University of North Dakota

Application for Essential Studies Status in Oral Communication

The ESC receives validation requests at any time and will normally act on them within 60 days. Once approved, newly validated courses will appear on the list of Approved Essential Studies Courses by June.

1. Department and Course Number:___________________________________________________

2. Course Title:___________________________________________________________________

3. Credit Hours: ________

4. Is this [ ] A new course? [ ] An existing course not on the ES list?

5. To be validated as an oral communication course, the ES program goal of Communication must be emphasized. A brief description of this goal is given below. Please see the ES Program Goals for a more thorough description of this and the other ES program goals.

**ES Goal #2 Communication**

Students should be able to write and speak in civic, academic, and professional settings with a sense of purpose and audience.

- written communication
- oral communication

6. Explain, in detail, how the course under consideration will meet the chosen ES goal. You should address each of the following points when giving your explanation:
   • How will course goals align with the ES goal?
   • How will the course activities (use of in-class time) align with the ES goal?
   • How will the graded activities align with the ES goal?

7. Please include an assessment plan that will demonstrate how well students are meeting the ES goal specified above. Your assessment plan must include both indirect and direct assessment measures. If this course will be taught by multiple instructors, then your assessment plan must describe how you will obtain assessment data that is representative of the course as a whole.

8. If not already addressed in your response to #6 above, please explain, in detail, how the course under consideration will meet the criteria for an oral communication course. You should be sure to thoroughly address the criteria outlined in the Advanced & Oral Communication Criteria.

9. Actual (or proposed) course catalog description:

10. Please attach a complete syllabus for the course. The syllabus must include the ES goal that the course is designed to meet along with a brief statement describing how that goal will be met. The syllabus must also include the information described in the Advanced & Oral Communication Criteria.
11. Submit the original, plus sixteen copies (including copies of the syllabus), to Sharon Bruggeman, Registrar’s Office, Stop 8382.

**Signatures**

Department submitted by: 

____________________________________________________________

Faculty Member Responsible for Course (if other than Chair): 

______________________________________________

Department Chair Signature: 

________________________________________________________________________ Date: 

College: 

________________________________________________________________________

College Dean Signature: 

________________________________________________________________________ Date: 

**Essential Studies Requirements Committee Action**

[ ] Approved [ ] Approved Provisionally (see memo) [ ] Not Approved

Committee Signature: 

Date: 

Registrar’s Office 

Signature: 

Date: 

Returned to (Dept.): 

Date: 