



UNIVERSITY OF  
MARY WASHINGTON

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### **Speaking Intensive Designation Proposal Process**

*All proposals are submitted through the University's Curriculum Inventory Management system  
([CIM](#))*

#### Considerations for All Proposal Types

A course designated as Speaking Intensive should include three or more SI-related assignments that help address the [goals of the Speaking Intensive Program](#). Students in the course should receive guidance in preparation for the assignment, as well as feedback on their performance. Similar types of assignments (such as presentations) should build upon one another over the course of the semester, with feedback providing additional guidance in preparation for the following assignment. The Speaking Intensive Committee recognizes that one of the strengths of the SI Program is that the requirement can be satisfied with courses in various disciplines, offering our students a variety of different oral communication opportunities and challenges. As such, we support the use of a variety of different oral communication assignments and experiences in those courses. Examples of oral communication assignments include, but are not limited to: individual presentations, group presentations, debates, group decision-making assignments, and leading class discussion.

#### Submitting the Proposal via CIM

Complete the proposal form in CIM. Attach the course syllabus and any other relevant materials. (SI syllabi should include the [learning outcomes for SI courses](#).) On the proposal form, share general information about the course, including at least three of the SI-related assignments you will use in the class. The proposal form includes space for the name of each assignment, as well as when in the semester it will be used (week of the semester). Indicate the type of assignment, how it will be evaluated, as well as what guidance students will receive in preparation for the assignment. Other assignments can be described in another document and attached to the application. Additional materials (assignments, evaluation forms, instructional materials) should also be attached to the proposal in CIM as they prove useful to the SI Committee when it considers the proposal. The committee does recognize that this proposal may be for a course that has not yet been taught, and welcomes early drafts of assignment and evaluation materials.

#### All Instructor Approval

The proposal form in CIM includes the option for an “all instructor approval” for the course. If applying for “all instructor approval” for the course designation, complete the additional questions on the proposal that asks how the department intends to help prepare new instructors to teach this course as SI. The committee recommends that the department keep copies of this proposal, course syllabi, assignments, and evaluations form on file for this purpose.

#### Internship and Individual Study Designation

Internships and Individual Studies provide our students with unique opportunities to develop and exhibit their oral communication skills. The Speaking Intensive Committee encourages faculty to consider designating their students' internship or individual study experience as Speaking



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Intensive, when appropriate. The internship or individual study should meet the same guidelines as other SI designated courses.. This designation is student specific, and will not hold for future internship or individual study opportunities unless noted by the instructor (as allowable by the Registrars' Office).