COMM 261 Teamwork and Communication Skills for College and Career-NewCrs-2016-11-08

• The workflow icon is no longer available. Please click on the Page Status after the orange circle icon near the page title. *

Form Information

The page you originally access is the global template version. To access the template document that progresses through the workflow, please complete the following steps:

First Step: ONLY change the text in the [brackets] so it looks like this: CRIM 101 Intro to Criminology-NewCrs-2015-08-10

• If DUAL LISTED list BOTH courses in the page title

Second Step: Click "SAVE" on bottom right

- DO NOT TYPE ANYTHING INTO THE FIRST PAGE OTHER THAN THE TEXT IN BRACKETS
- Please be sure to remove the Brackets while renaming the page

Third Step: Make sure the word <u>DRAFT</u> is in yellow at the top of the proposal

Fourth Step: Click on "EDIT CONTENTS" (not EDIT) and start completing the template. When exiting or when done, click "SAVE" on bottom right

(O) Student Learning Outcomes*

These should be measurable, appropriate to the course level, and phrased in terms of <u>student achievement</u>, not instructional or content outcomes

If dual listed, indicate additional learning objectives for the higher level course.

At the conclusion of the course, students will be able to:

- · Define and understand audiences and audience needs when delivering technical and non-technical content
- Identify and refine appropriate presentation topics related to their academic discipline for audiences inside and outside their discipline
- Choose and create appropriate supporting information and visual aids
- Explore presentation situations specific to a student's academic discipline to include scientific posters for presenting research data
- Develop and practice interpersonal and team communication skills
- · Develop a culture of team responsible behavior when generating team written reports and oral presentation media

•	
•	
•	
•	
•	
•	
•	
• •	
•	

(S) How Does it Fit into the Departmental Curriculum?*	Check all that apply Liberal Studies
	If Other, please explain: The course is open to all students and not specifically limited to Communications Media majors. The primary audience is students enrolled in the Effective Teamwork and Communication minor.
(T) Is a Similar Class Offered in Other Departments?*	NO Please Provide Comment:
	Courses on public speaking and presentation making exist in other departments, but none are as specific as this grant-funded course in identifying learning outcomes related to teamwork and team communication. The student learning outcomes and course outline have specifically been aligned with the assessment needs of the Effective Teamwork and Communication minor as well as the assessment needs of the National Science Foundation grant which funds the development of this minor.
(U)Does it Serve the College /University Above and	YES
Beyond the Role it Serves in the Department?*	Please Provide Comment: The course, once approved as a Liberal Studies elective, will provide an additional option for students in this Liberal Studies category. It provides meaningful content in developing information literacy and oral communication skills for all students. It will be a required course for students in the Effective Teamwork and Communication minor.
(V) Who is the Target Audience for the Course?*	Liberal Studies
	If Other, please explain:
	The course is open to all majors, but primarily intended for students who are enrolled in the Teamwork minor.
(W) Implications for Other Departments*	A. What are the implications for other departments? (For Example: overlap of content with other disciplines, requirements for other programs)
	This course will have no negative impact on offerings by other departments. Other courses on presentation making are specific to individual majors.
	B. How have you addressed this with other department(s) involved? What was the outcome of that attempt?
	The primary authors of the NSF grant, from which this course was developed, have held meetings with the deans of each college at IUP to explain the nature of the Effective Teamwork and Communication minor and the assessment plan associated with the grant. The minor and the individual courses have the support of the college deans.
(X) Attach Supporting Documents for	File Modified
Implications, if Necessary	

(Y) Are the Resources Adequate?*	(i.e. faculty, space, equipment, laboratory supplies, library materials, travel funds, etc.) YES				
	Please Provide Comment:				
	A traditional classroom setting will be sufficient for this course.				

Distance Education Section

- Complete this section only if adding Distance Education to a New or Existing Course

	yyy
If Completing this Section,	
Check the Box to the Right:	
Course Prefix/Number	
Course Title	
Type of Proposal	See CBA, Art. 42.D.1 for Definition
Brief Course Outline	Give an outline of sufficient detail to communicate the course content to faculty across campus. It is not necessary to include specific readings, calendar or assignments
	As outlined by the federal definition of a "credit hour", the following should be a consideration regarding student work - For every one hour of classroom or
	direct faculty instruction, there should be a minimum of two hours of out of class student work.
	Rationale for Proposal (Required Questions from CBA)
How is/are the instructor(s) qualified	
in the Distance Education delivery	
method as well as the discipline?	
For each outcome in the course, describe	
how the outcome will be achieved using	
Distance Education technologies.	
How will the instructor- student and	
student-student interaction take place?	
(if applicable)	
How will student achievement be evaluated?	

Expected Undergraduate Student

Learning Outcomes

(EUSLOs)

Describe how each Student Learning Outcome in the course enables students to become Informed Learners, Empowered Learners and/or Responsible Learners

See http://www.iup.edu/WorkArea/DownloadAsset.aspx?id=181694

COMM 261 meets these EUSLOs for Liberal Studies Electives from the Empowered Learner learning outcomes.

Students will demonstrate

Student Learning Outcome	Assessment
Problem solving skills using a variety of methods and tools	Presentation, writing, reading and evaluation assignments
The ability to work within complex systems and with diverse groups.	Presentation #4
Critical thinking skills including analysis, application and evaluation	Presentation, writing, reading and evaluation assignments
Reflective thinking and the ability to synthesize information and ideas	Presentation, writing, reading and evaluation assignments.

The course also meets the outcomes for the information literacy competency:

Students will demonstrate:

Student Learning Outcome	Assessment
Effective oral and written communication abilities	Presentation and writing assignments
Ease with textual, visual and electronically mediated literacies	Presentation and writing assignments
Information literacy skills, including the ability to access, evaluate, interpret and use information from a variety of sources	Presentation, writing and reading assignments
Critical thinking skills, including analysis, application and evaluation	Presentation, writing, reading and evaluation assignments
Intellectual honesty	Presentation, writing, reading assignments,,5le

