectively interact in a group setting.
5. use public communication concepts while speaking.
6. effectively develop, organize and present speeches.

V. Guidelines for Evaluation / Assessment Methods

Specific evaluation procedures will be established by the instructor, provided in the syllabus and handouts, and discussed in class. Students may be evaluated on the basis of their written work, attendance, class participation, oral presentations, and tests. Course grades are based on how well a student masters the subject matter.

VI. Topical Course Outline

- 1.0 Introduction to Human Communication
 - 1.1 Orientation to the communication process
 - 1.2 Relationship between elements in the communication process
 - 1.3 Dynamic nature of the communication process
 - 1.4 Modes of communication
 - 1.5 Models of communication, transactional model
 - 1.6 Communication competence
 - 1.7 Theoretical perspective of communication
 - 1.8 Perceiving others
 - 1.9 Self perception
 - 1.10 Nature of language
 - 1.11 Language theories
 - 1.12 Message creation
 - 1.13 Message interpretation
 - 1.14 Gender and language
 - 1.15 Culture and language
 - 1.16 Listening styles
 - 1.17 Strategies to encourage feedback and listening behavior within the listener
 - 1.18 Critical listening
 - 1.19 Characteristics of nonverbal communication

- 1.20 Functions of nonverbal communication
- 1.21 Types of nonverbal communication
- 1.22 Constructing and delivering effective verbal and nonverbal messages
- 2.0 Interpersonal Communication
 - 2.1 Characteristics of relationships
 - 2.2 Relational development
 - 2.3 Self-disclosure
 - 2.4 Relational climates
 - 2.5 Managing conflict
- 3.0 Group Communication
 - 3.1 Characteristics of groups
 - 3.2 Types of groups
 - 3.3 Cultural influences on groups
 - 3.4 Relationships within groups
 - 3.5 Problem solving in groups
 - 3.6 Leadership in groups
 - 3.7 Groupthink
- 4.0 Public Communication
 - 4.1 Audience adaptation
 - 4.2 Topic selection process
 - 4.3 Structuring a speech
 - 4.4 Supporting material
 - 4.5 Visual aids
 - 4.6 Delivery modes
 - 4.7 Delivery techniques
 - 4.8 Informative speaking
 - 4.9 Persuasive speaking
 - 4.10 Special occasion speeches
 - 4.11 Analyzing a speech

VII. Suggested Texts

Adler, R. & Rodman, G. (2008). *Understanding human communication* (10th ed.). New York: Oxford University Press.

Morreale, S., Spitzberg, B. & Barge, J. (2007). *Human communication* (2nd ed.). New York: Thomson.

VIII. Bibliography and Resources

Adler, R. & Rodman, G. (2008). *Understanding human communication* (10th ed.). New York: Oxford University Press.

Barker, L. L. & Gaut, D. R. (2002). *Communication* (8th ed.). Boston: Allyn & Bacon.

DeVito, J. A. (2007). *Essentials of human communication* (6th ed.). Boston: Pearson.

DeVito, J. A. (2006). *Human communication: The basic course* (10th ed.). Boston: Pearson.

Lumsden, G. & Lumsden, D. (2006). *Communicating with credibility and confidence: Diverse people, diverse settings* (3rd ed.). Belmont, CA: Wadsworth.

McLean, S. (2003). *The basics of speech communication*. Boston: Allyn & Bacon.

Morreale, S., Spitzberg, B. & Barge, J. (2007). *Human communication* (2nd ed.). New York: Thomson.

Seiler, W. J. & Beall, M. L. (2002). *Communication: Making connections* (5th ed.). Boston: Allyn & Bacon.

Trenholm, S. (2007). *Thinking through communication: An introduction to the study of human communication* (5th ed.). Boston: Allyn & Bacon.

Wood, J. T. (2008). *Communication in our lives*. (5th ed.). Belmont, CA: Wadsworth.

Zeuschner, R. (2003). *Communicating today: The essentials*. Boston: Allyn & Bacon.



Course Action Request
University of Alaska Anchorage
Proposal to Initiate, Add, Change, or Delete a Course

