

Course Outline for Senior Seminar: Topics in Comm.

Spring 2014 | CH 131: 4.10 – 5.40 p.m.

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Office Hours: Tues./Thurs. 9.30–11 am;
Or by appointment.

A. Course Policies and Details: bit.ly/ce-policy & my.elmhurst.edu

B. Social: @prorhetoric | craigengstrom.info

C. Course Schedule (Tentative)

2.4 | 6: Introductions / Assignments and Course Success
R: Chapter 1; Interests, AoK, and personal statement

2.11 | 13: Chapter 12: Becoming Training Professional
Due:

2.18 | 20: Chapter 2: Mastering How Adults Learn
Due:

2.25 | 27: Chapter 3: Conducting a Needs Assessment
Due:

3.4 | 6: Chapter 4: Developing Objectives and Designing a Curriculum
Due:

3.11 | 13: Chapter 5: Developing Training Content
Due:

3.18 | 20: Productivity Week
Due:

3.25 | 27: Spring Recess

4.1 | 3: Chapter 6: Using Training Methods
Due:

4.8 | 10: Chapter 8: Using Presentation Aids
Due:

4.15 | 17: Chapter 9: Developing Training Plans
Due:

Course Schedule (Cont'd)

4.22 | 24: Chapter 10: Delivering the Training Session
Due:

4.29 | 1: Chapter 7: Using Web Training for E-Learning
Due:

5.6 | 8: Chapter 11: Assessing Learning Outcomes
Due:

5.13 | 15: Productivity Week
Due:

5.22: Presentations: Tuesday, 4:10 p.m. to 6:10 p.m.

* You are responsible for completing the scheduled reading by Tuesday.

D. Activities and Assignments

Activities / Assignments	% of Final Grade
Assessment	4%
Reading (Qualitative)	8%
SAs and Quizzes	33%
Training Project	55%
	100%

Assessment. You're required to complete a pre-course assessment and post-course assessment. This is an all-or-nothing assignment. If you complete both assessments with obvious effort, you'll receive full credit. If you don't complete both assessments or you fail to demonstrate an honest effort, you'll receive no credit.

Reading. Either you're reading closely or you're not. This portion of your grade is designed to reflect your engagement and is based on my observations. I will update the grade periodically. It can go up or down during the semester.

Short Assignments/Quizzes: We'll have a series of short assignments and quizzes. Expect something due every class meeting. Quizzes will test your knowledge and understanding of material. Short assignments will help you build skills, complete aspects of the training project, challenge your creativity, or increase your comprehension of material.

Training Project: See below.

If you need to contact me via email, please write the following in the subject line:
COM 490: *Something specific or informative*

Training Project

Grade: 55% of grade.

Objective: Develop a formal training proposal (see p. 298) and one needs-centered training session (see p. 204).

Submission: You will submit the formal training proposal for evaluation at the end of the semester. The proposal will include at least one lesson plan and all of the additional components requested below. You will discuss your training program in a formal presentation during the final exam period. (Note that you receive a single grade for this assignment, so do your best work on all aspects of the assignment.)

Additional requirement and components:

- Training must address a *real* communication-related issue.
- Training components and information *must* be based on disciplinary supported theories (in other words, I expect quotations, citations, and references).
- Report and training session should include and be based upon the training model (see p. 19).
- Must incorporate at least 15 peer-reviewed articles or book chapters.
- Citations and references must be in APA (6th ed.) format.
- Written components must adhere to the canons of rhetoric and generally be free of grammatical errors, typos, and so forth. (The work must be something you'd be happy to share with a boss or paying clients.)
- Spoken components must adhere to the canons of rhetoric.
- Presentation aids must follow "best practices."
- Have fun.

Evaluation:

- Your grade will be determined by your adherence to and the completion of the assignment requirements and components. The grade will be assigned on your basic A to F grading scheme, which is here: <http://craigengstrom.weebly.com/grading-criteria.html>

Keep this in mind: Your instructor expects both "steak" and "sizzle."

Here's a guide of things to put into your proposal:

Here's some things you might want to include in and with your project:

1. Training proposal
2. Description of organization, needs assessment instrument, and "results' summary
3. Task analysis
4. Trainer's Guide: Detailed lesson and training plan including objectives, methods, audio visual, content outline, etc.
5. Assessment instrument for entire workshop
6. Participant's Guide/Workbook: Copy of all training handouts and materials for your workshop.
7. "Works consulted" of all materials related to your training topic.