**EPCC Proposal Form for Designation in Embedded Skill:**

**Oral Communication (OC)**

**Department**: Click here to enter Department Name.

**Date**: Click here to enter a date.

**Proposed by**: Click here to enter proposer’s name

**Course Information**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course prefix | | | Course number | | | | | Course title | |
| Course catalog description | | | | | | | | | |
| Current catalog course?  (Select Yes or No) | | Yes | | | How often will the course be offered? | | Frequency of offerings | | |
| Number of credit hours | Credits | | | Designation to be effective: | | Effective Semester | | | Effective Year |

**For administrative use only. Reviewed by**

Gen. Ed. Dir.: Click to enter Gen Ed Dir’s name Choose Approval. Choose date.

EPCC Chair: Click to enter EPCC Chair’s name Choose Approval. Choose date.

**Definitions**: These terms are used in the Course Characteristics and Student Learning Outcomes below.

Formal communication: Formal oral communication will have the following characteristics: a major project that entails a significant amount of out of class preparation, such as a research presentation, accompanied by appropriate activities used to develop necessary skills systematically; or a set of smaller projects that accomplish the same goals

Informal communication: Informal oral communication will have the following characteristics: numerous shorter activities that may include class discussions, research updates, etc. consisting of activities that emphasize the appropriate oral communication skill

**Course Characteristics**: *By submitting this proposal the department agrees to verify that all offerings of this course, in any format, will contain these characteristics.* No information is needed here for this proposal. Choose an item.

OC CC1. offer explicit instruction in both the process and the product of oral communication and listening skills

OC CC2. include several opportunities for students to develop oral communication skills in both formal and informal situation

OC CC3. provide feedback that is designed to help students evaluate and improve oral communication skills

**Student Learning Outcomes (SLOs)**: 1) Describe examples of class activities (assignments, projects, papers, etc.) that might be used by the instructor to help students achieve each SLO.  2) Describe the artifacts that are collectible for assessment of each SLO.

A student who completes a OC course will be able to …

OC SLO1. communicate orally in response to a prompt

Examples of activities and collectible student artifacts: Click here to enter activities and collectible student artifacts.

OC SLO2. evaluate arguments given through oral communication

Examples of activities and collectible student artifacts: Click here to enter activities and collectible student artifacts.

OC SLO3. provide credible evidence to support claims and arguments in oral communication

Examples of activities and collectible student artifacts: Click here to enter activities and collectible student artifacts.

OC SLO4. organize information logically in oral communication

Examples of activities and collectible student artifacts: Click here to enter activities and collectible student artifacts.

OC SLO5. incorporate elements to engage an audience in oral communication

Examples of activities and collectible student artifacts: Click here to enter activities and collectible student artifacts.