California State University Channel Islands
NEW COURSE PROPOSAL
Courses must be submitted by October 15, 2013, and finalized by the end of that fall semester for the next catalog production.
Use YELLOWED areas to enter data.

DATE (*Change if modified and redate file with current date)*)   FALL 2013; REV 12.11.13
PROGRAM AREA(S)   COMM

1. **Course Information.** *[Follow accepted catalog format.]*
    Prefix(es) (Add additional prefixes if cross-listed) **and Course No.** **COMM 225**
    Title: PROFESSIONAL COMMUNICATION   Units: 3
    Prerequisites: **N/A**
    Corequisites: **N/A**
    Consent of Instructor Required for Enrollment: **N/A**
    Catalog Description (Do not use any symbols): **Focuses on the development and application of practical and "real-world" skills/abilities that students need to advance within their chosen field or career. Students will learn how to develop and write cover letters, resumes, white papers/business reports, media and press releases. Professional communication skills such as interviewing, elevator speeches, and professional presentations will also be taught. Students will also discuss a variety of potential scenarios that are commonly encountered in the modern workplace, ranging from job stress to office bullying to sexual harassment. This lass uses a blended learning format.**

Grading Scheme:

X A-F Grades

Credit/No Credit
Optional (Student Choice)

Repeatability:

Repeatable for a maximum of   units

Total Completions Allowed
Multiple Enrollment in Same Semester

Course Level Information:

X Undergraduate

Post-Baccalaureate/Credential
Graduate

Mode of Instruction/Components (*Hours per Unit are defaulted*).

	Units	Hours per Unit	Default Section Size	Graded Component	CS & HEGIS # (Filled in by the Provost's Office)
Lecture	3	1	30	X	
Seminar		1			
Laboratory		3			
Activity		2			
Field					
Studies					
Indep Study					
Other Blank					

Leave the following hours per week areas blank. The hours per week will be filled out for you.
3 hours lecture per week
       hours blank per week

2. **Course Attributes:**

General Education Categories: All courses with GE category notations (including deletions) must be submitted to the GE website: http://summit.csuci.edu/geapproval. Upon completion, the GE Committee will forward your documents to the Curriculum Committee for further processing.
 A (English Language, Communication, Critical Thinking)
     A-1 Oral Communication
     A-2 English Writing
     A-3 Critical Thinking

B (Mathematics, Sciences & Technology)
    B-1 Physical Sciences
    B-2 Life Sciences – Biology
    B-3 Mathematics – Mathematics and Applications
    B-4 Computers and Information Technology
C (Fine Arts, Literature, Languages & Cultures)
    C-1 Art
    C-2 Literature Courses
    C-3a Language
    C-3b Multicultural
    D (Social Perspectives)
    E (Human Psychological and Physiological Perspectives)
    UDIGE/INTD Interdisciplinary
    Meets University Writing Requirement (Graduation Writing Assessment Requirement)
    Meets University Language Requirement

American Institutions, Title V Section 40404: Government US Constitution US History
Regarding Exec Order 405, for more information: http://senate.csuci.edu/comm/curriculum/resources.htm
Service Learning Course (Approval from the Center for Community Engagement must be received before you can request this course attribute).
Online Course (Answer YES if the course is ALWAYS delivered online).
Lab Fee Request – Lab fee requests should be directed to the Student Fee Committee.

3. **Justification and Requirements for the Course.** (Make a brief statement to justify the need for the course)
A.   Justification: **This course introduces students to a variety of practical and "real-world" skills/abilities that students will need to acquire a job and to advance within their chosen field or career: cover letters, interviewing, resume design, white papers, media releases, elevator speeches, professional presentations, etc. Students will also discuss a variety of potential scenarios that are commonly encountered in the modern workplace, ranging from job stress to office bullying to sexual harassment.**

B.   Degree Requirement: X   Requirement for the Major/Minor **Note: Submit Program Modification if**
                                     Elective for the Major/Minor   **this course changes your program**.
                                     Free Elective

4. **Student Learning Outcomes.** List in numerical order. Please refer to the Curriculum Committee's "Learning Outcomes" guideline for measurable outcomes that reflect elements of Bloom's Taxonomy: *http://senate.csuci.edu/comm/curriculum/resources.htm*. The committee recommends 4 to 8 student learning outcomes, unless governed by an external agency (e.g., Nursing).
Upon completion of the course, the student will be able to:
1. Create and defend a personal resume and cover letter and successfully navigate a job interview experience
2. Develop and present a professional presentation, white paper, and media release.
3. Apply communication theory, concepts, and research to real-world situations and circumstances relating to professional development including working collaboratively in groups.
4. Identify the inevitable tensions and organizational dynamics that are present within the modern workplace.

