

## **COM2: Guidelines for course approval**

Courses are much more likely to be approved for COM2 designation if the approval form and course materials clearly indicate how assignments and instruction will achieve most or all of the following.

### **Overarching goal**

\_\_ indicate that students will develop foundational oral communication skills, build on writing skills, and develop digital abilities, habits, and knowledge relevant to their discipline, interdisciplinary settings, or to general communication contexts.

### **Outcome 1. Breadth**

\_\_ indicate that students will have opportunities to develop discipline-based or interdisciplinary messages across a range of written, oral, and digital communication tasks/projects.

### **Outcome 2. Research**

\_\_ indicate that students will develop their abilities to locate, analyze, and evaluate research materials.

\_\_ indicate that students will effectively use and cite sources in oral and written communication projects.

### **Outcome 3. Purpose and Audience**

\_\_ indicate that students will have opportunities to consider the differences among written, oral, and digital messages.

\_\_ indicate that students will be aided in developing clear and relevant purposes, theses, and organizational strategies for their communication tasks/messages.

### **Outcome 4. Process**

\_\_ indicate that students will participate in a process approach to communication, involving drafting, revision, technologies and/or feedback.

\_\_ indicate that students will have the opportunity to collaboratively develop, revise, and/or respond to oral, written, and/or digital messages.

### **Outcome 5. Conventions**

\_\_ indicate that the course will develop (not just assess) students' knowledge of conventions for written, oral, and digital communication.

\_\_ indicate that students will be asked to understand and/or adhere to specific structure and format guidelines.

### **Outcome 6. Delivery**

\_\_ indicate that students will develop a transferable framework that will help them approach future oral communication tasks.

\_\_ indicate that students will have repeated opportunities to practice and receive feedback on oral communication skills.

\_\_ indicate that students will develop their understanding and practice with elements of natural oral delivery, such as vocal characteristics, eye contact, gestures, expression, and appearance.

\_\_ indicate that student will learn strategies for recognizing and overcoming speaking anxiety.

### **Outcome 7. Interaction**

\_\_ indicate that students will develop their understanding of and practice interacting with audiences, engaging with opposing viewpoints, and/or adjusting their messages based on listening and non-verbal cues.