

CHAPTER
10

CREATE NEW COURSE - ASSIGNMENTS

cur • ric • u • lum (ke-rik'ye-lem)

n.pl. cur • ric • u • la (-le) or cur • ric • u • lums

1. All the course of study offered by an educational institution.
2. A group of related courses, often in a special field of study; *the engineering curriculum*.

[Latin, *course*, from *currere*, *to run*.]

A. Assignments

Function and Use: This outline section is for listing the assignments that will serve as the basis for the student's grade. The text entered here will appear in the course outline.

Three other outline sections should be considered when listing assignments:

- **Outcomes/Objectives**
- **Methods of Evaluation**
- **Textbooks**

Title 5 Regulations requires that all course outlines include the components that will serve as the basis for the student's grade, especially as they relate to course objectives. Assignments need to include all proposed work expected of the students – in class, lab, homework, and out-of-class assignments; regular assignments and major assessment tools; graded and ungraded.

In addition, the **California Community Colleges' Statewide Academic Senate** states:

“Assignments should be directly related to the objectives of the course. They should be specific enough to provide real guidance to faculty and clear expectations for students. A description of type or examples of assignments is required. For example, rather than ‘term paper’ state ‘term paper comparing and contrasting the social aspects of the hunting tactics of two mammal species.’ This section must establish that the work is demanding enough in rigor and independence to fulfill the credit level specified. The nature of the assignments must clearly demand critical thinking. Assignments should be adequate to assure that students who successfully complete them can meet the objectives of the course. Appropriate out-of-class work is required for credit courses.”

Examples of Assignments:

- **Homework:** weekly assignments, reports, research, term papers and other papers, projects, assigned or suggested reading, etc.
- **In-Class Work:** exercises, presentations, performance exams, skill demonstrations, etc. In addition, attendance and participation criteria, if considered for grade.
- **Lab Work or Field Work:** lab reports, logs, journals, critiques of liver performances, etc.
- **Formal Assessment:** Written exams, quizzes-including essay, and computational problem solving.

Below illustrates this integrated approach to the course outline for SPCH 1A (Introduction to Speech):

Assignments	Outcomes and Objectives
<p>1. Oral presentations/speech opportunities. Five speaking assignments (as required by the State Chancellor's Office) of graduated difficulty, which may include an of the following:</p> <ul style="list-style-type: none"> A. An "icebreaker" speech. B. Expository speech(es). C. Narrative speech(es). D. Speech to a hostile audience E. Demonstration speech(es). F. Persuasive speech(es). G. Oral report(es). H. Impromptu speech(es). I. Reports on selected subjects. <p>2. Written work:</p> <ul style="list-style-type: none"> A. Written examinations of various types and numbers are given. B. Outlines. C. Quizzes. D. Short selected topic papers. E. Graded critiques. 	<p>The students will:</p> <ul style="list-style-type: none"> 1. Identify the elements of a communication situation. 2. Perform preliminary audience analysis. 3. Select appropriate subject matter. 4. Gather and select appropriate materials. 5. Organize material into appropriate structural pattern for oral presentation. 6. Encode thoughts into appropriate verbal and non-verbal transmissions. 7. Practice by rehearsal the oral presentation of the speech. 8. Present speeches to a live audience. 9. Listen, evaluate and critique oral presentations by other students. 10. Incorporate presentational aids into a speech. 11. Overcome communication apprehension. 12. Recognize logical fallacies.
Representative Textbooks	Methods of Evaluation
<p>The Art of Public Speaking, Luca, current edition</p> <p>Public Speaking, Osborn, current edition</p> <p>Between One & Many, Brydon & Scott, current edition</p> <p>Public Speaking In the Age of Diversity, Gamble & Gamble, current edition</p>	<p>The types of writing assignments required:</p> <ul style="list-style-type: none"> Essay exams Term papers Other: Speech Outlines, Evaluations <p>Types of skill demonstrations required:</p> <ul style="list-style-type: none"> Class performance <p>Types of objective examinations used in the course:</p> <ul style="list-style-type: none"> Multiple choice True/false Matching items Completion <p>Other category:</p> <ul style="list-style-type: none"> Class participation, experiential exercises, attendance.

If you read the text from each section carefully, you will note that they agree with one another. For example, look at some of the assignments for SPCH 1A:

“Icebreaker speech, speech to a hostile audience, impromptu speeches, persuasive speeches, reports on selected subjects, etc., ”

Compare that to the Outcomes and Objectives text:

“Organize material into appropriate structural pattern for oral presentation, practice by rehearsal the oral presentation of the speech, present the speech to a live audience, etc., “

Note the textbooks that support these assignments and objectives:

The Art of Public Speaking, Public Speaking, Between One & Many, and Public Speaking In the Age of Diversity.