1a. School or College AS CAS		1b. Division AHUM Division of Humanities		1c. Department Communication																	
2. Course Prefix COMM	3. Course Number A235	4. Previous Course Prefix & Number N/A	5a. Credits/CEUs 3.0	5b. Contact Hours (Lecture + Lab) (3+0)																	
6. Complete Course Title Small Group Communication <small>Abbreviated Title for Transcript (30 character)</small>																					
7. Type of Course <input checked="" type="checkbox"/> Academic <input type="checkbox"/> Preparatory/Development <input type="checkbox"/> Non-credit <input type="checkbox"/> CEU <input type="checkbox"/> Professional Development																					
8. Type of Action: <input type="checkbox"/> Add or <input checked="" type="checkbox"/> Change or <input type="checkbox"/> Delete <small>If a change, mark appropriate boxes:</small>			9. Repeat Status No # of Repeats Max Credits																		
<input type="checkbox"/> Prefix <input type="checkbox"/> Course Number <input type="checkbox"/> Credits <input type="checkbox"/> Contact Hours <input type="checkbox"/> Title <input type="checkbox"/> Repeat Status <input type="checkbox"/> Grading Basis <input type="checkbox"/> Cross-Listed/Stacked <input checked="" type="checkbox"/> Course Description <input checked="" type="checkbox"/> Course Prerequisites <input checked="" type="checkbox"/> Test Score Prerequisites <input type="checkbox"/> Co-requisites <input type="checkbox"/> Other Restrictions <input checked="" type="checkbox"/> Registration Restrictions <input type="checkbox"/> Class <input type="checkbox"/> Level <input type="checkbox"/> College <input type="checkbox"/> Major <input checked="" type="checkbox"/> Other UPDATE CCG (please specify)			10. Grading Basis <input checked="" type="checkbox"/> A-F <input type="checkbox"/> P/NP <input type="checkbox"/> NG																		
			11. Implementation Date semester/year From: Fall /2010 To: /9999																		
			12. <input type="checkbox"/> Cross Listed with _____ <input type="checkbox"/> Stacked with _____ Cross-Listed Coordination Signature																		
13a. Impacted Courses or Programs: List any programs or college requirements that require this course. Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance .																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Impacted Program/Course</th> <th style="width: 15%;">Catalog Page(s) Impacted</th> <th style="width: 15%;">Date of Coordination</th> <th style="width: 30%;">Chair/Coordinator Contacted</th> </tr> </thead> <tbody> <tr> <td>1. see attachment</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Impacted Program/Course	Catalog Page(s) Impacted	Date of Coordination	Chair/Coordinator Contacted	1. see attachment				2.				3.			
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1. see attachment																					
2.																					
3.																					
Initiator Name (typed): <u>Barbara Harville</u> Initiator Signed Initials: _____ Date: _____																					
13b. Coordination Email Date: _____ <small>submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)</small>			13c. Coordination with Library Liaison Date: _____																		
14. General Education Requirement <input checked="" type="checkbox"/> Oral Communication <input type="checkbox"/> Written Communication <input type="checkbox"/> Quantitative Skills <input type="checkbox"/> Humanities <small>Mark appropriate box:</small> <input type="checkbox"/> Fine Arts <input type="checkbox"/> Social Sciences <input type="checkbox"/> Natural Sciences <input type="checkbox"/> Integrative Capstone																					
15. Course Description (<i>suggested length 20 to 50 words</i>) Study of theories and skills related to small group communication. Emphasis on the communicative skills involved in group relationships and group decision making processes in both professional and personal contexts. Students develop oral communication skills by engaging in practice in a variety of individual exercises and presentations, and group presentations. Special Note: Students who qualify for placement in ENGL A111 or have already completed ENGL A111 are qualified for this course.																					
16a. Course Prerequisite(s) (<i>list prefix and number</i>) ENGL A109 with minimum grade of C or PRPE A108 with minimum grade of C or ENGL A111 or ENGL A211 or ENGL A212 or ENGL A213 or ENGL A214 or appropriate test score (see attachment).		16b. Test Score(s) See attachment		16c. Co-requisite(s) (<i>concurrent enrollment required</i>) NA																	
16d. Other Restriction(s) <input type="checkbox"/> College <input type="checkbox"/> Major <input type="checkbox"/> Class <input type="checkbox"/> Level		16e. Registration Restriction(s) (<i>non-codable</i>) Appropriate test score on English Placement Test, SAT Verbal Section, or ACT English Test will waive the ENGL A109 or PRPE A108 prerequisite.																			
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Initiator (faculty only)		Date	<input type="checkbox"/> Approved		
<u>Barbara Harville</u>			<input type="checkbox"/> Disapproved	Dean/Director of School/College	Date
Initiator (TYPE NAME)					
<input type="checkbox"/> Approved			<input type="checkbox"/> Approved		
<input type="checkbox"/> Disapproved	Department Chairperson	Date	<input type="checkbox"/> Disapproved	Undergraduate/Graduate Academic Board Chairperson	Date
<input type="checkbox"/> Approved			<input type="checkbox"/> Approved		
<input type="checkbox"/> Disapproved	Curriculum Committee Chairperson	Date	<input type="checkbox"/> Disapproved	Provost or Designee	Date

Addendum to the CAR for COMM A111, A235, A237, A241:

13a. Impacted Courses or Programs: List any programs or college requirements that require this course.

Impacted Program /Course	Catalog Page(s) Impacted	Date of Coordination	Chair/Coordinator Contacted
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26. 2-yr program, Mech. Engrg.	231	3/25/10	Grant Baker

Prerequisites for COMM A111, COMM A235, COMM A237, and COMM A241
(same as for ENGL A111)

ENGL A109 with a minimum grade of C, or

PRPE A108 with a minimum grade of C, or

ENGL A111 or

ENGL A211 or

ENGL A212 or

ENGL A213 or

ENGL A214 or

AARC 85 and AASS 95, or

EAEN 22, or

ACTE 22, or

AO1 22, or

SATC 530, or

SATV 530, or

SO1 530, or

COE2 10 and CORG 75

Model catalog copy (for COMM A111, A235, A237, A241)

ENGL A111 Methods of Written Communication 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A109 with minimum grade of C or PRPE A108 with minimum grade of C or [COMPASS E-Write (1-12 scale) with score of 10 and COMPASS Reading Skills with score of 75] or [Accuplacer-Reading Comp with score of 085 and Accuplacer-Sentence Skills with score of 095] or SAT Critical Reading Score with score of 530 or SAT Verbal Score with score of 530 or Enhanced ACT English with score of 22 or Original ACT English with score of 22 or ACT English with score of 22 or SAT Verbal with score of 530.

