IUPUI APPLICATION FORM FOR MINORS

I. **School:** Indiana University-Purdue University Columbus  
**Department:** Liberal Arts, Communication Studies

II. **Proposed Minor:** Communication Studies

III. **Related Major:** Currently, IUPUC offers all courses for the B.A. in Communication Studies and the faculty is working on a proposal to award the degree locally. IUPUC students from a variety of disciplines have requested the Communication Studies minor in order to add value to their degrees.

IV. **Projected Date of Implementation:** Fall 2013

V. **List the major objectives of the proposed minor and describe its chief features briefly:**

The Communication Studies Minor at IUPUC allows students the opportunity to develop their oral and written communication skills, critical thinking skills, and argumentation skills. The minor will consist of five Communication Studies courses; with the only required course being Introduction to Communication Studies (COMM-G100). The minor provides IUPUC students with exposure to the Communication Studies discipline and Communication theory.

The IUPUC Communication Studies Minor requirements are consistent with the IUPUI Communication Studies minor. The curriculum will not impact enrollment in other programs and may even enhance the students’ marketability of their major degree.

The requirements for the IUPUC Communication Studies minor include first taking COMM-G100 (Introduction to Communication Studies). Students are also required to take 12 elective credit hours from at least two areas in the Communication Studies curriculum, with prefixes C = Communication Studies, G = General Communication, M = Mass Media, R = Rhetoric, and T = Theatre. Students must earn a C or better in all of their Communication Studies minor coursework.

VI. **Why is the minor needed? (Rationale)**

There are several reasons why the Communication Studies Minor is needed at IUPUC. First and foremost, the Communication Studies minor would complement most majors on campus, including Business, Education, General Studies, and Psychology. Second, a Communication Studies minor would provide students with the opportunity to improve their communication, argumentation, and critical thinking skills – all of which are skills desired by today’s employers. A graduate with a minor in Communication Studies will be able to develop several skills identified by Hoosier companies in the 2012 Indiana Business Council Skills Survey: critical thinking/problem solving, oral communication, and written communication.

To date, IUPUC students whose degrees were awarded in Indianapolis have been able to complete the Communication Studies minor and have it added to their degrees as it was
also awarded in Indianapolis. With the growth in IUPUC-awarded degrees, IUPUC needs to have the ability to award the minor locally.

VII. **Describe the student population to be served and market to be targeted:**

Due to the relevance of communication skills in every career, a Communication Studies minor should appeal to all IUPUC students, regardless of their declared major. Students who choose to pursue a Communication Studies minor will have the opportunity to develop a broad base of communication skills, rather than communication skills only related to their declared major.

IUPUC attracts students primarily from south central Indiana, including transfer students from Ivy Tech, who would add this minor to enhance their communication skills. Students who plan to attend professional or graduate schools in business, law, psychology, and other fields can add a Communication Studies minor to enhance their marketability. Students who want to increase their marketability, to professionalize their credentials, and to improve their overall oral and written communication skills should pursue a minor in Communication Studies.

VIII. **How does this minor complement the departmental and campus missions? Address how it conforms to IUPUI’s Principles of Undergraduate Learning.**

IUPUC’s mission is *to be the first choice for those who seek a small university experience in south central Indiana emphasizing intellectual and personal development, community engagement, and preparation to enter the global workforce.* The Communication Studies minor will contribute directly to this mission by providing a locally-offered minor opportunity so that students can enhance their communication skills in order to best prepare them for their chosen careers. Further, students will also develop critical thinking skills that will allow them to actively engage in their communities as well as to contribute to the overall knowledge base of those they encounter in their communities.

The following chart shows how the Communication Studies minor aligns with IUPUI’s Principles of Undergraduate Learning. The full PULs are attached below.

<table>
<thead>
<tr>
<th>PUL</th>
<th>Specific Learning Objective from Communication Studies Minor</th>
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<tbody>
<tr>
<td>1. Communicate effectively</td>
<td>Students will be able to express ideas and facts effectively to others in a variety of formats, including written and oral formats.</td>
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<tr>
<td>2. Critical thinking</td>
<td>Students will be able to demonstrate the ability to critically think through analysis and evaluation of knowledge and processes in order to make informed decisions.</td>
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</table>
3. Application and Integration of Knowledge

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<th>Students will be able to demonstrate the ability to critically think through analysis and evaluation of knowledge and processes in order to make informed decisions.</th>
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<tr>
<td>4. Intellectual Depth and Adaptiveness</td>
<td>Students will be able to demonstrate the ability to develop messages in ways appropriate for specific audiences.</td>
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<tr>
<td>5. Understanding Society and Culture</td>
<td>Students will be able to recognize and overcome biases, prejudices, and limited viewpoints so that they can communicate effectively.</td>
</tr>
<tr>
<td>6. Values and Ethics</td>
<td>Students will be able to recognize and overcome biases, prejudices, and limited viewpoints so that they can communicate effectively.</td>
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</tbody>
</table>

IX. List and indicate the sources (including reallocation) of any resources (personnel, financial, learning, library holdings, equipment, etc.) required to implement the proposed program.

