

COURSE MODIFICATION PROPOSAL

Courses must be submitted by October 15, 2014, and finalized by the end of the fall semester to make the next catalog (2014-15) production

DATE (CHANGE DATE EACH TIME REVISED): FALL 2014

PROGRAM AREA(S): COMMUNICATION

Directions: All of sections of this form must be completed for course modifications. Use **YELLOWED** areas to enter data. All documents are stand alone sources of course information.

1. Indicate Changes and Justification for Each. [Mark an X by all change areas that apply then please follow-up your X's with justification(s) for each marked item. Be as brief as possible but, use as much space as necessary.]

Course title

Course Content

Prefix/suffix

X Course Learning Outcomes

Course number

References

Units

X GE

Staffing formula and enrollment limits

Other

Prerequisites/Corequisites

Reactivate Course

X Catalog description

Mode of Instruction

Justification: To better align program GE designations with university GE goals, and to clarify/strengthen wording within both the catalog description and learning outcomes.

2. Course Information.

[Follow accepted catalog format.] (Add additional prefixes i f cross-listed)

OLD

Prefix COMM Course# 225

Title Professional Communication Units (3)

3 hours lecture per week

hours blank per week

Prerequisites:

Consent of Instructor Required for Enrollment

Corequisites:

Catalog Description (Do not use any symbols):

Focuses on the development and application of practical and "real-world" skills/abilities that students need to advance within their chosen field or career. Students will learn how to develop and write cover letters, resumes, white papers/business reports, media and press releases. Professional communication skills such as interviewing, elevator speeches, and professional presentations will also be taught. Students will also discuss a variety of potential scenarios that are commonly encountered in the modern workplace, ranging from job stress to office bullying to sexual harassment. This lass uses a blended learning format.

General Education Categories:

Grading Scheme (Select one below):

X A – F

Credit/No Credit

Optional (Student's Choice)

Repeatable for up to units

Total Completions

Multiple Enrollment in Same Semester Y/N

Course Level:

X Undergraduate

Post-Baccalaureate

Graduate

NEW

Prefix COMM Course# 225

Title Professional Communication Units (3)

3 hours lecture per week

hours blank per week

Prerequisites:

Consent of Instructor Required for Enrollment

Corequisites:

Catalog Description (Do not use any symbols):

Focuses on the development and application of practical and "real-world" skills/abilities that students need to advance within their chosen field or career: resumes, cover letters, interviewing, elevator speeches, white papers/business reports, media and press releases, etc. Students will also discuss a variety of potential scenarios that are commonly encountered in the modern workplace, ranging from job stress to office bullying to sexual harassment. This class uses a blended learning format.

General Education Categories:

Grading Scheme (Select one below):

X A – F

Credit/No Credit

Optional (Student's Choice)

Repeatable for up to units

Total Completions

Multiple Enrollment in Same Semester Y/N

Course Level:

X Undergraduate

Post-Baccalaureate

Graduate

3. Mode of Instruction (Hours per Unit are defaulted)

Hegis Code(s) _____
(Provided by the Provost Office)

Existing

Proposed

	Units	Hours Per Unit	Default Section Size	Graded		Units	Hours Per Unit	Default Section Size	Graded	CS No. (filled out by Provost Office)
Lecture	<u>3</u>	<u>1</u>	<u>30</u>		Lecture	<u>3</u>	<u>1</u>	<u>30</u>		_____
Seminar	_____	<u>1</u>	_____		Seminar	_____	<u>1</u>	_____		_____
Lab	_____	<u>3</u>	_____		Lab	_____	<u>3</u>	_____		_____
Activity	_____	<u>2</u>	_____		Activity	_____	<u>2</u>	_____		_____
Field Studies	_____		_____		Field Studies	_____		_____		_____
Indep Study	_____		_____		Indep Study	_____		_____		_____
Other blank	_____		_____		Other blank	_____		_____		_____
Online	_____				Online	_____				_____

4. Course Attributes:

X General Education Categories: All courses with GE category notations (including deletions) must be submitted to the GE website: <http://summit.csuci.edu/geapproval>. Upon completion, the GE Committee will forward your documents to the Curriculum Committee for further processing.