Registration Restrictions: Appropriate score on English Placement Test, SAT Verbal Section, or ACT English Test will waive the ENGL A109 or PRPE A108 prerequisite.

Course Attributes: UAA GER Written Communication.

COURSE CONTENT GUIDE
UNIVERSITY OF ALASKA ANCHORAGE
SMALL GROUP COMMUNICATION

I. Date Initiated: February 2010

II. Course Information

A. School/College	College of Arts and Sciences
B. Department	Communication
C. Course Prefix	COMM
D. Course Number	A235
E. Number of Credits/CEUs and Contact Hours	3+0
F. Course Title	Small Group Communication
G. Grading Basis	A-F
H. Implementation Date	Fall 2010
I. Course Description	Study of theories and skills related to small group communication. Emphasis on the communicative skills involved in group relationships and group decision making processes in both professional and personal contexts. Students develop oral communication skills by engaging in practice in a variety of individual exercises and presentations, and group presentations. Special Note: Students who qualify for placement in ENGL A111 or have already completed ENGL A111 are qualified for this course.
J. Course Attributes	UAA GER Oral Communication
K. Prerequisite/Test Score	ENGL A109 with a minimum grade of C or PRPE A108 with a minimum grade of C or ENGL A111 or ENGL A211 or ENGL A212 or ENGL A213 or EGL A214 or appropriate test score (see attachment).
L. Registration Restriction	Appropriate test score on English Placement Test, SAT Verbal Section, or ACT English Test will waive the ENGL A109 or PRPE A108 prerequisite
M. Course Fees	Yes

III. Course Level Justification

The course focuses on a specific area of the field of communication, small group, providing a depth of study as well as the development of skills. This course creates a foundation for advanced coursework in the discipline. The course develops basic oral communication skill. This is consistent with a 200-level course.

IV. Instructional Goals & Student Outcomes

The Instructor will:

1. present theories and research to explain the dynamic process of human communication and its various contexts;
2. present the theories and research about small group communication functions to understand how messages are created and understood;
3. discuss small group decision making, problem solving, and leadership;
4. discuss working in groups and making oral presentations.

Student Outcomes & Assessment

Upon successful completion of the course, the student will be able to:	This outcome will be assessed by one or more of these methods:
1. Describe the dynamic process of human communication	Quizzes, tests, exams, papers; Oral presentations/classroom participation
2. Discuss theories, research, and principles of small group communication	Quizzes, tests, exams, papers; Oral presentations/classroom participation
3. Communicate effectively in a variety of small group contexts and formats	Quizzes, tests, exams, papers; Oral presentations/classroom participation; Group assignments
4. Solve problems in small groups	Oral presentations/classroom participation; Group assignments

V. Guidelines for Evaluation

Evaluation procedures are at the discretion of the faculty member teaching the course; however, evaluation may include, but will not be limited to, written examinations, writing projects, group projects, and oral presentations.

VI. Topical Course Outline:

- 1.0 Introduction to Human Communication
 - 1.1 Basic principles and processes
 - 1.2 Theories and models of human communication
 - 1.3 Perception and communication
 - 1.4 Listening theories
 - 1.5 Understand the dynamics of different communication settings
- 2.0 Foundations of Small Group Communication
 - 2.1 Interpersonal communication in groups
 - 2.2 Understanding different types of people/audiences for messages
 - 2.3 Verbal and nonverbal messages
 - 2.4 Creative and critical thinking in groups
- 3.0 Understanding Group Processes
 - 3.1 Becoming a group
 - 3.2 Diversity in small groups
 - 3.3 Conflict within groups
 - 3.4 Leadership in groups

- 4.0 Solving Problems in Groups
 - 4.1 Theories of problem solving
 - 4.2 Practical application of problem solving
- 5.0 Group Work and Presentations
 - 5.1 Creating presentations
 - 5.2 Doing presentations
 - 5.3 Assessing presentations

VII. Suggested Text(s):

Adams, K. & Galanes, G. (2005). *Communicating in groups: Applications and skills* (6th ed.). New York: McGraw Hill.

VIII. Bibliography:

Hirokawa, R., Cathcart, R., Samovar, L., & Henman, L. (2003). *Small group communication: Theory & practice: An anthology*. Oxford: Oxford University Press.

O'Hair, D. & Wiemann, M. (2004). *The essential guide to group communication*. Boston: Bedford/St. Martin's.

Rothwell, J. (2006). *In mixed company: Communicating in small groups and teams*. New York: Harcourt Brace.

Trenholm, S. (2005). *Thinking through communication* (4th ed.). Boston: Pearson.

Wood, J. (1997). *Communication theories in action*. Belmont, CA: Wadsworth.