5. **Course Content in Outline Form.** *[Be as brief as possible, but use as much space as necessary]*
    PART ONE: Professional Skills
        1. An introduction to the modern workplace
        2. Cover letters, resume design and job interviews
        3. Elevator Speeches and professional presentations
        4. Organizing efficient business meetings
        5. White papers and media releases
    PART TWO: Profesional Scenarios
        6. An introduction to modern workplace dynamics
        7. Work ethic, job stress and burnout
        8. Collaboration and teamwork
        9. Interpersonal dynamics in the workplace such as bullying, office relationships or sexual harassment

Does this course content overlap with a course offered in your academic program? **Yes** ▮ **No X**
If YES, what course(s) and provide a justification of the overlap. ▮

Does this course content overlap a course offered in another academic area? **Yes** ▮ **No X**
If YES, what course(s) and provide a justification of the overlap. ▮
Overlapping courses require Chairs' signatures.

6. **Cross-listed Courses (***Please note each prefix in item No. 1) Beyond three disciplines consult with the Curriculum Committee.*
   A. List Cross-listed Courses (Signature of Academic Chair(s) of the other academic area(s) is required).
   List each cross-listed prefix for the course:

   B. Program responsible for staffing:

7. **References.** *[Provide 3 - 5 references]*

   Burt, A., & Jenkins, J. J. (under contract). *Surviving work: Toxic workplace communication* (Teacher supplement).
   Dubuque, IA: Kendall Hunt.

   Adler, R. B., & Elmhorst, J. (2008). *Communicating at work*: *Principles and practices for business and the
   professions* (10th ed.). Boston: McGraw-Hill.

   Whalen, J. (2006). *The professional communication toolkit*. Thousand Oaks, CA: Sage.

   DiSanza, R. & Legge, N. J. (2011). *Business and professional communication: Plans, processes, and performances*
   (5th ed.). Upper Saddle River, NJ: Pearson Education.

8. **Tenure Track Faculty Qualified to Teach This Course.**

   J. Jacob Jenkins
   Tracylee Clarke

9. **Requested Effective Date:**
   First semester offered: Fall 2014

10. **New Resources Requested. Yes** ▮ **No** X
    If YES, list the resources needed.

    A. Computer Needs (data processing, audio visual, broadcasting, other equipment, etc.)
    ▮

    B. Library Needs (streaming media, video hosting, databases, exhibit space, etc.)
    ▮

    C. Facility/Space/Transportation Needs
    ▮

    D. Lab Fee Requested **Yes** ▮ **No X** **(Lab fee requests should be directed to the Student Fee Committee)**

    E. Other
    ▮

11. **Will this new course alter any degree, credential, certificate, or minor in your program? Yes X No**
    If, YES attach a program update or program modification form for all programs affected.
    Priority deadline for New Minors and Programs: October 1, 2013 of preceding year.
    Priority deadline for Course Proposals and Modifications: October 15, 2013, of preceding year.
    Last day to submit forms to be considered during the current academic year: April 15th.

J. Jacob Jenkins, PhD   October 1, 2013
_____
Proposer of Course (Type in name. Signatures will be collected after Curriculum approval)   Date

Approval Sheet

Program/Course: <mark>COMM 225: Professional Communication</mark>

If your course has a General Education Component or involves Center affiliation, the Center will also sign off during the approval process.

Multiple Chair fields are available for cross-listed courses.

The CI program review process includes a report from the respective department/program on its progress toward accessibility requirement compliance. By signing below, I acknowledge the importance of incorporating accessibility in course design.

Program Chair Tracylee Clarke		
	Signature	Date

Program Chair		
	Signature	Date

Program Chair		
	Signature	Date

General Education Chair		
	Signature	Date

Center for International Affairs Director		
	Signature	Date

Center for Integrative Studies Director		
	Signature	Date

Center for Multicultural Engagement Director		
	Signature	Date

Center for Civic Engagement Director		
	Signature	Date

Curriculum Chair		
	Signature	Date

AVP		
	Signature	Date