# COVER SHEET

# FOR VOLUNTEER CORE COURSE APPROVAL

**To Submit:** To submit a proposal, please complete the following application and save it as a single PDF file that also contains your syllabus and a sample of at least one **significant assignment** for the course. Save your PDF file by the course name and category (e.g. engl101WC).

The PDF should be uploaded using this link - <http://tiny.utk.edu/VolCoreProposalDrop> AND emailed to [gened@utk.edu](mailto:gened@utk.edu).

If you are submitting a revision, please also include a brief written “Response to Reviewers” detailing how the requested revisions have been addressed. This “Response to Reviewers” should be included in your single PDF file and the file should be save by course name, category, and the revision and date (e.g. engl101WCrevision050120).

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is this a revised proposal? \_\_\_\_\_ Yes \_\_\_\_\_ No**

**Submitter’s Contact Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department Vol Core Representative or Department Head Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**College Vol Core Representative or Contact Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course information:**

**Provide full catalog entry for the course** including course subject, number, suffix (if any), course title, credit hours, course description, prerequisites/corequisites, credit restrictions, etc.

**Course subject, number, suffix (**S [service], R [research], N [internship]**) and title.** Include an indication of any Honors version of this course or other equivalent courses (e.g., cross listed courses, S, N, or R designated courses) to be included with this proposal.

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*NOTE*: Courses with an S (service), R (research), or N (internship) designation will be equivalent to their base course for the Effective Communication and Expanded Perspectives Volunteer Core categories. The base course and suffix courses will be considered as different courses for Engaged Inquiries.

NOTES:

* *Courses in WC category* ***must*** *have the following prerequisite:*(RE) Prerequisite(s): ENGL 102, ENGL 132, ENGL 290, or ENGL 298 *(plus any others for this course)*
* *Courses in AOC category:* We **strongly encourage** the oral communication general education requirement used in your program serve as a prerequisite for this course (e.g., CMST 210, CMST 240; CE 205; Phil 244)
* Courses may apply for either OC or AOC but not both categories.

Catalog entry for course: Include an indication of any Honors version of this course or other equivalent courses (e.g., cross listed courses, S, N, or R designated courses) to be included with this proposal.

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**Is this proposal for a Lab course?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Please check all that apply:**

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|  | **Volunteer Core area for which this proposal is currently applying for (only check one)** | **Volunteer Core areas in which this course is already approved (Check all that apply)** | **Any other Volunteer Core area(s) this course is currently under review or plans to be submitted for review in (Check all that apply)** |
| Written Communication (WC) |  |  |  |
| Verbal Communication (OC) |  |  |  |
| Applied Oral Communication (AOC) |  |  |  |
| Arts & Humanities (AH) |  |  |  |
| Applied Arts and Humanities (AAH) |  |  |  |
| Natural Sciences (NS) – Lab |  |  |  |
| Natural Sciences (NS) – Non-lab |  |  |  |
| Quantitative Reasoning (QR) |  |  |  |
| Social Sciences (SS) |  |  |  |
| Global Citizenship-International (GCI) |  |  |  |
| Global Citizenship-US (GCUS) |  |  |  |
| Engaged Inquiries (EI) |  |  |  |

**Frequency of Course Offering (e.g., fall only, spring only):**

**Course Capacity per Semester *per course:***

**Number of sections planned per Semester:**

**Proposed Date for Course Review:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Each approved Vol Core course must be reviewed at least one time every ten years. Pick a semester and a year that will occur sometime within 10 years of the proposal submission date.)

**Course subject, number, suffix (**S [service], R [research], N [internship]**) and title.** Include an indication of any Honors version of this course or other equivalent courses (e.g., cross listed courses, S, N, or R designated courses) to be included with this proposal.

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**Applied Oral Communication**

Effectively communicating ideas within a particular discipline or profession is a fundamental skill that all students should acquire and demonstrate. Applied Oral Communication (AOC) courses will expand upon OC course skills to promote understanding of and engagement with targeted audiences and stakeholders in a variety of communication contexts, such as interpersonal, small group, and team communication; nonverbal and cross-cultural communication; communication of discipline-specific or professional information both within and outside the discipline or profession; conversational communication in formal and informal settings; and active listening.

**Learning Outcomes**

1. Students demonstrate the ability to communicate clearly and effectively within a disciplinary area or profession.
2. Students demonstrate the ability to locate and use relevant, credible evidence to support ideas in accordance with disciplinary or professional standards.
3. Students demonstrate the ability to effectively analyze potential audiences to shape message, organization, language choices, and delivery techniques in accord with disciplinary or professional purpose.
4. Students engage in communication consistent with the ethical responsibilities of communicators within their respective disciplinary or professional contexts.
5. Students model respect for diversity and cross-cultural verbal and nonverbal communication practices when interacting with targeted audiences.

