Term Information

Effective Term	Autumn 2019
Previous Value	*Summer 2012*

Course Change Information

What change is being proposed? (If more than one, what changes are being proposed?)

Be able to offer some sections of this course at a distance, 100% online.

What is the rationale for the proposed change(s)?

To give students that have the desire or the ability to only take online classes another course option.

What are the programmatic implications of the proposed change(s)?

(e.g. program requirements to be added or removed, changes to be made in available resources, effect on other programs that use the course)?

None.

Is approval of the requrest contingent upon the approval of other course or curricular program request? No

Is this a request to withdraw the course? No

General Information

Course Bulletin Listing/Subject Area	Communication
Fiscal Unit/Academic Org	School Of Communication - D0744
College/Academic Group	Arts and Sciences
Level/Career	Undergraduate
Course Number/Catalog	2131
Course Title	Business and Professional Speaking
Transcript Abbreviation	Bus & Prof Spkg
Course Description	Train students in public speaking and developing interpersonal skills for business and the professions.
Previous Value	*Train students in interpersonal and public speaking in business and professional contexts.*
Semester Credit Hours/Units	Fixed: 3

Offering Information

Length Of Course	14 Week, 12 Week, 8 Week, 7 Week, 6 Week
Flexibly Scheduled Course	Never
Does any section of this course have a distance education component?	Yes
Is any section of the course offered	100% at a distance
	Greater or equal to 50% at a distance
Previous Value	*No*
Grading Basis	Letter Grade
Repeatable	No
Course Components	Lecture
Grade Roster Component	Lecture
Credit Available by Exam	No
Admission Condition Course	No
Off Campus	Never
Campus of Offering	Columbus

Prerequisites and Exclusions

Prerequisites/Corequisites
Exclusions   Not open to students with credit for 331.
Electronically Enforced   No

Cross-Listings

Cross-Listings

Subject/CIP Code

Subject/CIP Code   09.0101
Subsidy Level   Baccalaureate Course
Intended Rank   Sophomore

Requirement/Elective Designation

The course is an elective (for this or other units) or is a service course for other units

Course Details

Course goals or learning objectives/outcomes

- Develop and deliver presentations using various forms of public speaking for different settings including training, symposium, informative, persuasive and entertainment.
- Obtain a better understanding of communication in the organization, in public presentations and in small groups using panel discussions, symposium speaking and group training speeches.
- Engage in real-world application through small group exercises emphasizing diversity and workplace climates, and with interpersonal communication skills such as listening, verbal and nonverbal messages, accommodation and collaboration.
- Apply problem solving strategies in work situations of all types resulting in improved communication competency, efficiency and flexibility in the workplace as well as in team meetings.
- Students learn to deal with difficult people and situations which is demonstrated in the symposium and manuscript group projects.
- Demonstrate interpersonal communication and interviewing strategies including training in ethics, listening, and being able to adapt to formal and informal interview settings and different workplace environments
- Work in self-managed teams to develop leadership and understand power and influence while performing functions traditionally assigned to supervisors or managers.

Previous Value	*• Improve interpersonal communication and interviewing skills*
	• Better understand communication in the organization, in public and in small groups
	• Learn to work in self-managed teams and perform functions traditionally assigned to supervisors or managers
	• Become aware of real-world illustrations through the text and small group exercises emphasizing diversified careers in business and other professions
	• Develop skills that will be useful in a changing work environment enabling students to participate in various forms of public speaking in different settings
	• Understand problem solving in work-related situations in organizations of all types, resulting in improved efficiency and better communication in the workplace

Content Topic List
- Communication in Organizations
- Interviewing
- Small Group Communication
- Public Communication
- Deliver Speech - Symposium, Informative, Proposal Presentation, Manuscript, Roast

Sought Concurrence   No

Attachments

- In-class syllabus.docx: In-class syllabus

  (Syllabus. Owner: Butte,Kylie M.)

- Proposed OL syllabus.docx: Proposed online syllabus

  (Syllabus. Owner: Butte,Kylie M.)

- ASC Technical Review Checklist.pdf: Online Checklist

  (Other Supporting Documentation. Owner: Butte,Kylie M.)

- Communication Curriculum Map updated Jan 2018.docx: Curriculum Map

  (Other Supporting Documentation. Owner: Butte,Kylie M.)

Comments

Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Butte,Kylie M.	12/21/2018 10:24 AM	Submitted for Approval
Approved	Butte,Kylie M.	12/21/2018 10:57 AM	Unit Approval
Approved	Haddad,Deborah Moore	12/21/2018 01:52 PM	College Approval
Pending Approval	Nolen,Dawn Vankeerbergen,Bernadette Chantal Oldroyd,Shelby Quinn Hanlin,Deborah Kay Jenkins,Mary Ellen Bigler	12/21/2018 01:52 PM	ASCCAO Approval

SYLLABUS: COMM 2131
BUSINESS & PROFESSIONAL SPEAKING

SPRING 2019   T/TH 11:10, JOURNALISM BUILDING 342

COURSE DESCRIPTION

From the catalog: Train students in public speaking and developing interpersonal skills for business and the professions.

This course is designed to focus on developing communication skills in different types of presentation styles for business. Students develop small group, interviewing and interpersonal communication skills. Students also develop problem solving, team management and leadership skills for work-related situations.

Instructor

Instructor: Nancy Fisher

Email address: fisher.799@osu.edu   Phone number: 316-841-7067

Office hours: T/Th 12:30-3:30 p.m. or by appointment.

Course learning outcomes

By the end of this course, students should successfully be able to:

1. Develop and deliver presentations using various forms of public speaking for different settings including training, symposium, informative, persuasive and entertainment. Students will learn to develop, organize, support and deliver business presentations.
2. Obtain a better understanding of communication in the organization, in public presentations and in small groups using panel discussions, symposium speaking and group training speeches.
3. Engage in real-world application through small group exercises emphasizing diversity and workplace climates, and with interpersonal communication skills such as listening, verbal and nonverbal messages, accommodation and collaboration.

4. Apply problem solving strategies in work situations of all types resulting in improved communication competency, efficiency and flexibility in the workplace as well as in team meetings. Students learn to deal with difficult people and

situations which is demonstrated in the symposium and manuscript group projects.

