

If you offer this course in non-traditional modes, you must submit a sample syllabus for each type of mode.

IAI GENERAL EDUCATION COMMUNICATION PANEL

Syllabus Submission Checklist

(for traditional and non-traditional delivery modes)

ORAL COMMUNICATION COURSE, C2-900

College/University _____
 Title and Number of Course _____
 Person completing this form _____
 Contact Person/Speech Dept. _____ Phone _____ E-mail _____

To help the IAI Communication Panel evaluate your syllabus for IAI approval, complete this form.

- Provide a **current** (or proposed future) **syllabus** for each course that you wish the committee to approve as a C2-900 course.
- A generic syllabus is acceptable if it includes all the requirements below; otherwise, the submitted syllabus must be a current one used by an instructor.
- If this is a new course, also fill out the IAI “New Course Submission Form.”

Please note:

- The Illinois Transferable General Education Core Curriculum’s description for C2-900 courses requires at least three substantive extemporaneous speeches including both informative and persuasive assignments.
- The IAI General Education Communication Panel recommends that a “substantial speech” be an individual presentation of at least 5 continuous minutes and require significant attention to invention and organization. At least one of the substantive speeches needs to include multiple sources that are verbally cited. (Group projects, debates or similar activities qualify if they involve **solo** presentations of appropriate length.)
- The IAI General Education Communication Panel believes the C2-900 course should focus on the development of oral communication skills. Accordingly, the primary focus of the class, both in terms of material covered and grading, should be on the practice and development of oral communication skills. Public speaking should be at least 50% of the grade for the course.

Indicate where in your syllabus the following items may be found.

BE SURE THE ANSWERS ARE CLEARLY INDICATED IN THE SUBMITTED SYLLABUS.

Self-Evaluation Questions (This checklist is not intended to replace the guidelines in the GE Core Curriculum guide.)	Page or Section
Where does the syllabus list the required speeches?	
Where does the syllabus describe and give the length of an informative speech assignment?	
Where does the syllabus describe and give the length of a persuasive speech assignment?	
Where does the syllabus describe and give the length of a third substantial speech assignment?	
If more than 3 speeches are required, where does the syllabus describe the other assignments?	
Where does the syllabus indicate the percentage of the total grade (or the points relative to the total possible points) that each speech is worth?	
Where in the syllabus is a course outline, indicating a daily, weekly or topical schedule?	
Where in the syllabus are the following:	
a. Course Number, Title, Credit Hours and Contact Hours	
b. Catalog Description	
c. Course Goal and Expected Student Learning Outcomes	
d. Textbooks Used	
e. Semester or Quarter the Syllabus Was Last (or will be) Used	

Are all sections of this course delivered in a traditional classroom setting, with students presenting their speeches in class with the instructor present? Yes _____ No _____

If you answered “No,” attach a narrative description of how the course is implemented and managed for each delivery method. Note also that the IAI General Education Communication Panel has passed a resolution that

states, "All mediated oral communication classes shall require face-to-face (unmediated) performance of the three substantial speeches with the class and the instructor serving as an in-class audience."