

General Education Express Submission Form for Oral Communication Courses

Submitted by: Paul Mena Date: 03-02-26

Course number: com-123 Course name: Multimedia Journalism

Is this ☒ a template for all instructors, or ☐ specific to one instructor?

Was this course already approved as a Speech Intensive course under the earlier GE requirement? ☐ yes

Please comment or mark on an attached syllabus ("#1," "#2", and so on) where each certification criterion is met, with comments that explain the connection if it is not obvious and that list course activities (lectures, readings, assignments, etc.) that address it.

- ☒ #1 Informs students that work will be evaluated for clarity and style in a specific oral communication context informed by purpose, audience, and genre in addition to content.
- ☒ #2 Grades on ability to construct messages with insightful ideas, contextual appropriateness (sensitivity to the audience and occasion), and audience-centeredness.
- ☒ #3 Grades on delivery skills such as quality of voice (tone, pitch, rate) as well as physical presence (eye contact, gestures, posture, appropriate appearance, and energy).
- ☒ #4 Grades on attentiveness (good listening, receptivity to feedback, ability to understand and respond appropriately, etc.).
- ☒ #5 Requires that every student deliver at least two individual or group assignments with instructor or peer feedback to inform later oral assignments. (These might be in the form of a presentation, dialogue, debate, poster session, counseling session, sermon, podcast, or other form that demonstrates oral communication competencies and skills.)
- ☒ #6 Syllabus includes this Student Learning Outcome: "Students will effectively communicate orally as informed by rhetorical situation, audience, genre, and purpose."

Note: The earlier 'Speech-Intensive' criterion was: "The course ... clearly defines expectations for performance. Students are ... assessed for oral communication specifics as well as for content. ... [S]tudents make at least three oral presentations totaling at least 30 minutes."

Procedure: If you can, please discuss submissions as a whole department before submitting. The GE committee prefers you use the comment feature in Word to annotate the syllabus, but if it saves you time and trouble you can scan a (legibly) marked up hard copy. Email this form and your syllabus to tnazarenko@westmont.edu.

Thank you!

(other requirements' GE submission instructions are at www.westmont.edu/office-provost/educational-effectiveness/general-education/ge-committee/submission-instructions)