

REQUEST TO APPROVE A COURSE FOR THE ORAL COMMUNICATION COMPETENCY REQUIREMENT

Date Submitted: _____ Effective term, if approved _____

Course #/Name: _____

Department/Unit proposing the course: _____

Faculty Contact: _____

Telephone: _____ Email: _____

How many students can be enrolled in this course over a 12-month period at the current level of resources? _____

How many times per academic year is the course offered (indicate # of sections per semester)?

Fall _____ Spring _____ Summer _____

What faculty will teach these courses?

The policy passed by the Faculty Senate on December 4, 1996 requires that the department chairperson or unit director certify that faculty teaching these courses have the experience and/or training to evaluate oral communication competence. The department chairperson's signature on this form constitutes that certification.

I hereby certify that the above named faculty have the experience and/or training to evaluate oral communication competence.

Department Chairperson/Unit Director

Date

Checklist for submission:

- 1) This request form with appropriate signature;
- 2) A statement indicating how the criteria for competence in oral communication are met;
- 3) A complete syllabus including assignments, activities, and the required grading statement. A grading rubric is highly recommended.

Item 1 must be submitted in hard copy to the Undergraduate Policy Committee, A-3400 University Center, Mail Code: 2360.

Items 2 and 3 should be submitted electronically to Ellen Crabtree, Secretary of the UPC at ecrabtree@admin.fsu.edu.