APPLICATION FOR SPEECH REQUIREMENT DESIGNATION
University of Hawaii System
Honolulu Community College

The Honolulu Community College Speech Requirement Board will review all proposals to ensure that approved courses meet the Speech Requirement Hallmarks. If clarification is needed, a Board member will contact you. If the Speech Requirement Board approves the proposal, all sections of the course will be designated as satisfying the requirement. The course will be reviewed every five years.

Please provide course information.

Proposer: ___________________________ Division: ___________________________
Course Alpha: __________________ Course Number: ___________________________
Course Title: ________________________

If the course is cross-listed, please provide the cross-listing:

Course Alpha: __________________ Course Number: ___________________________

SPEECH REQUIREMENT HALLMARKS

1. Each student will conduct or participate in a minimum of three oral communication assignments or a comparable amount of oral communication activity during the class. In addition, at least 40% of the final grade for a 3-credit course will be a function of the student’s oral communication activities (30% for a 4-credit course; 60% for a 2-credit course; 100% for a 1-credit course).

2. Each student will receive explicit training, in the context of the class, in oral communication concerns relevant to the assignment or activity.

3. Each student will receive specific feedback, critiquing, and grading of the oral communication assignments or activities from the instructor.

4. If instructor feedback primarily involves individual or paired students, enrollment will be limited to 20 students. If instructor feedback primarily involves groups of students, enrollment will be limited to 30 students.

SPEECH REQUIREMENT DESIGNATION PROPOSAL
For a new designation, answer the following questions:

1. What oral communication assignments will be required? (Students must participate in at least three such assignments or a comparable amount of oral communication activity during the course.)

2. What percentage of a student’s course grade will be a function of the student’s oral communication performance? (a minimum of 40% is required; all components of the oral communication assignments—written outlines, self evaluations and peer evaluations—can be included.)

3. What kind of oral communication training will be provided with each assignment?
4. What kind of feedback will students receive regarding their performance on each oral communication assignment?

5. Will feedback be provided to individual students or to groups? (If individuals receive feedback, enrollment will be limited to 20 students; if groups receive feedback, enrollment will be limited to 30 students.)

6. Provide a brief explanation of how the department will periodically review that this course has been meeting the Speech Requirement Hallmarks including a description of what kinds of evidence will be collected to demonstrate this (e.g., Knowledge Survey results, sample of exam responses, writing samples, etc.). Also include a detailed description of how the department plans to have all instructors of this course share information with each other regarding how the hallmarks have been met. Please include a brief explanation of the assessment tools you will use to make this determination (such as Knowledge Surveys, Exams, Projects, Portfolios, etc.) and how you will use the results to make course improvements.

Initiated by: ____________________________ Date: ____________________________

(Initiator’s Signature)

Accepted by: ____________________________ Date: ____________________________

(Speech Requirement Board Chair’s Signature)