National Communication Association journals accessed at www.natcom.org



Course Action Request

University of Alaska Anchorage

Proposal to Initiate, Add, Change, or Delete a Course

1a. School or College AS CAS		1b. Division AHUM Division of Humanities			1c. Department Communication	
2. Course Prefix COMM	3. Course Number A237	4. Previous Course Prefix & Number N/A	5a. Credits/CEUs 3.0	5b. Contact Hours (Lecture + Lab) (3+0)		
6. Complete Course Title Interpersonal Communication <small>Abbreviated Title for Transcript (30 character)</small>						
7. Type of Course <input checked="" type="checkbox"/> Academic <input type="checkbox"/> Preparatory/Development <input type="checkbox"/> Non-credit <input type="checkbox"/> CEU <input type="checkbox"/> Professional Development						
8. Type of Action: <input type="checkbox"/> Add or <input checked="" type="checkbox"/> Change or <input type="checkbox"/> Delete <small>If a change, mark appropriate boxes:</small>				9. Repeat Status No # of Repeats Max Credits		
<input type="checkbox"/> Prefix <input type="checkbox"/> Course Number <input type="checkbox"/> Credits <input type="checkbox"/> Contact Hours <input type="checkbox"/> Title <input type="checkbox"/> Repeat Status <input type="checkbox"/> Grading Basis <input type="checkbox"/> Cross-Listed/Stacked <input checked="" type="checkbox"/> Course Description <input checked="" type="checkbox"/> Course Prerequisites <input checked="" type="checkbox"/> Test Score Prerequisites <input type="checkbox"/> Co-requisites <input type="checkbox"/> Other Restrictions <input checked="" type="checkbox"/> Registration Restrictions <input type="checkbox"/> Class <input type="checkbox"/> Level <input type="checkbox"/> College <input type="checkbox"/> Major <input checked="" type="checkbox"/> Other UPDATE CCG (please specify)				10. Grading Basis <input checked="" type="checkbox"/> A-F <input type="checkbox"/> P/NP <input type="checkbox"/> NG		
				11. Implementation Date semester/year From: Fall/2010 To: /9999		
				12. <input type="checkbox"/> Cross Listed with _____ <input type="checkbox"/> Stacked with _____ Cross-Listed Coordination Signature		
13a. Impacted Courses or Programs: List any programs or college requirements that require this course. Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance .						
Impacted Program/Course		Catalog Page(s) Impacted	Date of Coordination	Chair/Coordinator Contacted		
1. See attachment						
2.						
3.						
Initiator Name (typed): <u>Barbara Harville</u> Initiator Signed Initials: _____ Date: _____						
13b. Coordination Email Date: _____ submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)				13c. Coordination with Library Liaison Date: _____		
14. General Education Requirement <input checked="" type="checkbox"/> Oral Communication <input type="checkbox"/> Written Communication <input type="checkbox"/> Quantitative Skills <input type="checkbox"/> Humanities <small>Mark appropriate box:</small> <input type="checkbox"/> Fine Arts <input type="checkbox"/> Social Sciences <input type="checkbox"/> Natural Sciences <input type="checkbox"/> Integrative Capstone						
15. Course Description (<i>suggested length 20 to 50 words</i>) Study of theories and skills related to dyadic communication and the variables which affect it, including conflict, culture, gender, and rules in both personal and professional contexts. Students will develop oral communication skills designed to improve communication in relationships by engaging in a variety of individual exercises, individual presentations, and group activities. Special Note: Students who qualify for placement in ENGL A111 or have already completed ENGL A111 are qualified for this course.						
16a. Course Prerequisite(s) (<i>list prefix and number</i>) ENGL A109 with minimum grade of C or PRPE A108 with minimum grade of C or ENGL A111 or ENGL A211 or ENGL A212 or ENGL A213 or ENGL A214 or appropriate test score (see attachment).		16b. Test Score(s) See attachment		16c. Co-requisite(s) (<i>concurrent enrollment required</i>) NA		
16d. Other Restriction(s) <input type="checkbox"/> College <input type="checkbox"/> Major <input type="checkbox"/> Class <input type="checkbox"/> Level				16e. Registration Restriction(s) (<i>non-codable</i>) Appropriate test score on English Placement Test, SAT Verbal Section, or ACT English Test will waive the ENGL A109 or PRPE A108 prerequisite.		
17. <input checked="" type="checkbox"/> Mark if course has fees				18. <input type="checkbox"/> Mark if course is a selected topic course		
19. Justification for Action Update; addition of prerequisite to ensure that students are prepared for college-level reading and writing.						

Initiator (faculty only)		Date	<input type="checkbox"/> Approved		
<u>Barbara Harville</u>			<input type="checkbox"/> Disapproved	Dean/Director of School/College	Date
Initiator (TYPE NAME)					
<input type="checkbox"/> Approved			<input type="checkbox"/> Approved		
<input type="checkbox"/> Disapproved	Department Chairperson	Date	<input type="checkbox"/> Disapproved	Undergraduate/Graduate Academic Board Chairperson	Date
<input type="checkbox"/> Approved			<input type="checkbox"/> Approved		
<input type="checkbox"/> Disapproved	Curriculum Committee Chairperson	Date	<input type="checkbox"/> Disapproved	Provost or Designee	Date

Addendum to the CAR for COMM A111, A235, A237, A241:

13a. Impacted Courses or Programs: List any programs or college requirements that require this course.