5. Demonstrate interpersonal communication and interviewing strategies including training in ethics, listening, and being able to adapt to formal and informal interview settings and different workplace environments. Presentations will include discussion that will demonstrate knowledge of these concepts.

6. Work in self-managed teams to develop leadership and understand power and influence while performing functions traditionally assigned to supervisors or managers. This skill is demonstrated in the interpersonal performance appraisal giving feedback to a team member.

Course materials

Required

Adler, R., Elmhorst J., & Lucas, K. (2019). *Communicating at work: Principles and practices for business and the professions,* 12th ed. New York, NY: McGraw-Hill. (print or e-book)

Rath, T. (2007). *Strengths finder 2.0.* New York, NY: Gallup Press.

VoiceVibes. (2019). Retrieved from www.MyVoiceVibes.com. (aaccess code will be provided through an announcement on Carmen for you to purchase).

Course technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at https://ocio.osu.edu/help/hours, and support for urgent issues is available 24x7.

- **Carmen:**
  - Carmen, Ohio State's Learning Management System, will be used to host materials and activities throughout this course. To access Carmen, visit Carmen.osu.edu. Log in to Carmen using your name.# and password. If you have not setup a name.# and password, visit my.osu.edu.
  - Help guides on the use of Carmen can be found at https://resourcecenter.odee.osu.edu/carmen

- **VoiceVibes**: https://app.myvoicevibes.com/sign-in
  Privacy Policy: https://www.myvoicevibes.com/privacy-policy.html
  Support forVoiceVibes: support@myvoicevibes.com

- **Self-Service and Chat support:** http://ocio.osu.edu/selfservice
- **Phone:** 614-688-HELP (4357)
- **Email:** 8help@osu.edu

- **TDD:** 614-688-8743

Necessary equipment
- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Web cam and microphone
- Cell phone, tablet or laptop

Necessary software
- Word processor with the ability to save files under .doc, .docx, .rtf, or .pdf. Most popular word processing software programs including Microsoft Word and Mac Pages have these abilities.
- OSU students have access to Microsoft Office products <u>free of charge</u>. To install, please visit https://osuitsm.service-now.com/selfservice/kb_view.do?sysparm_article=kb04733

Assignments and descriptions

Grades

Assignment or Category	Points and Percent
SPEECHES (6)	
Team Training Presentation	20/4%
Panel Discussion	50/10%
Informative Speech	80/16%
Manuscript Speech	50/10%
Proposal Presentation (PowerPoint required)	100/20%
Entertainment Speech	25/5%
INTERVIEWS (2)	
Employment Cover Letter and Resume	25/5%
Professional Interpersonal Performance Appraisal	50/10%
EXAMS (3)	75/15%
VARIABLE POINTS	25/5%
Total	500/100%

See course schedule for due dates.

Assignment guide

SPEECHES (6)

Team Training Presentation   **4%**   **20 pts.**
pts. Students are required to give an informative training session in appropriate depth and detail on one or two sections of an assigned chapter of the textbook. This presentation will display students' knowledge of topics such as communication culture at work, interpersonal skills, leading and working in teams and how to lead effective meetings. The speech length is 4-5 minutes.

Panel Discussion   **10%**   **50 pts.**

Students are required to give an informative speech and develop a research paper that summarizes their interpersonal characteristics from _Strengths Finder 2.0_ by Thomas Rath. The speech length is three to four minutes and a paper and online discussion is also required. The _StrengthsFinder_ assessment allows each student to analyze and present themselves in a speech followed by an online panel discussion with an assigned group. Students apply interpersonal problem solving skills, to learn how to present themselves to others, and communicate with others by identifying qualities and abilities they can take into the workplace.

Informative Speech   **16%**   **80 pts.**

Students give an informative speech on how communication is most effectively used in the workplace in appropriate depth and detail depending on the professional interest of the student. These assignments allow students to cultivate their interviewing skills and to synthesize and communicate findings to an audience. The speech length is five to six minutes. **VoiceVibes practice is required.** A full sentence outline and giving feedback to other student is required. Feedback will be provided by students in class with peers commenting on the degree to which the presentation was informative.

Persuasive Proposal Presentation (using Power Point)   **20%**   **100 pts.**

Students give a persuasive proposal presentation in appropriate depth and detail on a business or professional topic. Power point slides are required. Peer feedback will be provided by students during which students will comment on the degree the presentation was persuasive. An outline is required. **VoiceVibes practice is required.** The speech length is six to seven minutes.

Manuscript Speech (group)   **10%**   **50 pts.**

For this assignment groups give either a speech of introduction, tribute, nomination or goodwill on an appropriate topic for a business and professional situation. The speech will be given in manuscript style, a format that focuses on the role of language and the creative use of language in a public presentation. One 5-6 page paper, a bibliography and a speech will be required for each group. Speech length is five minutes.

Entertainment Speech   5%   25 pts.

In this last presentation students give an entertainment or "roast" speech to a student within their group in a light-hearted, good-natured exaggerated but fact-based manner about a classmate. This speech requires merging students' knowledge of their presentation skills with building and sustaining positive relationships with their professional colleagues. The outcome is to understand and exhibit social skills that are necessary in the workplace. The required speech length is one minute.

INTERVIEWS (2)

Employment Resume, Cover Letter and Interview   5%   25 pts.

Students write a cover letter and resume for an entry level position for an assigned job description. This requires excellence in oral communication in a one on one interview setting with an assigned student, a professional resume and cover letter tailored for the job description. Students learn written communication skills, the ability to present themselves and how to conduct an introductory interview.

Professional Interpersonal Performance Appraisal Interview   5%   50 pts.

Students describe in a written analysis and one-on-one meeting with an assigned appraisee the important elements of his/her past performance throughout the term (both strengths and weaknesses), with detailed examples from a wide range of identified speaking assignments. This interview is similar to a real-work performance/employee appraisal format. The required length for each appraisal is four to five minutes.

EXAMS

The comprehensive exams will be online on Carmen.

Proctorio is the online exam proctoring tool integrated into Carmen. Use of Proctorio is required for the three exams. Visit the Student Guide to Proctorio to get started before the exam: https://resourcecenter.odee.osu.edu/carmencanvas/gettingstarted-proctorio-students.

Exams (3)   15%
75 pts.