Finally, note how the Methods of Evaluation specify how the student’s grade will be evaluated:

“Essay exams, speech outlines, evaluations, class performances, class participation, attendance, etc., “

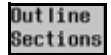
This is a good example of Outcomes/Objectives, Methods of Evaluation, and Textbooks having a logical correlation with assignments.

Below the steps are shown to enter the Assignment outline section:

Step

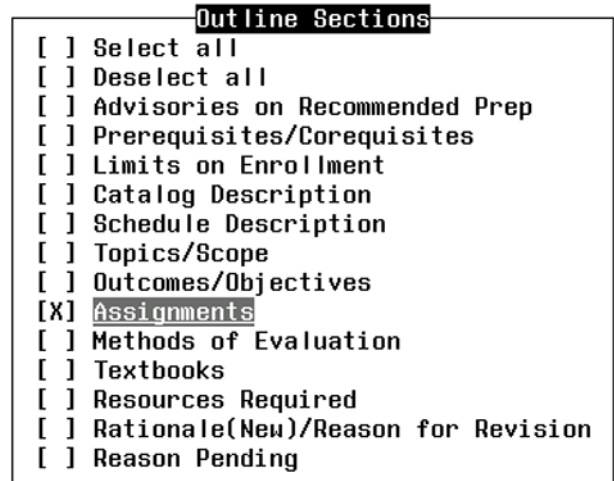
Illustration

1. Select the function key: <OUTLINE SECTIONS> after completing page one and two of the new course screens.

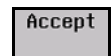


2. You may now begin working with the other sections of course information. You can have multiple areas checked.

We chose 'Assignments' by tabbing to the menu branch and pressing <ENTER> on the keyboard.



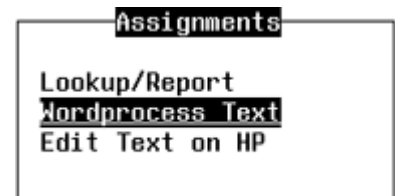
3. Press the <ACCEPT> function key to process your selection.



4. A submenu appears with three choices.

We chose 'Edit Text on HP' and pressed <ENTER>.

Note: If you haven't identified your workstation, the choice: 'wordprocess text' would not be available.



After each line of text, press the <ACCEPT> function key at the bottom of the screen:

SANTA ROSA J C: 261		CCCSC Curriculum Management			
<u>Outline</u>	Implementation	Lookup/Reports	Utilities	Quit	
		Modify Proposal	Page 1(M)		
Course: CHILD 10B	Title: DVELOP STAGES CHILD	Ver: 01	Stat: N	Aprv: P	
		Maintain Assignments Text(M)			
		List selected			
Line	Text				
01	0010 1. Reading and discussion of assigned text and handouts.				
02	0020 2. Essays - possible general topics could include				
03	0030 a. theories				
04	0040 b. evaluation of theories based on student observation				
05	0050 and reading				
06	0060 c. personal experience				
07	0070 3. Written observations of children				
08	0080 4. Discussion and evaluation of media presentations				
		List selected			
Make a selection :					
Only one page					
	Down		Add	Return Select	Previous Action

Figure 10.2 Maintain Assignments Text

You may check your work by returning back to the assignments submenu and selecting 'Lookup/Report':

SANTA ROSA J C: 261		CCCSC Curriculum Management			
		<u>Assignments Description</u>			
CC103-ASSIGN-RPT	SANTA ROSA JUNIOR COLLEGE			PAGE: 1	
14:07:00	ASSIGNMENTS DESCRIPTION			COURSE Base	
Course	Title	Vrsn	Stat	Aprv	Effective Inactive
CHILD 10B	DVELOP STAGES CHILD	01	N	P	FALL 2002
Text					
1. Reading and discussion of assigned text and handouts.					
2. Essays - possible general topics could include					
a. theories					
b. evaluation of theories based on student observation					
and reading					
c. personal experience					
3. Written observations of children					
4. Discussion and evaluation of media presentations					
		<u>Assignments Description</u>			
Press ENTER key to continue					
Lines:1-19 Columns:1-80					
		Scroll Forward	Scroll Backward		Next Page

Figure 10.3 Lookup Report: "Assignment"