Impacted Program /Course	Catalog Page(s) Impacted	Date of Coordination	Chair/Coordinator Contacted
1. AAS	77	3/25/10	Steve Strom
2. GER Tier 1	80	3/25/10	Suzanne Forster
3. AA	86	3/25/10	Suzanne Forster
4. AA Baccalaureate link	87	3/25/10	Suzanne Forster
5. Minor, Communication	98	3/25/10	S. Whitney; M. Stratton
6. BLS, Liberal Studies	112	3/25/10	Martha Hatch
7. AAS, General Business	131	3/25/10	Alan Houtz; Scott Kraxberger
8. AAS, Early Childhood Dev.	142	3/25/10	Jim Powell, COE
9. BS, Nursing Science	159	3/25/10	Gail Holtzman
10. AAS, Apprenticeship Tech.	165	3/25/10	Deanna Schultz
11. Certif, Architect. Drafting	167	3/25/10	Jeffrey Callahan
12. Certif, Civil Drafting	167	3/25/10	Jeffrey Callahan
13. Certif, Mech/Elec Drafting	167	3/25/10	Jeffrey Callahan
14. Certif, Structural Drafting	168	3/25/10	Jeffrey Callahan
15. AAS, Computer Electronics	181	3/25/10	Scott Kraxberger
16. AAS, Dental Hygiene	192	3/25/10	Robin Wahto
17. AAS, Indus. Process Instru	198	3/25/10	Scott Kraxberger
18. AAS, Occup Safety/Health	205	3/25/10	Don Weber
19. AAS, Paramed. Technology	207	3/25/10	Scott Kraxberger
20. AAS, Process Technology	209	3/25/10	Scott Kraxberger
21. AAS, Technology	213	3/25/10	Lorraine Stewart
22. Certif, Welding Technology	220	3/25/10	Kelly Smith
23. BS, Civil Engineering	224	3/25/10	Orson Smith
24. 2-yr program, Elect. Engrg.	225	3/25/10	Grant Baker
25. BS, Engineering	227	3/25/10	Grant Baker
26. 2-yr program, Mech. Engrg.	231	3/25/10	Grant Baker

Prerequisites for COMM A111, COMM A235, COMM A237, and COMM A241
(same as for ENGL A111)

ENGL A109 with a minimum grade of C, or

PRPE A108 with a minimum grade of C, or

ENGL A111 or

ENGL A211 or

ENGL A212 or

ENGL A213 or

ENGL A214 or

AARC 85 and AASS 95, or

EAEN 22, or

ACTE 22, or

AO1 22, or

SATC 530, or

SATV 530, or

SO1 530, or

COE2 10 and CORG 75

Model catalog copy (for COMM A111, A235, A237, A241)

ENGL A111 Methods of Written Communication 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A109 with minimum grade of C or PRPE A108 with minimum grade of C or [COMPASS E-Write (1-12 scale) with score of 10 and COMPASS Reading Skills with score of 75] or [Accuplacer-Reading Comp with score of 085 and Accuplacer-Sentence Skills with score of 095] or SAT Critical Reading Score with score of 530 or SAT Verbal Score with score of 530 or Enhanced ACT English with score of 22 or Original ACT English with score of 22 or ACT English with score of 22 or SAT Verbal with score of 530.

Registration Restrictions: Appropriate score on English Placement Test, SAT Verbal Section, or ACT English Test will waive the ENGL A109 or PRPE A108 prerequisite.

Course Attributes: UAA GER Written Communication.

**COURSE CONTENT GUIDE
UNIVERSITY OF ALASKA ANCHORAGE
INTERPERSONAL COMMUNICATION**

I. Date Initiated: February 2010

II. Course Information

A. School/College	College of Arts and Sciences
B. Department	Communication
C. Course Prefix	COMM
D. Course Number	A237
E. Number of Credits/CEUs and Contact Hours	3+0
F. Course Title	Interpersonal Communication
G. Grading Basis	A-F
H. Implementation Date	Fall 2010
I. Course Description	Study of theories and skills related to dyadic communication and the variables which affect it, including conflict, culture, gender, and rules in both personal and professional contexts. Students will develop oral communication skills designed to improve communication in relationships by engaging in a variety of individual exercises, individual presentations, and group activities. Special Note: Students who qualify for placement in ENGL A111 or have already completed ENGL A111 are qualified for this course.
J. Course Attributes	UAA GER Oral Communication
K. Prerequisite/Test Score	ENGL A109 with a minimum grade of C or PRPE A108 with a minimum grade of C or ENGL A111 or ENGL A211 or ENGL A212 or ENGL A213 or EGL A214 or appropriate test score (see attachment).
L. Registration Restriction	Appropriate test score on English Placement Test, SAT Verbal Section, or ACT English Test will waive the ENGL A109 or PRPE A108 prerequisite
M. Course Fees	Yes

III. Course Level Justification

The course focuses on a specific area of the field of communication, interpersonal, providing a depth of study as well as the development of skills. This course creates a foundation for advanced coursework in the discipline. The course develops basic oral communication skill. This is consistent with a 200-level course.

IV. Instructional Goals & Student Outcomes

The Instructor will:

1. present theories and research to explain the dynamic process of human communication and its various contexts;
2. present the theories and research about interpersonal communication to understand how messages are created and understood;
3. discuss conflict and the nature of relationships;
4. discuss communication climate in personal and professional relationships.