**Answer all questions below with respect to the description and learning outcomes given above.**

***Questions:***

* + - 1. Answer a, b, and c for each learning outcome:

1. How does the course **meet each of the learning outcomes** for the appropriate category of the Volunteer Core requirement? **Note**: All Learning Outcomes must be met by every course.
2. What specific assignments or activities ***throughout the course of the semester*** meet this learning objective? (The combination of assignments for all the objectives must total at least 20% of the final grade.)
3. Provide a short description of how this course will be assessed for the Volunteer Core outcomes. According to the revised General Education guidelines, all approved Volunteer Core courses must be assessed according to the guidelines and timeline set by the General Education Committee. For the review, this course will need to provide quantifiable data and results detailing how successful the students were in mastering each learning outcome. With that in mind, please be as specific as possible in your plan to measure each of the learning outcomes below.\* (You can refer to the Volunteer Core assessment document and rubrics on the [Volunteer Core website](https://ugcouncil.utk.edu/volunteer-core/).)

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| **Outcome 1:** Students demonstrate the ability to communicate clearly and effectively within a disciplinary area or profession. |
| 1. How does the course meet this learning outcome? |
| 1. What specific assignments or activities ***throughout the course of the semester*** meet this learning objective? (The combination of assignments for all the objectives must total at least 20% of the final grade.) |
| 1. What is the assessment plan\* for this Volunteer Core outcome? 2. Provide a **description of the (most likely one example of) student work** that will be used to assess this learning objective. 3. Provide a description of how you will **obtain the sample of student work.** |

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| **Outcome 2:** Students will demonstrate the ability to locate and use relevant, credible evidence to support ideas in accordance with disciplinary or professional standards. |
| * 1. How does the course meet this learning outcome? |
| * 1. What specific assignments or activities ***throughout the course of the semester*** meet this learning objective? (The combination of assignments for all the objectives must total at least 20% of the final grade.) |
| * 1. What is the assessment plan\* for this Volunteer Core outcome?      1. Provide a **description of the (most likely one example of) student work** that will be used to assess this learning objective.  1. Provide a description of how you will **obtain the sample of student work.** |

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| **Outcome 3:** Students will demonstrate the ability to effectively analyze potential audiences to shape message, organization, language choices, and delivery techniques in accord with disciplinary or professional purpose. |
| 1. How does the course meet this learning outcome? |
| 1. What specific assignments or activities ***throughout the course of the semester*** meet this learning objective? (The combination of assignments for all the objectives must total at least 20% of the final grade.) |
| 1. What is the assessment plan\* for this Volunteer Core outcome? 2. Provide a **description of the (most likely one example of) student work** that will be used to assess this learning objective. 3. Provide a description of how you will **obtain the sample of student work.** |

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| **Outcome 4:** Students engage in communication consistent with the ethical responsibilities of communicators within their respective disciplinary or professional contexts. |
| 1. How does the course meet this learning outcome? |
| 1. What specific assignments or activities ***throughout the course of the semester*** meet this learning objective? (The combination of assignments for all the objectives must total at least 20% of the final grade.) |
| 1. What is the assessment plan\* for this Volunteer Core outcome? 2. Provide a **description of the (most likely one example of) student work** that will be used to assess this learning objective. 3. Provide a description of how you will **obtain the sample of student work.** |

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| **Outcome 5:** Students model respect for diversity and cross-cultural verbal and nonverbal communication practices when interacting with targeted audiences. |
| 1. How does the course meet this learning outcome? |
| 1. What specific assignments or activities ***throughout the course of the semester*** meet this learning objective? (The combination of assignments for all the objectives must total at least 20% of the final grade.) |
| 1. What is the assessment plan\* for this Volunteer Core outcome? 2. Provide a **description of the (most likely one example of) student work** that will be used to assess this learning objective. 3. Provide a description of how you will **obtain the sample of student work.** |

* + - 1. What process is used to monitor/oversee that each section of this course is meeting the learning outcomes if multiple sections are taught to ensure consistency semester to semester?

**ADDITIONAL MATERIALS**

Please include:

* a representative **course syllabus** (including a clear indication that the course is a Volunteer Core course and course objectives that include the Volunteer Core student learning outcomes) and
* a sample of at least one **significant assignment** for the course.