GER 10  Basic Communication

Students will:

• Produce coherent texts within common college-level written forms.
• Research a topic, develop an argument, and organize supporting details.
• Demonstrate the ability to revise and improve such tests.
• Evaluate an oral presentation according to established criteria.
• Develop proficiency in oral discourse.

Method:

The Director of Institutional Research will select sections of ENGL 101 and ENGL 102 classes to be assessed for the student learning outcomes. BY THE FOURTH WEEK OF THE SEMESTER IN WHICH THE ASSESSMENT IS NEEDED. A minimum 35% sampling rate will be used.

The learning objectives will be assessed using the rubric attached.

For the learning objective “Evaluate an oral presentation according to established criteria,” the Humanities will agree upon a speech or debate to use, to be determined on an annual basis. The department will then distribute the evaluation rubric to students, who will watch and assess the chosen speech. Their rubrics will then be collected as part of the data assessment pool.

Photocopying expense will be charged to the assessment account.

Students will be assigned identification codes for confidentiality. The instructor and another Humanities faculty member will individually assess students’ answers using the Basic Communications assessment rubric. The first and second readers will provide their assessment to the Basic Communications assessment coordinator. The coordinator will be responsible to average the readers’ results for each student. The Basic Communications assessment coordinator will then average the scores of all the students by section and as a whole for completion of the Basic Communications Assessment Report Form.

NOTE: in the case of discrepancy between Instructor and Second Reader scores, the two scores will be averaged for a final score.

After assessment has been completed, as per the guidelines, assessment data will be given to the designated Basic Communication assessment coordinator for compilation.

Once all assessment is completed by the Basic Communication Assessment coordinator, he/she must prepare a summary of the results to be given to the General Education Assessment Committee Chair.

Standards:

See attached rubric.
<table>
<thead>
<tr>
<th>BASIC COMMUNICATION ASSESSMENT STANDARDS (RUBRIC 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No/Limited Proficiency</strong></td>
</tr>
<tr>
<td><strong>Production of coherent texts within common college-level written forms (1st criteria)</strong></td>
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<tr>
<td><strong>Production of coherent texts within common college-level written forms (2nd criteria)</strong></td>
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<tr>
<td><strong>Research, Argument, Synthesis &amp; Expression</strong></td>
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<tr>
<td><strong>Revision</strong></td>
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<tr>
<td><strong>Effective Evaluation Skills (evaluation of oral presentation)</strong></td>
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<tr>
<td><strong>Proficiency in Oral Discourse</strong></td>
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</tbody>
</table>
- (Student rubric for objective 4: evaluate an oral presentation according to established criteria & 5: Develop proficiency in oral discourse).

**Public Speaking Rubric**

Speaker: __________________________________________

Topic: ___________________________________________

Evaluator: _______________________________________

<table>
<thead>
<tr>
<th>Components</th>
<th>Excellent (A)</th>
<th>Good (B)</th>
<th>Satisfactory (C)</th>
<th>Needs Improvement (D)</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>(1) Gains the attention of the Audience,</td>
<td>Meets any three of the four criteria</td>
<td>Meets any two of the four criteria</td>
<td>Meets only one of the four criteria</td>
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<tr>
<td></td>
<td>(2) Clearly identifies the topic,</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>(3) Establishes credibility,</td>
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<tr>
<td></td>
<td>(4) Previews the rest of the speech</td>
<td></td>
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<tr>
<td>Preparation</td>
<td>(1) Completely prepared, has obviously rehearsed the speech</td>
<td>(1) Prepared, but could use additional rehearsals</td>
<td>(1) Somewhat prepared, but it seems that the speech was not rehearsed</td>
<td>(1) Unprepared</td>
<td></td>
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<tr>
<td></td>
<td>(2) Sufficient data (three or more sources)</td>
<td>(2) Only two sources</td>
<td>(2) Only one source used</td>
<td>(2) No data. Primarily based on opinion</td>
<td></td>
</tr>
<tr>
<td>Visual Elements</td>
<td>(1) Facial expression and body language convey strong enthusiasm and</td>
<td>Meets three of four criteria.</td>
<td>Meets two of four criteria</td>
<td>Meets only one of four criteria</td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>(2) Posture</td>
<td>(3) Use of Visual Supplements (ppt, posters, figures, etc)</td>
<td>(4) Professional attire</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Interaction with Audience</td>
<td>(1) Eye contact with audience virtually all the time (except for brief glances at notes)</td>
<td>(1) Eye contact with audience less than 50% of the time</td>
<td>Meets both additional requirements.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>(2) Checks frequently with audience for comprehension</td>
<td>Meets one of the two additional requirements.</td>
<td>Does not meet additional requirements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3) Dealing effectively with audience questions</td>
<td>(1) Eye contact with audience less than 50% of the time</td>
<td>(1) Little or no eye contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clarity</td>
<td>(1) Speaks clearly and distinctly all the time, (2) no mispronounced words.</td>
<td>Meets three of the four criteria.</td>
<td>Meets two of the four criteria.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>(3) Sufficient volume</td>
<td></td>
<td>Meets at least one of the four criteria.</td>
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<tr>
<td></td>
<td>(4) Rate of Speech allows for audience engagement.</td>
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<tr>
<td>Time</td>
<td>Within allotted time</td>
<td>Within 10% of allotted time</td>
<td>Within 20% of allotted time</td>
<td>Not within 20% of allotted time</td>
<td></td>
</tr>
</tbody>
</table>
Comments:

