Critical Capacities and Skills – (CCS 5) – Oral/Written Communication

Description:

“Students will learn to communicate effectively with others when figuring out solutions to complex problems.”

Intended learning outcomes:

A. Oral and Written Communication

_Students will demonstrate:_

1. competent content development and organization.
2. the appropriate use of sources and evidence.
3. the use of syntax, grammar, and delivery appropriate for discipline and audience.

Course Guidelines:

1. The course must provide students with an assignment that requires them to demonstrate effective communication skills in written or oral formats.
Application for Inclusion in MSU Centennial Curriculum

Area: CCS5 Oral/Written Communication

Course: ..................................................  Contact Person

Proposing Department:

Attach to this form the following:

1. Core syllabus **common to all sections of the proposed course.**
2. Narrative that explain how the proposed course addresses the description, learning outcomes, and course guidelines.
3. Description of a specific student work product/assignment common to all sections of the proposed course that can be evaluated to determine a student’s mastery of the learning outcomes.

*Area specific details:*

CCS 5 requires students to demonstrate the ability to communicate effectively with others when figuring out solutions to complex problems.
## Assessment Rubrics for CCS 5:

<table>
<thead>
<tr>
<th>Oral/Written Communication Skill</th>
<th>Advanced (4)</th>
<th>Sufficient (3)</th>
<th>Basic (2)</th>
<th>Insufficient (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Targeting</strong></td>
<td>Demonstrates a thorough understanding of the audience and the purpose of the writing/presentation.</td>
<td>Demonstrates adequate understanding of the audience and purpose of the writing/presentation.</td>
<td>Demonstrates awareness of audience and purpose.</td>
<td>Demonstrates minimal attention to audience and purpose.</td>
</tr>
<tr>
<td><strong>Content Development and Organization</strong></td>
<td>Develops appropriate, relevant, and compelling content that is organized and developed in a logical sequence.</td>
<td>Develops appropriate and relevant content that is organized and developed in a logical sequence.</td>
<td>Develops appropriate content that is somewhat organized and developed.</td>
<td>Develops appropriate content to develop only very simple ideas and is poorly organized.</td>
</tr>
<tr>
<td><strong>Sources and Evidence</strong></td>
<td>Demonstrates skillful use of high quality, credible, relevant sources.</td>
<td>Demonstrates consistent use of credible and relevant sources.</td>
<td>Demonstrates an attempt to use credible and relevant sources.</td>
<td>Demonstrates an attempt to use sources to support ideas.</td>
</tr>
<tr>
<td><strong>Syntax, Grammar, and Delivery</strong></td>
<td>Uses graceful language that communicates with clarity and fluency.</td>
<td>Uses straightforward language that conveys meaning.</td>
<td>Uses language that generally conveys meaning but includes some errors.</td>
<td>Uses language that sometimes impedes meaning because of errors in language.</td>
</tr>
</tbody>
</table>
General Education Approval Tracking Form

As of 26 January 2014

Course Subject and Number: ____________________________ Number of Credits: ________

Course Title: __________________________________________________________________________

Check only one of the topic areas below. If a course is going to meet more than one topic area below please use a separate form for each topic area.

**Required Core**
- _ ENGL 110
- _ ENGL 120
- _ COMM 110
- _ MATH ______
- _ INT 110/310

**Critical Capacities (CCS) Skills**
- _ CCS1 Problem Solving
- _ CCS2 Information Literacy
- _ CCS3 Critical Reading
- _ CCS4 Quantitative Literacy
- _ CCS5 Oral/Written Communications
- _ CCS6 Collaboration

**Foundational Content**
- _ FC1 Arts & Humanities
- _ FC2 Lab Science
- _ FC3 Social Science
- _ FC3 History

**Personal and Social Responsibility (PSR)**
- _ PSR1 Relationships and Value Systems
- _ PSR2 Responding to Community Needs
- _ PSR3 Individual Well-Being

**Interconnecting Perspectives (IP)**
- _ IP1 Knowledge
- _ IP2 Experience

FormSubmitter: ____________________________________________________________________________

__________________________________________________________
General Education Chair Signature and Date

__________________________________________________________
Faculty Senate Secretary Signature and Date

__________________________________________________________
Vice President of Academic Affairs Signature and Date