Student Outcomes & Assessment

Upon successful completion of the course, the student will be able to:	This outcome will be assessed by one or more of these methods:
1. Describe the dynamic process of human communication	Oral presentations/classroom participation; quizzes, tests, exams, papers
2. Discuss theories, research, and principles of interpersonal communication	Oral presentations/classroom participation; quizzes, tests, exams, papers
3. Communicate effectively in a variety of interpersonal and professional communication contexts	Oral presentations/classroom participation; group assignments
4. Describe problems and constraints in interpersonal relationships	Oral presentations/classroom participation; quizzes, tests, exams, papers

V. Guidelines for Evaluation

Evaluation procedures are at the discretion of the faculty member teaching the course; however, evaluation may include, but will not be limited to, written examinations, writing projects, group projects, and oral presentations.

VI. Topical Course Outline:

- 1.0 Introduction to Human Communication
 - 1.1 Basic principles and processes
 - 1.2 Theories and models
 - 1.3 Self Concept
 - 1.4 Perception
- 2.0 Interpersonal Process & Functions
 - 2.1 Listening
 - 2.2 Language
 - 2.3 Nonverbal
 - 2.4 Emotions
- 3.0 Common Problems and Solutions
 - 3.1 Managing Conflict
 - 3.2 Communication Climate

- 4.0 Relationships
 - 4.1 Friendship
 - 4.2 Romantic Relationships
 - 4.3 Family

VII. Suggested Text(s):

Adler, R.B., Rosenfeld, L.B., & Proctor, R.F. (2010). *Interplay: The process of interpersonal communication*. New York: Oxford.

VIII. Bibliography:

Baxter, L., & Braithwaite, D. (2008). *Engaging theories in interpersonal communication: Multiple perspectives*. Thousand Oaks, CA: Sage.

Canary, D., Cody, M., & Manusov, V. (2008). *Interpersonal communication: A goals-based approach*. Boston: Bedford/St.Martins.

Domenici, K., & Littlejohn, S. (2006). *Facework: Bridging theory and practice*. Thousand Oaks, CA: Sage.

Duck, S., & McMahan, D. (2009). *The basics of communication: A relational perspective*. Thousand Oaks, CA: Sage.

Floyd, K. (2009). *Interpersonal communication: The whole story* (1st ed.). Hightstown, NJ: McGraw-Hill.

Knapp, M. & Daly, J. (2002). *Handbook of interpersonal communication*. Thousand Oaks, CA: Sage.

Motley, M. (2008). *Studies in applied interpersonal communication*. Thousand Oaks, CA: Sage.

Orbe, M. (2007). *Contemporary issues in interpersonal communication*. Oxford: Oxford University Press.

Smith, S., & Wilson, S. (2009). *New directions in interpersonal communication research*. Thousand Oaks, CA: Sage.

Stewart, J. (2009). *Bridges not walls: A book about interpersonal communication* (10th ed.). Hightstown, NJ: McGraw-Hill.

Trenholm, S. (2005). *Thinking through communication* (4th ed.). Boston: Pearson.

Wood, J. (1997). *Communication theories in action*. Belmont, CA: Wadsworth.

National Communication Association journals accessed at www.natcom.org



Course Action Request

University of Alaska Anchorage

Proposal to Initiate, Add, Change, or Delete a Course

1a. School or College AS CAS		1b. Division AHUM Division of Humanities			1c. Department Communication	
2. Course Prefix COMM	3. Course Number A241	4. Previous Course Prefix & Number N/A	5a. Credits/CEUs 3	5b. Contact Hours (Lecture + Lab) (3+0)		
6. Complete Course Title Public Speaking <small>Abbreviated Title for Transcript (30 character)</small>						
7. Type of Course <input checked="" type="checkbox"/> Academic <input type="checkbox"/> Preparatory/Development <input type="checkbox"/> Non-credit <input type="checkbox"/> CEU <input type="checkbox"/> Professional Development						
8. Type of Action: <input type="checkbox"/> Add or <input checked="" type="checkbox"/> Change or <input type="checkbox"/> Delete <small>If a change, mark appropriate boxes:</small>				9. Repeat Status No # of Repeats Max Credits		
<input type="checkbox"/> Prefix <input type="checkbox"/> Course Number <input type="checkbox"/> Credits <input type="checkbox"/> Contact Hours <input type="checkbox"/> Title <input type="checkbox"/> Repeat Status <input type="checkbox"/> Grading Basis <input type="checkbox"/> Cross-Listed/Stacked <input checked="" type="checkbox"/> Course Description <input checked="" type="checkbox"/> Course Prerequisites <input checked="" type="checkbox"/> Test Score Prerequisites <input type="checkbox"/> Co-requisites <input type="checkbox"/> Other Restrictions <input checked="" type="checkbox"/> Registration Restrictions <input type="checkbox"/> Class <input type="checkbox"/> Level <input type="checkbox"/> College <input type="checkbox"/> Major <input checked="" type="checkbox"/> Other CCG Update (please specify)				10. Grading Basis <input checked="" type="checkbox"/> A-F <input type="checkbox"/> P/NP <input type="checkbox"/> NG		
				11. Implementation Date <small>semester/year</small> From: Fall/2010 To: /9999		
				12. <input type="checkbox"/> Cross Listed with _____ <input type="checkbox"/> Stacked with _____ Cross-Listed Coordination Signature		
13a. Impacted Courses or Programs: List any programs or college requirements that require this course. <small>Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.</small>						
<i>Impacted Program/Course</i>		<i>Catalog Page(s) Impacted</i>	<i>Date of Coordination</i>		<i>Chair/Coordinator Contacted</i>	
1. See attachment						
2.						
3.						
Initiator Name (typed): <u>Shawnalee Whitney</u> Initiator Signed Initials: _____ Date: _____						
13b. Coordination Email Date: <u>3/29/2010</u> <small>submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)</small>			13c. Coordination with Library Liaison Date: _____			
14. General Education Requirement <input checked="" type="checkbox"/> Oral Communication <input type="checkbox"/> Written Communication <input type="checkbox"/> Quantitative Skills <input type="checkbox"/> Humanities <small>Mark appropriate box:</small> <input type="checkbox"/> Fine Arts <input type="checkbox"/> Social Sciences <input type="checkbox"/> Natural Sciences <input type="checkbox"/> Integrative Capstone						
15. Course Description (<i>suggested length 20 to 50 words</i>) Study of theories and skills applicable to informative, persuasive, and special occasion platform speaking. Emphasis on effective selection, organization, and presentation of material to diverse audiences across diverse settings. Students will develop oral communication skills by engaging in a variety of exercises and individual presentations. Special Note: Students who qualify for placement in ENGL A111 or have already completed ENGL A111 are qualified for this course.						
16a. Course Prerequisite(s) (<i>list prefix and number</i>) ENGL A109 with minimum grade of C or PRPE A108 with minimum grade of C or appropriate test score (see attachment)		16b. Test Score(s) See attachment		16c. Co-requisite(s) (<i>concurrent enrollment required</i>) N/A		
16d. Other Restriction(s) <input type="checkbox"/> College <input type="checkbox"/> Major <input type="checkbox"/> Class <input type="checkbox"/> Level		16e. Registration Restriction(s) (<i>non-codable</i>) Appropriate test score on English Placement Test, SAT Verbal Section, or ACT English Test will waive the ENGL A109 or PRPE A108 prerequisite.				
17. <input checked="" type="checkbox"/> Mark if course has fees		18. <input type="checkbox"/> Mark if course is a selected topic course				
19. Justification for Action Update; addition of prerequisite to ensure that students are prepared for college-level reading and writing.						