Exams may include short answer, multiple choice, true-false, and/or matching items.

Variable Points   5%
        25 pts

In class tasks assigned by instructor.

Late assignments

All speech performances (reports, speeches, etc.) must be given before an audience and quizzes taken on the day scheduled. Late unexcused speech performances will be penalized two letter grades. If the student is allowed to make up a performance and does not show up, a grade of zero will be recorded. A valid medical or documented excuse is required or there is a two letter grade penalty.

Grading scale

A	93-100% (372-400)	B-	80-82% (320-331)	D+	67-69% (268-279)
A-	90-92% (360-371)	C+	77-79% (308-319)	D	60-66% (252-267)
B+	87-89% (348-359) below)	C	73-76% (292-307)	E	Below 60% (240 and
B	83-86% (332-347)	C-	70-72% (280-291)		

Faculty feedback and response time

I am providing the following list to give you an idea of my intended availability throughout the course. Remember that you can call **614-688-HELP** at any time if you have a technical problem.

Grading and feedback

For speeches, you can generally expect feedback within **7 days**.

E-mail

I will reply to e-mails within **24 hours on school days**.

Discussion board

I will check and reply to messages in the discussion boards every **24 hours on school days**.

Attendance, participation, and discussions

Lateness

All oral performances (reports, speeches, etc.) must be given before an audience (the class) and quizzes taken on the day scheduled. Late unexcused oral performance will be penalized two letter grades. If the student is allowed to make up a performance and does not show, a grade of zero will be recorded.

Attendance

Attendance and active participation are mandatory. Attendance will be taken at the beginning of class; late-comers will be marked absent. More than one week's unexcused absences may result in the course grade being lowered one full letter grade (in addition to any penalties for late work). Students with more than two weeks of absences should seriously consider withdrawing from the course. You are strongly encouraged to exchange phone numbers with your colleagues and communicate with them about joint projects or other assignments

Discussion and communication guidelines

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing style**: Write using correct grammar, spelling, and punctuation. Informality (including an occasional emoticon) is fine for non-academic topics.
- **Tone and civility**: Maintain a supportive learning community where everyone feels safe and where people can disagree amicably.
- **Citing your sources**: *Written and oral assignments:* Your written and oral assignments, including discussion posts and speeches, should be your own original work. In formal assignments, you should follow **APA** style to cite the ideas and words of your research sources. Any time you use the words of others, this must be indicated as a direct quotation with a citation to the source and page number(s), using APA style to clearly indicate the words in the direct quote. To use the words of others while providing a citation, but without indicating that there is a direct quote from the cited work, still is plagiarism. Simply changing a few words from a source does not make the words your own, and such use can also be considered plagiarism. Examples will be provided. You are encouraged to ask a trusted person to proofread your assignments before you turn them in--but no one else should revise or rewrite your work.
- *Reusing past work:* In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.

Other course policies

Communication

I will post class updates and/or additional materials as announcements on Carmen and/or to your OSU email. You are responsible for this information.

Challenging a Grade

I am always willing to discuss your grades with you. To challenge a grade, you must meet with me during office hours or make an appointment **within one week** of the assignment being returned to you. When we meet, you must present your concerns in writing and attach the graded speech, paper, or exam. Please note that a challenge may result in grades being raised or lowered.

Extra Credit

There will be no extra credit offered in this course.

Student Academic Services

Arts and Sciences Advising and Academic Services' website provides support for student academic success. Information on advising issues such as tutoring, transfer credits, academic standing, and contact information for Arts and Sciences advisors can be obtained through this website: http://advising.osu.edu/welcome.shtml.

Student services offered on the OSU main campus are available at http://ssc.osu.edu.

Student Services

The Student Service Center assists with financial aid matters, tuition and fee payments. Please see their site at: http://ssc.osu.edu. As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling 614-292-5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at 614-292-5766 and 24 hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1-800-273-TALK or at suicidepreventionlifeline.org.

Writing Center

All students, especially those who have difficulty writing, are encouraged to visit the *OSU Writing Center*. Their web address is https://cstw.osu.edu/writing-center and their phone number is 688-5865. The Writing Center offers two kinds of tutorials: 1) Scheduled, 50-minute tutorials in 4120A Smith Lab and 2) Drop-in, 20-minute tutorials at our satellite centers (First floor Thompson Library and 114 Smith-Steeb Residence Hall).

Copyright Disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Diversity

The School of Communication at The Ohio State University embraces and maintains an environment that respects diverse traditions, heritages, experiences, and people. Our commitment to diversity moves beyond mere tolerance to recognizing, understanding, and welcoming the contributions of diverse groups and the value group members possess as individuals. In our School, the faculty, students, and staff are dedicated to building a tradition of diversity with principles of equal opportunity, personal respect, and the intellectual interests of those who comprise diverse cultures.

Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleix.osu.edu or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu

Academic integrity policy

Policies for this online course

- **Written assignments**: Your written assignments, including discussion posts, should be your own original work. In formal assignments, you should follow **APA** style to cite the ideas and words of your research sources. You are encouraged to ask a trusted person to proofread your assignments before you turn them in--but no one else should revise or rewrite your work.
- **Reusing past work**: In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.

Academic Misconduct

Cheating and plagiarism in any form will not be tolerated. The Ohio State University's *Code of Student Conduct* (Section 3325-23-04) defines academic misconduct as "any activity that tends to compromise the academic integrity of the University, or subvert the educational process" (p. 2). Examples of academic misconduct include, but are not limited to, plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination.

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct http://studentlife.osu.edu/csc/.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct (COAM). If COAM determines you have violated the University's *Code of Student Conduct*, the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University. If you have any questions about this policy or what constitutes academic misconduct, please contact me or visit http:/oaa.osu.edu/coam/home.html.

Accessibility accommodations for students with disabilities

Students

Students with disabilities (including mental health, chronic or temporary medical conditions) that have been certified by the Office of Student Life Disability Services will be appropriate accommodated and should inform the instructor as soon as possible of their needs. The Office of Student Life Disability Services is located in 098 Baker Hall, 113 W. 12th Avenue; telephone 614/292-3307, slds@osu.edu; slds.osu.edu.