No additional funds, resources, or library materials are needed to implement the Communication Studies Minor, which will be directed by the minor advisor, Dr. Anna F. Carmon. All the relevant coursework is already offered by the existing Communication Studies program at IUPUC.

X. Describe any innovative features of the program (e.g., involvement with local or regional agencies, offices, etc., cooperative efforts with other institutions, etc.)

Students will be able transfer credits from other programs and universities into IUPUC. Students can transfer credits to other campuses according to Indiana University policy, state articulation and other state agreements. Students may take classes for the Communication Studies minor at IUPUC because there is no other campus offering the degree within convenient driving distance for our student demographics.

XI. List the major student outcomes (or set of performance-based standards) for the proposed minor.

Students who earn a minor in Communication Studies will obtain a broad exposure to the Communication Studies discipline. The objectives of the Communication Studies minor are:

- Students will be able to demonstrate the ability to develop messages in ways appropriate for specific audiences.
- Students will be able to express ideas and facts effectively to others in a variety of formats, including written and oral formats.
IUPUI APPLICATION FORM FOR MINORS

- Students will be able to recognize and understand basic communication theories.
- Students will be able to demonstrate the ability to critically think through analysis and evaluation of knowledge and processes in order to make informed decisions.
- Students will be able to recognize and overcome biases, prejudices, and limited viewpoints so that they can communicate effectively.

The reader is referred to the table of student outcomes below in Appendix A for more information.

XII. Explain how each of the student learning outcomes identified in XI above will be assessed using, for example, course-embedded assessments, graduate follow-up, employer surveys, standardized tests, etc.

Evaluation of the minor and the student learning outcomes will be assessed by the Communication Studies faculty. The curriculum will be compared annually to the standards for best practice in the Communication Studies field and will provide a foundation for curriculum modification, course development, and course replacement. Having research-intensive, tenure-track faculty will ensure that the program is rigorous.

Student success and satisfaction will be monitored by the minor advisor and the Communication Studies faculty. The minor advisor will keep records of student applications, matriculation, performance, and completion (see Appendix B). In consultation with the Communication Studies faculty, the minor advisor will review assessment data for the individual courses and for the minor as a whole on an annual basis to ensure continuous improvement of the minor.
## Appendix A

<table>
<thead>
<tr>
<th>Student Outcome</th>
<th>Where will students learn this knowledge or skill?</th>
<th>How will student achievement of the outcome be assessed?</th>
<th>Relationship to PULs</th>
</tr>
</thead>
</table>
| Demonstrate the ability to develop messages in ways appropriate for specific audiences | COMM R110  
COMM C223  
COMM C325  
COMM R321  
COMM G100  
COMM R227  
COMM R310  
COMM R320 | Written assignments  
Class discussion  
Tests and quizzes  
Activities | primarily address PULs 1, 2, 4 |
| Express ideas and facts effectively to others in a variety of formats, including written and oral formats | COMM R110  
COMM C223  
COMM C325  
COMM G100  
COMM R321  
COMM R321 | Written assignments  
Oral discussion  
Tests and quizzes  
Activities | primarily address PULs 1, 2 |
| Recognize and understand basic communication theories | COMM G201  
COMM C180  
COMM G100  
COMM R220  
COMM C393  
COMM M150 | Written assignments  
Class discussion  
Tests and quizzes  
Activities | primarily address PULs 2, 3, 4 |
| Demonstrate the ability to critically think through analysis and evaluation of knowledge and processes in order to make informed decisions | COMM R110  
COMM R320  
COMM R321  
COMM C228 | Written assignments  
Class discussion  
Tests and quizzes  
Activities | primarily address PULs 2, 3, 4, 5, 6 |
| Recognize and overcome biases, prejudices, and limited viewpoints so that they can communicate effectively | COMM C482  
COMM G100  
COMM C180  
COMM R309 | Written assignments  
Class discussion  
Tests and quizzes  
Activities | primarily address PULs 1, 2, 4, 6 |
| Summative Outcome | Completed Minor | Students will have a minor with emphasis on PULS 1 and 2 and secondary emphasis on 3, 4, and 6 |
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Appendix B