Initiator (faculty only)		Date	<input type="checkbox"/> Approved		
<u>Shawnalee Whitney</u>			<input type="checkbox"/> Disapproved	Dean/Director of School/College	Date
Initiator (TYPE NAME)					
<input type="checkbox"/> Approved			<input type="checkbox"/> Approved		
<input type="checkbox"/> Disapproved	Department Chairperson	Date	<input type="checkbox"/> Disapproved	Undergraduate/Graduate Academic Board Chairperson	Date
<input type="checkbox"/> Approved			<input type="checkbox"/> Approved		
<input type="checkbox"/> Disapproved	Curriculum Committee Chairperson	Date	<input type="checkbox"/> Disapproved	Provost or Designee	Date

Addendum to the CAR for COMM A111, A235, A237, A241:

13a. Impacted Courses or Programs: List any programs or college requirements that require this course.

Impacted Program /Course	Catalog Page(s) Impacted	Date of Coordination	Chair/Coordinator Contacted
1. AAS	77	3/25/10	Steve Strom
2. GER Tier 1	80	3/25/10	Suzanne Forster
3. AA	86	3/25/10	Suzanne Forster
4. AA Baccalaureate link	87	3/25/10	Suzanne Forster
5. Minor, Communication	98	3/25/10	S. Whitney; M. Stratton
6. BLS, Liberal Studies	112	3/25/10	Martha Hatch
7. AAS, General Business	131	3/25/10	Alan Houtz; Scott Kraxberger
8. AAS, Early Childhood Dev.	142	3/25/10	Jim Powell, COE
9. BS, Nursing Science	159	3/25/10	Gail Holtzman
10. AAS, Apprenticeship Tech.	165	3/25/10	Deanna Schultz
11. Certif, Architect. Drafting	167	3/25/10	Jeffrey Callahan
12. Certif, Civil Drafting	167	3/25/10	Jeffrey Callahan
13. Certif, Mech/Elec Drafting	167	3/25/10	Jeffrey Callahan
14. Certif, Structural Drafting	168	3/25/10	Jeffrey Callahan
15. AAS, Computer Electronics	181	3/25/10	Scott Kraxberger
16. AAS, Dental Hygiene	192	3/25/10	Robin Wahto
17. AAS, Indus. Process Instru	198	3/25/10	Scott Kraxberger
18. AAS, Occup Safety/Health	205	3/25/10	Don Weber
19. AAS, Paramed. Technology	207	3/25/10	Scott Kraxberger
20. AAS, Process Technology	209	3/25/10	Scott Kraxberger
21. AAS, Technology	213	3/25/10	Lorraine Stewart
22. Certif, Welding Technology	220	3/25/10	Kelly Smith
23. BS, Civil Engineering	224	3/25/10	Orson Smith
24. 2-yr program, Elect. Engrg.	225	3/25/10	Grant Baker
25. BS, Engineering	227	3/25/10	Grant Baker
26. 2-yr program, Mech. Engrg.	231	3/25/10	Grant Baker

Prerequisites for COMM A111, COMM A235, COMM A237, and COMM A241
(same as for ENGL A111)