Requesting accommodations

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know via email immediately so that we can privately discuss options. You are also welcome to register with Student Life Disability Services to establish reasonable accommodations. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu ; 614-292-3307; slds.osu.edu ; 098 Baker Hall, 113 W. 12th Avenue.

Disclaimer

The information provided in this syllabus constitutes a list of basic class policies. I reserve the right to modify this information when deemed necessary for any reason. You will be notified in class, via email, and/or on Carmen if and when any changes occur.

Tentative Schedule

Week One   **Jan. 8 & 10**

Introductions and overview; assign cover letter and resume
Principles of Interviewing, Ch. 6

See Appendix I: Interviewing Materials See
Appendix III: Business Writing Assign Team

Team Training Presentation (TTP)

Week Two   **Jan. 15 & 17**

Bring cover letter and resume draft

Employment Interview

Week Three   **Jan. 22 & 24**

Listening, Verbal and Nonverbal Messages - Ch. 3 & 4

Assign Panel Discussion Speech and groups

Interpersonal Skills – Ch. 5, Leading & Working in Teams - Ch. 7

Week Four   **Jan. 29 & 31**

Panel Discussion Group Meetings

Effective Meetings, Ch. 8

Quiz #1 (Ch.3, 4, 5, 6, 7, 8 – **THURSDAY** Online During Class Time)

Week Five   **Feb. 5 & 7**

Assign Informative Speech

Developing and Organizing the Presentation, Verbal and Visual Support   in Presentations - Ch. 9 & 10

Panel Discussion Speeches

Week Six   **Feb. 12 & 14**

Panel Discussion Speeches

Week Seven   **Feb. 19 & 21**

Delivering the Presentation, Types of Business Presentations – Ch. 11 & 12

Informative Speeches Begin

Week Eight   **Feb. 26 & 28**

Informative Speeches

Week Nine   **Mar. 5 & 7**

  Assign Professional Interpersonal
Performance Appraisal

  And Proposal Presentation

  Quiz #2 (Ch. 9, 10, 11, 12 **- THURSDAY** Online During Class Time)

Week Ten   **Mar. 12 & 14**

 SPRING BREAK

Week Eleven   **Mar. 19 & 21**

  Communicating at Work, Communication Culture, and Work Ch. 1 & 2

  Assign Manuscript Speech

  Assign Entertainment Speech

  Submit Proposal Presentation thesis statement and intended audience   Assign
Professional Interpersonal Performance Appraisal Schedule

 Quiz #3 (Ch. 1, 2 – **THURSDAY** Online During Class Time)

Week Twelve   **Mar. 26 & 28**

 Proposal Presentations

Week Thirteen   **Apr. 2 & 4**

 Proposal Presentations

Week Fourteen   **Apr. 9 & 11**

  Performance Appraisals

  Manuscript Speech Strategy Sessions

Week Fifteen   **Apr. 16 & 18**

 Manuscript Speeches and Entertainment Speeches

Week Sixteen - See Official Final Exam Schedule

THE OHIO STATE UNIVERSITY

SYLLABUS: COMM 2131
BUSINESS & PROFESSIONAL SPEAKING
AUTUMN 2019 ONLINE

COURSE DESCRIPTION

From the catalog: Train students in public speaking and developing interpersonal skills for business and the professions.

This course is designed to focus on developing communication skills in different types of presentation styles for business. Students develop small group, interviewing and interpersonal communication skills. Students also develop problem solving, team management and leadership skills for work-related situations.

Instructor

Instructor: Nancy Fisher

Email address: fisher.799@osu.edu   Phone number: 316-841-7067

Online office hours: Online office hours: By appointment. Email to set up a time M-F. Faced to face office hours are T/Th 12:45-3:30. Office hours are digital via email, Carmen messages, or CarmenConnect.

Course learning outcomes

By the end of this course, students should successfully be able to:

1. Develop and deliver presentations using various forms of public speaking for different settings including training, symposium, informative, persuasive and entertainment. Students will learn to develop, organize, support and deliver business presentations.
2. Obtain a better understanding of communication in the organization, in public presentations and in small groups using panel discussions, symposium speaking and group training speeches.
3. Engage in real-world application through small group exercises emphasizing diversity and workplace climates, and with interpersonal communication skills such as listening, verbal and nonverbal messages, accommodation and collaboration.

4. Apply problem solving strategies in work situations of all types resulting in improved communication competency, efficiency and flexibility in the workplace as well as in team meetings. Students learn to deal with difficult people and situations which is demonstrated in the symposium and manuscript group projects.
5. Demonstrate interpersonal communication and interviewing strategies including training in ethics, listening, and being able to adapt to formal and informal interview settings and different workplace environments. Presentations will include discussion that will demonstrate knowledge of these concepts.
6. Work in self-managed teams to develop leadership and understand power and influence while performing functions traditionally assigned to supervisors or managers. This skill is demonstrated in the interpersonal performance appraisal giving feedback to a team member.

Course materials

Required

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Rath, T. (2007). *Strengths finder 2.0.* New York, NY: Gallup Press.

VoiceVibes. (2019). Retrieved from https://www.myvoicevibes.com/ (a specific access code will be given to you in Announcements for you to purchase VoiceVibes).
https://www.myvoicevibes.com/

Course technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at https://ocio.osu.edu/help/hours, and support for urgent issues is available 24x7.

- **Carmen:**
  - Carmen, Ohio State's Learning Management System, will be used to host materials and activities throughout this course. To access Carmen, visit Carmen.osu.edu. Log in to Carmen using your name.# and password. If you have not setup a name.# and password, visit my.osu.edu.
  - Help guides on the use of Carmen can be found at https://resourcecenter.odee.osu.edu/carmen
  - **This online course requires use of Carmen (Ohio State's learning management system) and other online**

communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- ▪ **[Carmen accessibility](#)**

- **Carmen Connect**
  o Office hours will be held through Ohio State's conferencing platform, Carmen Connect. A separate guide to accessing Carmen Connect and instructor office hours are posted on the course Carmen page in the Getting Started module.

  o Students may use the audio and video functions if a webcam and microphone are available. If not, there is still a chat function within Carmen Connect for the student to live chat with the instructor or TA in the virtual office hours room.

  o Help guides on the use of Carmen Connect can be found at
     https://resourcecenter.odee.osu.edu/carmenconnect

