

Submit original with signatures + 1 copy+ electronic copy to UAF Governance.  
 See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

TRIAL COURSE OR NEW COURSE PROPOSAL

SUBMITTED BY:

Department	Civil and Environmental Eng.	College/School	CEM
Prepared by	Robert Perkins	Phone	474 7694
Email Contact			

J u s t C o u r s e C o n t a c t h i m c r i r d n e  
 d i v i c o n t a c t h i m c r i r d n e  
 n u m : b c o u r s e

3 P . R O P E f f e c t

4 T . v o e \$

**8. COURSE FORMAT:**

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT (check all that apply)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 weeks to full semester
OTHER FORMAT (specify)	Two 2 hour and 15 minute lectures per week for three weeks delivered face to-face or via video conferencing.
Mode of delivery (specify lecture, field trips, labs, etc)	Lectures

9. CONTACT HOURS PER WEEK	4.5	LECTURE hours/weeks	LAB hours /week	
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This course will explore the multiple aspects of oral communications required in the project management environment. It will focus on the importance of analyzing the audience and tailoring the type and level of verbal and visual communications to the situation.

11. COURSE CLASSIFICATIONS: (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

H = Humanities  S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? YES  NO

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, Format 6  W = Writing Intensive, Format 7  Natural Science, Format 8

12. COURSE REPEATABILITY:

Is this course repeatable for credit? YES

The Graduate Certificate in Construction Management and its courses was approved by the CEE faculty and the CEM dean.

ADDITIONAL SIGNATURES: ( As needed for cross- listing and/or stacking)

		Date	
Signature, Chair, Program/Department of:			
		Date	
Signature, Chair, College/School Curriculum Council for:			
		Date	
Signature, Dean, College/School of:			

# Outline Syllabus

## Effective Verbal and Visual Communications

Types & purposes of oral communication  
Communication content

Class 2

Preparing to communicate  
Visual aspects of communication

Class 3

Prior Audience Identification  
Understanding an audience during communication

Class 4

Quiz  
Adjusting a presentation to the audience  
Managing a hostile audience

Class 5

Intentional communication vs. unintentional  
Oral communications once a claim is made

Class 6

Class presentations

9. Course policies:

Due to the limited number of classes, attendance ~~class~~ participation is expected in all classes, unless arranged otherwise with the instructor, and will be considered in determining final grade. Plagiarism will not be tolerated

10. Evaluation:

The final grade will be determined on the following basis:

Final presentation (written: 15%; oral: 40%)	55%
Quiz	20%
Class participation	13%
Attendance (6 @2%)	12%

11. Support Services:

Administrative services for the course are provided by the Center for Distance Education 907-479-4757 and technical assistance by Video Conferencing Services 800-910-9601

12. Disabilities Services:

The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. We will work with the Office of Disabilities Services (208 WHIT, 476-55) to provide reasonable accommodation to students with disabilities.