A (English Language, Communication, Critical Thinking)

X A-1 Oral Communication

A-2 English Writing

A-3 Critical Thinking

B (Mathematics, Sciences & Technology)

B-1 Physical Sciences

B-2 Life Sciences – Biology

B-3 Mathematics – Mathematics and Applications

B-4 Computers and Information Technology

C (Fine Arts, Literature, Languages & Cultures)

C-1 Art

C-2 Literature Courses

C-3a Language

C-3b Multicultural

D (Social Perspectives)

E (Human Psychological and Physiological Perspectives)

UDIGE/INTD Interdisciplinary

Meets University Writing Requirement (Graduation Writing Assessment Requirement)

Meets University Language Requirement

American Institutions, Title V Section 40404: Government US Constitution US History
Regarding Exec Order 405, for more information: <http://senate.csuci.edu/comm/curriculum/resources.htm>

Service Learning Course (Approval from the Center for Community Engagement must be received before you can request this course attribute).

Online Course (Answer YES if the course is ALWAYS delivered online).

5. **Justification and Requirements for the Course.** *[Make a brief statement to justify the need for the course]*

OLD

This course introduces students to a variety of practical and “real-world” skills/abilities that students will need to acquire a job and to advance within their chosen field or career: cover letters, interviewing, resume design, white papers, media releases, elevator speeches, professional presentations, etc. Students will also discuss a variety of potential scenarios that are commonly encountered in the modern workplace, ranging from job stress to office bullying to sexual harassment.

X Requirement for the Major/Minor
Elective for the Major/Minor
Free Elective

NEW

This course introduces students to a variety of practical and “real-world” skills/abilities that students will need to acquire a job and to advance within their chosen field or career: interviewing, resume design, cover letters, white papers, media releases, elevator speeches, professional presentations, etc. Students will also discuss a variety of potential scenarios that are commonly encountered in the modern workplace, ranging from job stress to office bullying to sexual harassment.

X Requirement for the Major/Minor
Elective for the Major/Minor
Free Elective

Submit Program Modification if this course changes your program.

6. **Student Learning Outcomes.** (List in numerical order. Please refer to the Curriculum Committee’s “Learning Outcomes” guideline for measurable outcomes that reflect elements of Bloom’s Taxonomy: <http://senate.csuci.edu/comm/curriculum/resources.htm>. The committee recommends 4 to 8 student learning outcomes, unless governed by an external agency (e.g., Nursing).

Upon completion of the course, the student will be able to:

OLD

1. Apply communication theory, concepts, and research to real-world situations and circumstances relating to professional development including working collaboratively in groups.
2. Create a personal resume and cover letter, and successfully navigate a job interview experience.
3. Develop and present a professional presentation, white paper, and media release.
4. Identify the inevitable tensions and organizational dynamics that are present within the modern workplace.

Upon completion of the course, the student will be able to:

NEW

1. Apply communication theory, concepts, and research to real-world situations and circumstances relating to professional development including working collaboratively in groups.
2. Access information needed to succeed in the modern workplace both effectively and efficiently (GE 3.1).
3. Speak and present effectively in various contexts. (GE 4.1)
4. Identify the inevitable tensions and organizational dynamics that are present within the modern workplace.

7. **Course Content in Outline Form.** (Be as brief as possible, but use as much space as necessary)

OLD

PART ONE: Professional Skills

1. An introduction to the modern workplace
2. Cover letters, resume design and job interviews
3. Elevator Speeches and professional presentations
4. Organizing efficient business meetings
5. White papers and media releases

PART TWO: Profesional Scenarios

6. An introduction to modern workplace dynamics
7. Work ethic, job stress and burnout

NEW

PART ONE: Professional Skills

1. An introduction to the modern workplace
2. Cover letters, resume design and job interviews
3. Elevator Speeches and professional presentations
4. Organizing efficient business meetings
5. White papers and media releases

PART TWO: Profesional Scenarios

6. An introduction to modern workplace dynamics
7. Work ethic, job stress and burnout

8. Collaboration and teamwork
9. Interpersonal dynamics in the workplace such as bullying, office relationships or sexual harassment

Does this course content overlap with a course offered in your academic program? Yes No X
If YES, what course(s) and provide a justification of the overlap.