- **VoiceVibes**: https://app.myvoicevibes.com/sign-in
  Privacy Policy: https://www.myvoicevibes.com/privacy-policy.html
  Support forVoiceVibes: support@myvoicevibes.com

- **Self-Service and Chat support:** http://ocio.osu.edu/selfservice
- **Phone:** 614-688-HELP (4357)
- **Email:** 8help@osu.edu
- **TDD:** 614-688-8743

Baseline technical skills necessary for online courses
- Basic computer and web-browsing skills
- Navigating Carmen

Necessary equipment
- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Web cam and microphone
- Cell phone, tablet or laptop

Necessary software

- Word processor with the ability to save files under .doc, .docx, .rtf, or .pdf. Most popular word processing software programs including Microsoft Word and Mac Pages have these abilities.
- OSU students have access to Microsoft Office products <u>free of charge</u>. To install, please visit https://osuitsm.service-now.com/selfservice/kb_view.do?sysparm_article=kb04733

Assignments and descriptions

Grades

Assignment or Category	Points and Percent
SPEECHES (6)	
Team Training Presentation	20/4%
Panel Discussion	50/10%
Informative Speech	80/16%
Manuscript Speech	50/10%
Proposal Presentation (PowerPoint required)	100/20%
Entertainment Speech	25/5%
INTERVIEWS (2)	
Employment Cover Letter and Resume	25/5%
Professional Interpersonal Performance Appraisal	50/10%
EXAMS (3)	75/15%
DISCUSSIONS (4)	25/5%
Total	500/100%

See course schedule for due dates.

Assignment guide

Online Speech Requirements

One aim of this course is to develop your presentation skills in a wide variety of speaking formats. There are six speaking assignments. Each speaking assignment has three important requirements:

1. A live audience of 5-10 people is required for each speech. You must record the audience prior to starting your speech. Speeches need to be recorded and compressed and are due by 11:59pm each **Friday** on the assigned week.

2. Record your speech using a cell phone, tablet or laptop held by one of your audience members. No cuts or edits are allowed after showing audience. More detail about recording is provided in individual assignments.

3. After recording your speech, compress the video by using a free app of your choice found on the app store. I use the simple app named "compress" at the VGA setting. Upload the compressed video to the corresponding dropbox on Carmen by the due date.

SPEECHES (6)

Team Training Presentation   **4%**   **20 pts.** Students are required to give an informative training session in appropriate depth and detail on one or two sections of an assigned chapter of the textbook. This presentation will display students' knowledge of topics such as communication culture at work, interpersonal skills, leading and working in teams and how to lead effective meetings. The speech length is 4-5 minutes and online discussion is required.

Panel Discussion   **10%**   **50 pts.**

Students are required to give an informative speech and develop a research paper that summarizes their interpersonal characteristics from _Strengths Finder 2.0_ by Thomas Rath. The speech length is three to four minutes and a paper and online discussion is also required. The _StrengthsFinder_ assessment allows each student to analyze and present themselves in a speech followed by an online panel discussion with an assigned group. Students apply interpersonal problem solving skills, to learn how to present themselves to others, and communicate with others by identifying qualities and abilities they can take into the workplace.

Informative Speech   **16%**   **80 pts.**

Students give an informative speech on how communication is most effectively used in the workplace in appropriate depth and detail depending on the professional interest of the student. These assignments allow students to cultivate their interviewing skills and to synthesize and communicate findings to an audience. The speech length is five to six minutes. **VoiceVibes practice is required.** A full sentence outline, online discussion and giving feedback to other student is required. Peer feedback will be provided by students in an online format, with peers commenting on the degree to which the presentation was informative.

Persuasive Proposal Presentation (using Power Point)   **20%**   **100 pts.**

Students give a persuasive proposal presentation in appropriate depth and detail on a business or professional topic. Power point slides are required. Peer feedback will be provided by students in an online format, during which students will comment on the degree to which the presentation was persuasive. An outline is required. **VoiceVibes practice is required.** The speech length is six to seven minutes and an online discussion is required.

Manuscript Speech (group)   **10%**   **50 pts.**

For this assignment groups give either a speech of introduction, tribute, nomination or goodwill on an appropriate topic for a business and professional situation. The speech will be given in manuscript style, a format that focuses on the role of language and the creative use of language in a public presentation. One 5-6 page paper, a bibliography and a speech will be required for each group. Speech length is five minutes and an online discussion is required.

Entertainment Speech   **5%**   **25 pts.**

In this last presentation students give an entertainment or "roast" speech to a student within their group in a light-hearted, good-natured exaggerated but fact-based manner about a classmate. This speech requires merging students' knowledge of their presentation skills with building and sustaining positive relationships with their professional colleagues. The outcome is to understand and exhibit social skills that are necessary in the workplace. The required speech length is one minute.

INTERVIEWS (2)

Employment Resume, Cover Letter and Interview   **5%**   **25 pts.**

Students write a cover letter and resume for an entry level position for an assigned job description. This requires excellence in oral communication in a one on one interview setting with an assigned student, a professional resume and cover letter tailored for the job description. Students learn written communication skills, the ability to present themselves and how to conduct an introductory interview.

Professional Interpersonal Performance Appraisal Interview   **10%**   **50 pts.**

Students describe in a written analysis and one-on-one meeting with an assigned appraisee the important elements of his/her past performance throughout the term (both strengths and weaknesses), with detailed examples from a wide range of identified speaking assignments. This interview is similar to a real-work performance/employee appraisal format. The required length for each appraisal is four to five minutes.

EXAMS

The comprehensive exams will be online on Carmen.

Proctorio is the online exam proctoring tool integrated into Carmen. Use of Proctorio is required for the three exams. Visit the Student Guide to Proctorio to get started before the exam: https://resourcecenter.odee.osu.edu/carmencanvas/gettingstarted-proctorio-students.

Exams (3)   **15%**   **75 pts.**

Exams may include short answer, multiple choice, true-false, and/or matching items.

ONLINE DISCUSSIONS (4)   5%   25 pts.

There will be four online discussions following four speeches: Team Training Presentation, Informative Speech, Proposal Presentation, and Manuscript Speech. These discussions will give you an opportunity to converse with your classmates about each other's presentations, topic choice and observations about other students' language and delivery skills. They are listed on the schedule as discussions. Assigned questions to prompt thoughtful feedback will be provided.

