

CI-M Proposal

Proposal to Designate a Communication Intensive Subject in an Undergraduate Major

For a subject to be designated as CI-M for an undergraduate major, the subject must be approved by both the CUP Subcommittee on the Communication Requirement (SOCR) and the Committee on Curricula (COC). The form should be submitted to SOCR and is intended for proposing designation of a new CI-M subject or revisions to the communication-intensive components of a current CI-M; the standard COC proposal form must be submitted to that committee as well. This form should *not* be used to propose a CI-H subject; contact the HASS Office for information on proposing CI-H subjects.

This document is a Microsoft Word form, and the formatting of the form and the text of the questions are frozen. Please fill in the form fields by clicking on the shaded fields and typing your responses. Completed CI-M proposal forms should be sent **with an updated syllabus** via e-mail attachment to commreq@mit.edu or via interdepartmental mail to:

Subcommittee on the Communication Requirement
Room 12-126

Further information on the Communication Requirement is available on the Web at <http://web.mit.edu/commreq/> or by contacting Kathleen MacArthur, Assistant Dean for the Communication Requirement, at x3-2783 or commreq@mit.edu.

Subject number:

Subject name:

For which degree program(s) will this serve as CI-M?

Department:

Contact name:

Contact e-mail:

Contact phone:

Date submitted:

General information

1. When do you expect students to take this subject? Check all that apply:

Sophomore Junior Senior

2. Units:

12 units other (please explain):
 9 units

3. Prerequisites:

4. Other Institute Requirements satisfied by this subject. Check all that apply:

Lab HASS Distribution
 REST HASS Elective

5. Academic year(s) subject is to be offered. Check all that apply:

2009–2010 2011–2012
 2010–2011 2012–2013

6. Term(s) offered. Check all that apply:

Fall IAP
 Spring Summer

7. What is the expected enrollment for this subject in each term?

Fall term: Spring term:

Communication content of proposed CI-M subject

8. Please indicate whether the subject is new, modified, or existing and unmodified.

If new or modified, when will the subject first be offered in the format proposed for CI-M designation?

If modified, please describe the modifications as they relate to the communication-intensive activity:

9. Describe briefly the educational objectives of this subject and explain how the communication-intensive activity will contribute to achieving these objectives:

10. Mode(s) of communication

- Written other (please explain):
 Oral

11. Describe the instruction in communication skills and who will provide it:

12. Please describe the number, type, and length of the communication assignments including when they occur during the course of the semester. Normally, each CI-M subject should require a minimum of 20 pages of individual writing, the equivalent amount of individual oral communication, or an equivalent combination of written and oral communication.

Please attach an updated syllabus for the subject.

13. If team or group assignments — written or oral — are involved, please describe how these assignments are structured to ensure that each student contributes an appropriately substantial component of the communication-intensive work and how that individual contribution is evaluated:

14. CI-M subjects must provide each student with the opportunity to revise a communication assignment based on feedback. Please indicate which assignment(s) will be revised, when during the term the revision(s) will occur:

What kind of feedback will be provided and by whom?

15. Are you interested in assistance in any of the following areas: (i) integrating communication-intensive activities into your course design, (ii) assignment development, (iii) communication instruction or (iv) evaluation of communication assignments?

- Yes No

If yes, please describe what type of assistance you are seeking:

16. Describe how the communication component of the subject will affect the grade given to students. The communication portion of each CI-M subject should count significantly toward the overall grade, *i.e.*, at least 20% of the subject grade.

Resources to support communication-intensive activities

17. Describe the instructional resources required for communication instruction and feedback including the use of Writing Program staff, additional TAs, equipment, etc.

Indicate whether these resources are new or existing.

New resources Existing resources

If existing, indicate source of funding. Note that SOCR evaluates requests for new resources, and makes recommendations to the Dean for Undergraduate Education. The Subcommittee cannot guarantee that all requests for resources will be funded. Preliminary questions about resources may be addressed to the Assistant Dean for the Communication Requirement.

Additional remarks