

Communication Designation
Number of Sections per Academic Year

Enrollment per Section (Avg.)

Are the graded writing and presentations evaluated by any assistants (i.e., GATs or undergraduates)?

Who will evaluate them **(meaning the assignments)**?

If you are working with assistants (graduate or undergraduate included), briefly explain how you will monitor and supervise their work and what roles they will play in the teaching of communication.

Pick a syllabus statement:

- To pass this course, you must pass the writing and speaking components. NOTE: In this case the student will receive a failing grade.]
- To receive C credit for this course, you must pass writing and speaking components.[NOTE: In this case the section number would be changed from a 900 to a 500, so the student would pass the course but would not receive C credit.]

List all graded writing and speaking assignments along with the approximate word count or length of time speaking of each. (Note that for most 12-point fonts there are about 250 words on a page if double-spaced and 500 if single-spaced.) In addition, list the percentage of the final grade each assignment represents.

Writing/Speaking Assignment	Word count	Length of Speaking Assignment	% of final grade	Collaborative?
Name of assignment (clarify its relation to course content)	Only for writing	Only for speaking		
Paper on x	9000			
Presentation on x		5		

Add word count of each graded writing assignment and put total word count here.

Add length of each graded speaking assignment and put total presentation time here.

Add the percentage of final grade based on writing/speaking and put the total percentage here. Any combination is allowed, as long as the total meets the requirement.

Explain how collaboration is monitored to ensure equal participation.

Describe the formative feedback provided on student writing and speaking, especially on major assignments.

Describe how you provide writing and speaking instruction.

Additional Comments