Final Assessment: ______
Basic Communications Assessment

DIRECTIONS

NOTE: Name OF Basic Comm Assessment Coordinator is: Kirk Jones

GENERAL DIRECTIONS:

Your course has been chosen as part of the General Education Assessment for Basic Communications. Within this packet of information you will find the necessary form for reporting assessment and other essential information.

Please read through this document so that you are familiar with the process and are prepared to perform assessment for your selected section.

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DIRECTIONS:

Instructors whose sections are being assessed:
1. Be prepared to assign students one assignment that incorporates research and argument development. Additionally, students must revise at least one assignment for assessment of objective #3. Finally, students must evaluate a speech using the student rubric for objective 4. Speech to be determined annually by the Humanities Department.
2. At the end of the semester, students will be assigned identification codes for confidentiality (by the instructor), and their information will be coded for submission. It is preferable that submission is electronic, but print submissions will be accepted.
3. The instructor is responsible for sharing the coded student exams and CRN of the course section being evaluated with the second reader by [DATE].
4. Instructors may also provide a list of the appropriate terminology taught during the semester, as well as a copy of any supplementary instructions given regarding his/her individual course for use with their assigned essays.
5. The instructor and another Humanities faculty member will individually assess students’ answers using the Basic Communications Assessment Rubric, recording scores on the Basic Communications Assessment form.
6. The first and second readers will provide their assessment rubrics and Basic Communications Assessment Reporting Forms to the Basic Communications assessment coordinator no later than [DATE].
7. The Basic Communications assessment coordinator will then average the scores of all the students as a whole for completion of the Basic Communications Assessment Report Form.

Second Readers (Assigned by Humanities Department Chair):

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NOTE: If you do not understand any portion of this assessment plan, please see Basic Communications Assessment Coordinator, Kirk Jones, or the English & Humanities Chair, Dr. Nadine Jennings.
Record assessed scores for class population:

Production of coherent texts within common college-level written forms (1st criteria)

____ # of students with no/limited proficiency
____ # of students with some proficiency
____ # of students with proficiency
____ # of students with high proficiency

Production of coherent texts within common college-level written forms (2nd criteria)

____ # of students with no/limited proficiency
____ # of students with some proficiency
____ # of students with proficiency
____ # of students with high proficiency

Research, Argument, Synthesis & Expression

____ # of students with no/limited proficiency
____ # of students with some proficiency
____ # of students with proficiency
____ # of students with high proficiency

Revision

____ # of students with no/limited proficiency
____ # of students with some proficiency
____ # of students with proficiency
Effective Evaluation Skills (evaluation of oral presentation)

___ # of students with no/limited proficiency

___ # of students with some proficiency

___ # of students with proficiency

___ # of students with high proficiency

Proficiency in Oral Discourse

___ # of students with no/limited proficiency

___ # of students with some proficiency

___ # of students with proficiency

___ # of students with high proficiency