Discussions will include three written requirements:
First, an initial post of 100-200 words will be due by 11:59pm on the **Wednesday** of the week a discussion is due. Second, two posts of 100-200 words responding to the initial posts of two other students will be due by 11:59 on the **Friday** of the week that discussion is due. Successful discussion posts will demonstrate:
      1. An understanding of the concept(s) in the material provided.
      2. Independent thought regarding the concepts and material.
      3. A thoughtful response to the work of at least 2 other students in the class.

Late assignments

All speech performances (reports, speeches, etc.) must be given before an audience and quizzes taken on the day scheduled. Late unexcused speech performances will be penalized two letter grades. If the student is allowed to make up a performance and does not show up, a grade of zero will be recorded. A valid medical or documented excuse is required or there is a two letter grade penalty.

Grading scale

A	93-100% (372-400)	B-	80-82% (320-331)	D+	67-69% (268-279)
A-	90-92% (360-371)	C+	77-79% (308-319)	D	60-66% (252-267)
B+	87-89% (348-359)	C	73-76% (292-307)	E	Below 60% (240 and below)
B	83-86% (332-347)	C-	70-72% (280-291)		

Faculty feedback and response time

I am providing the following list to give you an idea of my intended availability throughout the course. Remember that you can call **614-688-HELP** at any time if you have a technical problem.

Grading and feedback

For speeches, you can generally expect feedback within **7 days**.

E-mail

I will reply to e-mails within **24 hours on school days**.

Discussion board

I will check and reply to messages in the discussion boards every **24 hours on school days**.

Attendance, participation, and discussions

Student participation requirements

Because this is a distance-education course, your attendance is based on your online activity and participation. The following is a summary of everyone's expected participation:

- **Logging in**:
  Be sure you are logging in to the course in Carmen each week, including weeks with holidays or weeks with minimal online course activity. I suggest logging in at least three times per week to make sure you are keeping up with announcements and course content. (During most weeks you will probably log in many times.) If you have a situation that might cause you to miss an entire week of class, discuss it with me *as soon as possible.* Video and audio lectures will be posted on Monday.

- **Participating in discussion forums**:
  As participation, you can expect to post at least once each assigned Wednesday and respond at least once each assigned Friday as part of our substantive class discussions. This requires that you check in twice per week. Additional participation will give you a richer experience within the course.

Discussion and communication guidelines

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing style**: Write using correct grammar, spelling, and punctuation. Informality (including an occasional emoticon) is fine for non-academic topics.

- **Tone and civility**: Maintain a supportive learning community where everyone feels safe and where people can disagree amicably.

- **Citing your sources**: When we have academic discussions, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.) *Written and oral assignments:* Your written and oral assignments, including discussion posts and speeches, should be your own original work. In formal assignments, you should follow **APA** style to cite the ideas and words of your research sources. Any time you use the words of others, this must be indicated as a direct quotation with a citation to the source and page

number(s), using APA style to clearly indicate the words in the direct quote. To use the words of others while providing a citation, but without indicating that there is a direct quote from the cited work, still is plagiarism. Simply changing a few words from a source does not make the words your own, and such use can also be considered plagiarism. Examples will be provided. You are encouraged to ask a trusted person to proofread your assignments before you turn them in--but no one else should revise or rewrite your work.

- *Reusing past work:* In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.

- **Backing up your work**: Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion.

Other course policies

Communication

I will post class updates and/or additional materials as announcements on Carmen and/or to your OSU email. You are responsible for this information.

Challenging a Grade

I am always willing to discuss your grades with you, but I will not do so during class time. To challenge a grade, you must meet virtually with me during office hours or make an appointment **within one week** of the assignment being returned to you. When we meet, you must present your concerns in writing and attach the graded speech, paper, or exam. Please note that a challenge may result in grades being raised or lowered.

Extra Credit

There will be no extra credit offered in this course.

Student Academic Services

Arts and Sciences Advising and Academic Services' website provides support for student academic success. Information on advising issues such as tutoring, transfer credits, academic standing, and contact information for Arts and Sciences advisors can be obtained through this website: http://advising.osu.edu/welcome.shtml.

Student services offered on the OSU main campus are available at http://ssc.osu.edu.

Student Services

The Student Service Center assists with financial aid matters, tuition and fee payments. Please see their site at: http://ssc.osu.edu. As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling 614-292-5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at 614-292--5766 and 24 hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1-800-273-TALK or at suicidepreventionlifeline.org.

Writing Center

All students, especially those who have difficulty writing, are encouraged to visit the *OSU Writing Center*. Their web address is https://cstw.osu.edu/writing-center and their phone number is 688-5865. The Writing Center offers two kinds of tutorials: 1) Scheduled, 50-minute tutorials in 4120A Smith Lab and 2) Drop-in, 20-minute tutorials at our satellite centers (First floor Thompson Library and 114 Smith-Steeb Residence Hall).

Copyright Disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Diversity

The School of Communication at The Ohio State University embraces and maintains an environment that respects diverse traditions, heritages, experiences, and people. Our commitment to diversity moves beyond mere tolerance to recognizing, understanding, and welcoming the contributions of diverse groups and the value group members possess as individuals. In our School, the faculty, students, and staff are dedicated to building a tradition of diversity with principles of equal opportunity, personal respect, and the intellectual interests of those who comprise diverse cultures.

Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleix.osu.edu or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu

Academic integrity policy

Policies for this online course

- **Written assignments**: Your written assignments, including discussion posts, should be your own original work. In formal assignments, you should follow **APA** style to cite the ideas and words of your research sources. You are encouraged to ask a trusted person to proofread your assignments before you turn them in--but no one else should revise or rewrite your work.
- **Reusing past work**: In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.

Academic Misconduct

Cheating and plagiarism in any form will not be tolerated. The Ohio State University's *Code of Student Conduct* (Section 3325-23-04) defines academic misconduct as "any activity that tends to compromise the academic integrity of the University, or subvert the educational process" (p. 2). Examples of academic misconduct include, but are not limited to, plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination.

