

University of North Dakota – Comm 3

Application for Speaking-Intensive (O) Course Approval

College/School/Center _____

Department _____ Course Number _____

Course Name _____

Please read the following Guidelines for Speaking-Intensive Courses. Your application will consist of this cover sheet, a copy of your course syllabus, and a memo which explains how the course falls within Speaking-Intensive Course Guidelines. Instructions for completing the memo follow.

Signatures	Date	Approve	Disapprove
_____ Instructor(s)	_____	_____	_____
_____ Department Chair	_____	_____	_____
_____ College Curriculum Chair	_____	_____	_____
_____ Gen Ed Speaking Sub-Committee Box 8283	_____	_____	_____
_____ GER Committee	_____	_____	_____

Guidelines for Speaking-Intensive (O) Courses
to Fulfill the Third Part of the General Education Communications Requirement

Speaking-intensive (O) courses are courses in any discipline, and at any level, that make instruction in the principles, preparation, and practice of oral presentation a central part of the learning process. Compared to other courses which include oral presentation, speaking-intensive courses will generally involve:

1. significantly more oral presentation to a group audience
2. more attention to oral presentation on the part of the instructor
3. more opportunities for students to work on oral presentation skills in conjunction with their normal course work

Amount of Oral Presentation

Students in O courses are expected to develop and deliver oral presentations on a regular basis, producing multiple individual presentations totaling at least 10 minutes per credit hour. These presentations may be of an instructional, expository, or persuasive character, and they must incorporate research material obtained and/or developed by the student for individual oral presentation.

Instructional Strategies

Speaking-intensive courses include instruction in oral expression through activities that promote student learning and encourage critical thinking. Examples of such activities include the preparation and revision of planned oral presentations, identification and promotion of ethical goals appropriate to communication, exercises in audience analysis and adaptation, assignments on the selection and use of supporting evidence from authoritative sources, and activities that illustrate how different cultural variables influence styles and patterns of oral presentation.

Syllabus Documentation

To ensure that students are aware of the special requirements of O courses, the syllabus and course documentation should specify:

1. why oral presentation is central to the course
2. how much oral presentation will be required
3. how oral presentation will be used in assessing the course grade

Recommendations and Procedures

1. Because speaking-intensive courses are also response- or grading-intensive, the optimum size for such classes is 20 students or fewer.
2. Instructors proposing a course for O status should submit an application form, a copy of the course syllabus and a memo which explains how the course falls within Speaking-Intensive course guidelines. Instructions for completing the memo follow.

Proposals should be sent to: General Education Requirements Committee, Box 8382

Memo Instructions

The memo that accompanies your application for speaking-intensive course approval should provide responses to the following questions. Explanations need not be lengthy but should be clear to readers who are not familiar with the course. Please use the headings on this form to organize your cover sheet. Then attach it, along with a copy of your syllabus, to the application/signature form provided by the General Education Committee.

1. Amount and Kinds of Oral Presentation

Please describe the amount and kinds of oral presentation required in the course. How is the oral presentation related to the disciplinary material? What part does the oral presentation play in the course grade? (If this information is provided on your syllabus, you may simply highlight the appropriate sections on the syllabus.)

2. Instructional Strategies

Please describe the instruction or guidance in oral presentation provided by the instructor in the class: Include both:

a) techniques and activities (preparation and revision of planned oral presentations, exercises in audience analysis and adaptation, assignments on the selection and use of supporting evidence from authoritative sources, etc.)

and

b) ways the instructor interacts with students—either formally or informally, in class, in labs, or in conferences—to help them with the oral presentation they are doing.

3. Syllabus Documentation

Please provide a copy of the course syllabus highlighting those areas which provide the requested documentation (see Guidelines). If the current syllabus is being revised to meet the guidelines, this material may be in draft form.

4. Course Size

What is the anticipated class size for this course? If enrollment is likely to be more than 20 students per section, what strategies will be used for coping with the numbers of students enrolled?