**Submission Form for Communication Intensive (CI) Courses**

For your convenience, the requirements for communication intensive courses are listed below. In the space following each requirement, **please include information from your course syllabus that shows how your course meets the requirement. The CI Review Committee will consider alternative approaches that do not meet all of the standard criteria but still provide students with ample opportunities to improve their ability to communicate. If your course does not meet one or more of the criteria, use the last section to explain which criteria are not met and why the course should still be considered communication intensive.**

# **Course Subject/Number Course Title**

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# **Instructor Email**

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# **Institute Required Learning Outcomes**

# After completing this course, students will be able to:

* analyze specific communication situations, including audiences and purposes for effective communication.
* communicate effectively in more than one course-relevant genre (e.g., reports, proposals, oral presentations, plans, and so forth).
* write clearly and succinctly.
* identify and apply appropriate genre and design conventions, such as language, images, graphics, typography, organization, and tone.

**Insert the learning outcomes for the course.**

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1. **Communication Intensive Assignments**
2. Each student should complete at least two Communication Intensive assignments. Three or more are preferable. Successive drafts of a longer assignment, such as a design report, manuscript or undergraduate thesis, may count as separate assignments.

A Communication Intensive (CI) assignment is one that:

* communicates to a specific audience.
* uses, practices, employs, or applies course content to address real or realistic problems through effective communication.
* requires students to write clearly and succinctly.

CI assignments must add up, at minimum, to the equivalent of 4000 words, regardless of medium. Oral presentations may be included in the 4000 words at a rate of 130 words per minute. Thus, a 5-minute presentation could count as 650 words toward the total. Note taking, daily logs, journals, or similar exercises (often called Writing to Learn) can count

up to 20% of the total minimum word count, or 800 words.

**Use the table below to explain how the course meets this requirement. For each CI assignment, include a brief description, specify the number of such assignments that students are required to complete, and indicate the word count equivalent (per assignment and total).**

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| **Brief description of assignment** | **Number of assignments** | **Word count equivalent** | |
| **Per assignment** | **Total** |
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| **TOTAL WORD COUNT EQUIVALENT (MUST BE AT LEAST 4000 WORDS) ➝** | | |  |

1. CI assignments must be iterative, meaning that students must receive instructor feedback on at least one, and preferably two drafts of an assignment, prior to submitting the final work.

**Explain how the course meets this requirement.**

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1. Group assignments can be included, but in addition to any group assessment, each student in the group should also be assessed individually for their communication skills.

**If group assignments are communication intensive, explain how each student is individually assessed for their communication skills.**

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1. Grades on CI assignments must comprise at least 25% of the final grade for the course.

**Use the space below to explain how the course meets this requirement.**

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1. **Request for exception to requirement to meet all CI criteria**

If your course does not meet one or more of the CI criteria, use this section to explain which criteria are not met and why the course should still be considered communication intensive. Provide sufficient details about CI assignments and instructor feedback to allow the CI Review Committee to make a determination.

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