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct http://studentlife.osu.edu/csc/.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct (COAM). If COAM determines you have violated the University's *Code of Student Conduct*, the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University. If you have any questions about this policy or what

constitutes academic misconduct, please contact me or visit
http:/oaa.osu.edu/coam/home.html.

Accessibility accommodations for students with disabilities

Students

Students with disabilities (including mental health, chronic or temporary medical conditions) that have been certified by the Office of Student Life Disability Services will be appropriate accommodated and should inform the instructor as soon as possible of their needs. The Office of Student Life Disability Services is located in 098 Baker Hall, 113 W. 12th Avenue; telephone 614/292-3307, slds@osu.edu; slds.osu.edu.

Requesting accommodations

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know via email immediately so that we can privately discuss options. You are also welcome to register with Student Life Disability Services to establish reasonable accommodations. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu ; 614-292-3307; slds.osu.edu ; 098 Baker Hall, 113 W. 12th Avenue.

Disclaimer

The information provided in this syllabus constitutes a list of basic class policies. I reserve the right to modify this information when deemed necessary for any reason. You will be notified in class, via email, and/or on Carmen if and when any changes occur.

Tentative Schedule

Date	Topic	Reading	Media	Assignments	DEADLINES

Week 1 Aug. 20	Introductions and Overview Principles of Interviewing, Interviewing Materials, Business Writing	Read: Ch. 6 and Appendix 1 & 2	Watch: Lecture Video on Ch. 6	ASSIGN: Cover Letter and Resume Training Group Speech Training Groups	DUE: Cover letter and resume by 11:59 pm Friday.
Week 2 Aug. 27	Listening, Verbal & Nonverbal Messages, Interpersonal Skills, Leading & Working in Teams	Read: Ch. 3, 4, 5, 7			Due: Ch. 3, 4, 5 & 7 Group Training Videos (by 11:59 pm)
Week 3 Sept. 3	Effective Meetings	Read: Ch. 8	Ch. 3, 4, 5 & 7 Group Training Videos	ASSIGN: Symposium Speeches due week 6	DUE: Ch. 8 Group Training Video (by Friday 11:59 pm)
Week 4 Sept. 10	Effective Meetings	Symposium Group Meetings	WATCH: Ch. 8 Training Video		DUE: Exam (Ch. 3, 4, 5, 6, 7, 8) by Friday 11:59 pm. DUE: Ch. 9 & 10 Group Training Video by Friday 11:59 pm.
Week 5 Sept. 17	Developing and Organizing the Presentation, Verbal and Visual Support in Presentations	READ: Ch. 9 & 10	WATCH: Ch. 9 & 10 Group Training Videos	ASSIGN: Informative Speech (Due Week 8)	
Week 6 Sept. 24					DUE: Symposium speeches (by Friday 11:59 pm) Ch. 11 & 12 Group Training Videos (by

					Friday 11:59 pm)
Week 7 **Oct. 1**	**Delivering the Presentation, Types of Business Presentations**	**READ: Ch. 11 & 12**	**WATCH: Ch. 11 & 12 Group Training Videos**		
Week 8 **Oct. 8**					**DUE: Exam 2 (Ch. 9, 10, 11, 12) by Friday 11:59 pm**
Week Nine **Oct. 15**				**ASSIGN: Performance Appraisal & Policy Persuasive Speech**	**DUE: Informative Speeches (by Friday 11:59 pm)** **DUE: Discussion/** **Peer Feedback** **DUE: Group Training Videos on Ch. 1 & 2 (by Friday 11:59 pm)**
Week 10 **Oct. 22**	**Communicating at Work and Communication Culture and Work**	**READ: Ch. 1 & 2**	**WATCH: Training Video on Ch. 1 & 2**	**ASSIGN: Performance Appraisal Schedule (speech is due Week 14)** **Roast Speech (due Week 16)**	
Week 11 **Oct. 29**					**DUE: Exam 3 (Ch. 1 & 2 – by Friday 11:59 pm)** **DUE: Thesis statement for Proposal Presentation submitted for approval**
Week 12 **Nov. 5**	**Speech Preparation**		**WATCH: Proposal**		

		Presentation Videos		
Week 13 **Nov. 12**				**DUE: Proposal Presentations by Friday 11:59 pm**
Week 14 **Nov. 19**	**Manuscript Strategy Sessions**			**DUE: Performance Appraisals of Assigned Group Member (by Friday 11:59 pm)**
Week 15 **Nov. 26**				**DUE: Manuscript Group Speech (by Friday 11:59 pm)**
Week 16 **Dec. 3**				**DUE: Roast Speech**

Arts and Sciences Distance Learning Course Component Technical Review Checklist

Course: Communication 2131
Instructor: TBD
Summary: Online course offering

Standard - Course Technology	Yes	Yes with Revisions	No	Feedback/ Recomm.
6.1 The tools used in the course support the learning objectives and competencies.	X			• Carmen • CarmenConnect • Voice Vibes
6.2 Course tools promote learner engagement and active learning.	X			• Carmen message boards • Video recordings • Voice Vibe practice sessions
6.3 Technologies required in the course are readily obtainable.	X			All first party tools are free. Voice Vibes requires a purchase.
6.4 The course technologies are current.	X			All applications are web based and updated regularly.
6.5 Links are provided to privacy policies for all external tools required in the course.	X			Links for all first and third party utilities are provided
Standard - Learner Support				
7.1 The course instructions articulate or link to a clear description of the technical support offered and how to access it.	X			Links for all first and third party utilities are provided
7.2 Course instructions articulate or link to the institution's accessibility policies and services.	X			a
7.3 Course instructions articulate or link to an explanation of how the institution's academic support services and resources can help learners succeed in the course and how learners can obtain them.	X			b
7.4 Course instructions articulate or link to an explanation of how the institution's student services and resources can help learners succeed and how learners can obtain them.	X			c
Standard – Accessibility and Usability				
8.1 Course navigation facilitates ease of use.	X			Recommend using the Carmen Distance Learning "Master Course" template developed by ODEE and available in the Canvas Commons to provide student-users with a consistent user experience in terms of navigation and access to course content.
8.2 Information is provided about the accessibility of all technologies required in the course.	X			No direct link to a VoiceVibes accessibility policy but a link to VoiceVibes site as well as technical support is available for students with accessibility issues
8.3 The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.	X			Recommend that resources be developed to address any requests for alternative means of access to course materials.
8.4 The course design facilitates readability	X			Recommend using the Carmen Distance Learning "Master Course" template developed by ODEE and available in the Canvas

				Commons to provide student-users with a consistent user experience in terms of navigation and access to course content.
8.5 Course multimedia facilitate ease of use.	X			All assignments and activities that use the Carmen LMS with embedded multimedia facilitates ease of use. All other multimedia resources facilitate ease of use by being available through a standard web browser

Reviewer Information
- Date reviewed: 12/10/18
- Reviewed by: Ian Anderson

Notes:

[a]The following statement about disability services (recommended 16 point font): Students with disabilities (including mental health, chronic or temporary medical conditions) that have been certified by the Office of Student Life Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office of Student Life Disability Services is located in 098 Baker Hall, 113 W. 12th Avenue; telephone 614- 292-3307, slds@osu.edu; slds.osu.edu.