ENGL A109 with a minimum grade of C, or

PRPE A108 with a minimum grade of C, or

ENGL A111 or

ENGL A211 or

ENGL A212 or

ENGL A213 or

ENGL A214 or

AARC 85 and AASS 95, or

EAEN 22, or

ACTE 22, or

AO1 22, or

SATC 530, or

SATV 530, or

SO1 530, or

COE2 10 and CORG 75

Model catalog copy (for COMM A111, A235, A237, A241)

ENGL A111 Methods of Written Communication 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A109 with minimum grade of C or PRPE A108 with minimum grade of C or [COMPASS E-Write (1-12 scale) with score of 10 and COMPASS Reading Skills with score of 75] or [Accuplacer-Reading Comp with score of 085 and Accuplacer-Sentence Skills with score of 095] or SAT Critical Reading Score with score of 530 or SAT Verbal Score with score of 530 or Enhanced ACT English with score of 22 or Original ACT English with score of 22 or ACT English with score of 22 or SAT Verbal with score of 530.

Registration Restrictions: Appropriate score on English Placement Test, SAT Verbal Section, or ACT English Test will waive the ENGL A109 or PRPE A108 prerequisite.

Course Attributes: UAA GER Written Communication.

**COURSE CONTENT GUIDE
UNIVERSITY OF ALASKA ANCHORAGE
COMM A241 – PUBLIC SPEAKING**

I.	Initiation Date	February 22, 2010
II.	Course Information	
	A. School/College	College of Arts and Sciences
	B. Department	Communication
	C. Course Prefix	COMM
	D. Course Number	A241
	E. Number of Credits/CEUs and Contact Hours	3 + 0
	F. Course Title	Public Speaking
	G. Grading Basis	A – F
	H. Implementation Date	Fall 2010
	I. Course Description	Study of theories and skills applicable to informative, persuasive, and special occasion platform speaking. Emphasis on effective selection, organization, and presentation of material to diverse audiences across diverse settings. Students will develop oral communication skills by engaging in a variety of exercises and individual presentations. Special Note: Students who qualify for placement in ENGL A111 or have already completed ENGL A111 are qualified for this course.
	J. Course Attributes	UAA GER Oral Communication
	K. Prerequisites / Test Scores	ENGL A109 with minimum grade of C or PRPE A108 with minimum grade of C or appropriate test score (see attachment)
	L. Registration Restriction	Appropriate test score on English Placement Test, SAT Verbal Section, or ACT English Test will waive the ENGL A109 or PRPE A108 prerequisite
	M. Course Fees	Yes

III. Course Level Justification

The course consists of lecture, discussion, group work, and individual presentations. Oral communication skills are developed through activities including individual exercises and presentations and group discussions. This course is appropriate at the 200 level because the course is concerned with developing basic college-level oral communication skills with a focus on public speaking contexts.

IV. Instructional Goals and Student Outcomes

Instructional Goals: The instructor will:

1. present students with information about the dynamic nature of the process of human communication.
2. explain the elements of public speaking.
3. introduce students to the different goals of public speeches and describe the different approaches mandated by each goal.
4. provide students opportunities to practice the skills of public speaking in informative, persuasive and special occasion contexts.
5. explain the basis for effective criticism of public speeches.

Student Outcomes: Students will be able to:

1. describe the dynamic nature of the human communication process.
2. apply the elements of public speaking.
3. demonstrate the different goals of public speaking and the approaches mandated by each.
4. use techniques that lead to success in informative, persuasive and special occasion speeches.
5. articulate the standards of criticism for public speaking and apply those stands to the various contexts of public speaking.

V. Guidelines for Evaluation / Assessment Methods

Specific evaluation procedures are at the discretion of the instructor, will be provided in the syllabus and handouts, and discussed in class. Students may be evaluated on the basis of their written work, attendance, class participation, oral presentations, and tests. Course grades are based on how well a student masters the subject matter.

VI. Topical Course Outline

- 1.0 Introduction to Public Speaking
 - 1.1 Orientation to the communication process
 - 1.2 Relationship between elements in the communication process
 - 1.3 Dynamic nature of the communication process
- 2.0 Elements of Public Speaking
 - 2.1 Invention and analysis
 - 2.2 Structure
 - 2.3 Supporting material
 - 2.4 Delivery
 - 2.5 Communication anxiety
- 3.0 Informative Speaking
 - 3.1 Nature of informative speaking
 - 3.2 Strategies for informative speaking
- 4.0 Persuasive Speaking
 - 4.1 Persuasion in context

- 4.2 Audience analysis
- 4.3 Persuasive proofs
- 4.4 Structuring the persuasive message
- 5.0 Speaking for Special Occasions
 - 5.1 Epideictic speaking
 - 5.2 Impromptu speaking
- 6.0 Speech Criticism
 - 6.1 Perspectives on criticism
 - 6.2 Critiquing speeches for improvement

VII. Suggested Texts

Hamilton, C. (2008). *Essentials of public speaking* (4th ed.). New York: Thomson Wadsworth.

Lucas, S.E. (2009). *The art of public speaking* (10th ed.). New York: McGraw Hill.

VIII. Bibliography and Resources

Brydon, S.R. & Scott, M.D. (2008). *Between one and many: The art and science of Public Speaking*. Boston: McGraw Hill Higher Education.

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