

Communication Designation

Number of Sections per Academic year

Number of credits when offered as C

Enrollment per Section (Avg.)

If the course is a variable topics course (i.e., 289, 489, 291, or a course that regularly changes in topic such as “Studies in Rhetoric”), how will the department ensure consistency in the writing and speaking components from semester to semester?

How many assistants (graduate or undergraduate included) are working with the course?

Briefly explain how you will monitor and supervise assistants’ work and what roles they will play in the teaching of writing and speaking. Pick a syllabus statement:

1. To pass this course, you must pass the writing and speaking components. NOTE: In this case the student will receive a failing grade.]
2. To receive C credit for this course, you must pass the 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. For writing assignments, enter word count and use NA for the length of speaking assignments. For speaking assignments, enter length of speaking assignments and use NA for word count. (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 in minutes	% of final grade	Collaborative?
	Only for Writing assignments	Only for speaking assignments		

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.

Explain how collaboration is monitored to ensure equal participation.

Describe the formative feedback provided on student writing and speaking, especially on major assignments. Formative feedback is feedback given before a grade is assigned. You can meet this requirement with comments on drafts (including slides or speech outlines), practice

delivery of speeches, or peer review done before the final product is graded, or you can give feedback on graded writing or speaking if there are 5 or more assignments in the same genre.

Describe how you provide writing and speaking instruction.

Additional Comments