

### **COM3: Guidelines for course approval**

Courses are much more likely to be approved for COM3 designation if the approval form and course materials clearly indicate how assignments and instruction will achieve most or all of the following.

#### **Overarching goal**

\_\_\_ show that students will develop their understanding of (inter)disciplinary and/or professional ways of knowing, writing, and speaking, as well as digital abilities, habits, and knowledge.

#### **Outcome 1. Breadth**

\_\_\_ indicate that students will have opportunities to deepen their ability to produce discipline-based, interdisciplinary, and/or professional 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 relevant to their (inter)disciplinary field or academic or professional setting.

\_\_\_ indicate that students will be asked to locate, use, and cite sources in a substantial (inter)disciplinary/academic/professional research project

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

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

\_\_\_ indicate that students will be asked to write and speak to a range of specific and narrow purposes.

\_\_\_ indicate that students will have opportunities to develop an advanced understanding of communication in their discipline or among disciplines.

#### **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 written, oral, 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 their understanding and practice with elements of natural oral delivery, such as vocal characteristics, eye contact, gestures, expression, and appearance.

#### **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.