Does this course content overlap a course offered in another academic area? Yes No X
If YES, what course(s) and provide a justification of the overlap.

Overlapping courses require Chairs' signatures.

8. Cross-listed Courses (Please note each prefix in item No. 1) Beyond three disciplines consult with the Curriculum Committee.

- A. List cross-listed courses (Signature of Academic Chair(s) of the other academic area(s) is required).
- B. List each cross-listed prefix for the course:
- C. Program responsible for staffing:

9. References. [Provide 3-5 references]

OLD

- Burt, A., & Jenkins, J. J. (under contract). *Surviving work: Toxic workplace communication* (Teacher supplement). Dubuque, IA: Kendall Hunt.
- Adler, R. B., & Elmhorst, J. (2008). *Communicating at work: Principles and practices for business and the professions* (10th ed.). Boston: McGraw-Hill.
- Whalen, J. (2006). *The professional communication toolkit*. Thousand Oaks, CA: Sage.
- DiSanza, R. & Legge, N. J. (2011). *Business and professional communication: Plans, processes, and performances* (5th ed.). Upper Saddle River, NJ: Pearson Education.

NEW

- Burt, A., & Jenkins, J. J. (under contract). *Surviving work: Toxic workplace communication* (Teacher supplement). Dubuque, IA: Kendall Hunt.
- Adler, R. B., & Elmhorst, J. (2008). *Communicating at work: Principles and practices for business and the professions* (10th ed.). Boston: McGraw-Hill.
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- DiSanza, R. & Legge, N. J. (2011). *Business and professional communication: Plans, processes, and performances* (5th ed.). Upper Saddle River, NJ: Pearson Education.

10. Tenure Track Faculty qualified to teach this course.

J. Jacob Jenkins

11. Requested Effective Date or First Semester offered: Fall 2015

12. New Resource Requested: Yes No X
If YES, list the resources needed.

- A. Computer Needs (data processing, audio visual, broadcasting, other equipment, etc.)
- B. Library Needs (streaming media, video hosting, databases, exhibit space, etc.)
- C. Facility/Space/Transportation Needs:
- D. Lab Fee Requested: Yes No X (Lab fee requests should be directed to the Student Fee Committee)
- E. Other.

13. Will this course modification alter any degree, credential, certificate, or minor in your program? Yes X No

If, YES attach a program update or program modification form for all programs affected.

Priority deadline for New Minors and Programs: **October 1, 2013** of preceding year.

Priority deadline for Course Proposals and Modifications: **October 15, 2013**.

Last day to submit forms to be considered during the current academic year: **April 15th**.

J. Jacob Jenkins, PhD

9-6-14

Proposer(s) of Course Modification

Date

Type in name. Signatures will be collected after Curriculum approval.

GE Committee response to your request have COMM225: Professional Communication added to A1: Oral Communication

Approved by 2014-2015 Committee:

Geoffrey Buhl

Virgil Adams

Catherine Burriss

Robert Bleicher

Dax Jacobson

Blake Buller

Rachel Danielson

Sarah Johnson

Janet Rizzoli

Rosa Rodriguez

Emily Saunders

Request Submitted

Course: COMM225 Professional Communication

Area: A1 Oral Communication

Date Submitted: 9/8/2014 3:17:35 PM

Date Approved: 11/1/2014 11:28:28 PM

Approval Sheet

Course: COMM 225 - Professional Communication

If your course has a General Education Component or involves Center affiliation, the Center will also sign off during the approval process.

Multiple Chair fields are available for cross-listed courses.

The CI program review process includes a report from the respective department/program on its progress toward accessibility requirement compliance. By signing below, I acknowledge the importance of incorporating accessibility in course design.

Program Chair		
	Signature	Date
Program Chair		
	Signature	Date
Program Chair		
	Signature	Date
General Education Chair		
	Signature	Date
Center for Intl Affairs Director		
	Signature	Date
Center for Integrative Studies Director		
	Signature	Date
Center for Multicultural Engagement Director		
	Signature	Date
Center for Civic Engagement and Service Learning Director		
	Signature	Date
Curriculum Chair		
	Signature	Date
AVP		
	Signature	Date