[b]Add to the syllabus this link with an overview and contact information for the student academic services offered on the OSU main campus.
http://advising.osu.edu/welcome.shtml

[c]Add to the syllabus this link with an overview and contact information for student services offered on the OSU main campus. http://ssc.osu.edu. Also, consider including this link in the "Other Course Policies" section of the syllabus.

Communication
Curriculum map, indicating how program goals are accomplished via specific courses.

Program learning goals

Goal 1. Students are knowledgeable about the principles of communication within a social science framework and understand the role of communication in society.
Goal 2. Students are competent in practicing communication.
Goal 3. Students are sufficiently trained and prepared to get jobs in the field of communication.

	Goal 1: Comm Principles	Goal 2: Comm Practice	Goal 3: Career Preparation
Premajor			
1100	Basic		
1101	Basic		Basic
Research Methods			
3160(H), 3163, 3165		Intermediate	Advanced
Core Requirements			
Strategic Comm			
2321	Basic		
2331		Advanced	Intermediate
2367(H)	Basic	Intermediate	
3325	Intermediate	Intermediate	
4337			Advanced
New Media & Comm Tech			
2367(H)	Basic	Intermediate	
2540	Basic		
3545	Intermediate	Basic	
3554	Advanced		
Comm Analysis & Practice			
2110	Basic		
2367(H)	Basic	Intermediate	
3440		Intermediate	
3620	Basic	Basic	
Sub-Plan Electives			
Strategic Comm (9 cr. Req.)			
3330(H)		Intermediate	
3331		Advanced	Advanced
3333		Intermediate	
3334		Intermediate	
3345	Advanced		
3444	Advanced		Intermediate
3628	Advanced	Intermediate	
3668			Intermediate
4558		Advanced	Advanced
4737		Intermediate	Advanced
4820(H)	Advanced		Advanced

	Goal 1: Comm Principles	**Goal 2: Comm Practice**	**Goal 3: Career Preparation**
Sub-Plan Electives			
New Media & Comm Tech			
2511 (or outside Credit in Visual Design)	Intermediate	Intermediate	Basic
Other specialization (6 cr. Req.)			
3513	Intermediate		
4554	Intermediate	Intermediate	Intermediate
4557	Intermediate		Intermediate
4558		Advanced	Advanced
4665	Intermediate	Intermediate	
4738	Intermediate		Intermediate

Comm Analysis & Practice
N/A as CAP has elective clusters (see below)

Special Topic Electives			
Strat Comm (3 cr. req.)			
2131	Intermediate	Advanced	Basic
2511	Intermediate	Intermediate	Basic
3332	Intermediate		Intermediate
3415	Basic	Intermediate	Intermediate
4190		Intermed/Advanced	Advanced
4191		Intermed/Advanced	Advanced
4445	Advanced		Intermediate
4554	Intermediate	Intermediate	Intermediate
4556	Advanced		Intermediate
4635	Advanced		Intermediate
4998(H)		Advanced	Advanced
4999(H)		Advanced	Advanced

New Media & Comm Tech			
(9 cr. from one track)			
Track 1:			
4191		Intermed/Advanced	Advanced
4511	Advanced	Advanced	Advanced
4555	Advanced	Advanced	
4557	Advanced	Advanced	Intermediate
4665	Intermediate	Intermediate	
4998(H)		Advanced	Advanced
4999(H)		Advanced	Advanced
CS&E 2123		Advanced	Intermediate
Psych 3310	Intermediate		
Psych 3312	Intermediate	Intermediate	
Psych 5620			Intermediate

	Goal 1: Comm Principles	**Goal 2: Comm Practice**	**Goal 3: Career Preparation**
Special Topic Electives			
New Media & Comm Tech			
(9 cr. from one track)			
Track 2:			
3330(H)	Advanced	Intermediate	
3331	Advanced	Intermediate	
4191		Intermed/Advanced	Advanced
4556	Advanced	Advanced	Advanced
4557		Advanced	Advanced
4665	Intermediate	Intermediate	
4998(H)		Advanced	Advanced
4999(H)		Advanced	Advanced
BusMHR 3100		Advanced	Intermediate
BusM&L 3150		Advanced	Intermediate
CS&E 2123		Advanced	Intermediate
Comm Analysis & Practice			
(18 cr. req.)			
3330(H)	Advanced	Intermediate	
3331	Advanced	Intermediate	
3332	Advanced		Intermediate
3402	Intermediate		
3404(H)	Advanced	Intermediate	Intermediate
3413	Intermediate		
3415	Basic	Intermediate	Intermediate
3466	Intermediate		
3624	Intermediate		
3628		Intermediate	Intermediate
3629	Intermediate	Intermediate	
3662		Intermediate	Intermediate
3667	Intermediate	Intermediate	
3668	Intermediate		
4240(H)		Basic	
4401	Intermediate		Basic
4445	Advanced	Intermediate	
4600		Intermediate	Intermediate
4635		Intermediate	Intermediate
4665	Intermediate	Intermediate	
4736		Intermediate	Intermediate
4737		Intermediate	Advanced
4738		Intermediate	Advanced
4814		Intermediate	Advanced
4820(H)		Intermediate	Advanced
4853.01		Intermediate	Advanced
4853.02		Intermediate	Advanced
4998(H)		Advanced	Advanced
4999(H)		Advanced	Advanced