IUPUC COMMUNICATION STUDIES MINOR STUDENT RECORD

Date:

Name:

Address:

Student ID#: ___________ Phone: (______)

Declared Major:

Faculty Advisor for Major:

PROPOSED MINOR IN COMMUNICATION STUDIES

Required: COMM-G100, plus 12 elected credit hours from at least two areas within the department (areas prefixed C, G, M, R, and T), and at least 6 credit hours must be from the 300 level or higher. All minor coursework must have a C or higher grade.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Completed</th>
<th>Grade</th>
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<tbody>
<tr>
<td>G100</td>
<td>Introduction to Communication Studies</td>
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Upon completion of all requirements, return completed form to Anna Carmon, Coordinator of the Communication Studies Program, Room 151, 812-348-7213, acarmon@iupuc.edu

Date of Graduation: ___________ Student Signature: __________________________________________________________________________

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FOR DEPARTMENT ACTION

__________________________________________________________________________APPROVED DATE:

DISAPPROVED Reason for Disapproval:

cc: Student File
The Principles of Undergraduate Learning (PULs) are the essential ingredients of the undergraduate educational experience at Indiana University Purdue University Indianapolis. These principles form a conceptual framework for all students' general education but necessarily permeate the curriculum in the major field of study as well. More specific expectations for IUPUI's graduates are determined by the faculty in a student's major field of study. Together, these expectations speak to what graduates of IUPUI will know and what they will be able to do upon completion of their degree.

I. Core Communication and Quantitative Skills

[Definition:] The ability of students to express and interpret information, perform quantitative analysis, and use information resources and technology—the foundational skills necessary for all IUPUI students to succeed.

[Outcomes:] Core communication and quantitative skills are demonstrated by the student's ability to
a. express ideas and facts to others effectively in a variety of formats, particularly written, oral, and visual formats;
b. comprehend, interpret, and analyze ideas and facts;
c. communicate effectively in a range of settings;
d. identify and propose solutions for problems using quantitative tools and reasoning;
e. make effective use of information resources and technology.

II. Critical Thinking

[Definition:] The ability of students to engage in a process of disciplined thinking that informs beliefs and actions. A student who demonstrates critical thinking applies the process of disciplined thinking by remaining open-minded, reconsidering previous beliefs and actions, and adjusting his or her thinking, beliefs and actions based on new information.

[Outcomes:]
The process of critical thinking begins with the ability of students to remember and understand, but it is truly realized when the student demonstrates the ability to
a. apply,
b. analyze,
c. evaluate, and
d. create
knowledge, procedures, processes, or products to discern bias, challenge assumptions, identify consequences, arrive at reasoned conclusions, generate and explore new questions, solve challenging and complex problems, and make informed decisions.

III. Integration and Application of Knowledge

[Definition:] The ability of students to use information and concepts from studies in multiple disciplines in their intellectual, professional, and community lives.

[Outcomes:] Integration and application of knowledge are demonstrated by the student’s ability to
a. enhance their personal lives;
b. meet professional standards and competencies;
c. further the goals of society; and
d. work across traditional course and disciplinary boundaries.
IV. Intellectual Depth, Breadth, and Adaptiveness

[Definition:] The ability of students to examine and organize disciplinary ways of knowing and to apply them to specific issues and problems.

[Outcomes:] Intellectual depth, breadth, and adaptiveness are demonstrated by the student’s ability to

a. show substantial knowledge and understanding of at least one field of study;
b. compare and contrast approaches to knowledge in different disciplines;
c. modify one’s approach to an issue or problem based on the contexts and requirements of particular situations.

V. Understanding Society and Culture

[Definition:] The ability of students to recognize their own cultural traditions and to understand and appreciate the diversity of the human experience.

[Outcomes:] Understanding society and culture is demonstrated by the student’s ability to

a. compare and contrast the range of diversity and universality in human history, societies, and ways of life;
b. analyze and understand the interconnectedness of global and local communities; and
c. operate with civility in a complex world.

VI. Values and Ethics

[Definition:] The ability of students to make sound decisions with respect to individual conduct, citizenship, and aesthetics.

[Outcomes:] A sense of values and ethics is demonstrated by the student’s ability to

a. make informed and principled choices and to foresee consequences of these choices;
b. explore, understand, and cultivate an appreciation for beauty and art;
c. understand ethical principles within diverse cultural, social, environmental and personal settings.