



UNIVERSITY OF
South Carolina
UNION

A Regional Palmetto College

FO Minutes
September 13, 2024 – 12:30 PM
Whitener Building, Community Room

Online attendance:

Dr. Joe Anderson
Professor Ashley Rabanal
Professor Greta Bailey
Professor Neill Hance
Dr. Deborah Hudson
Dr. Steve Lowe
Dr. Randy Lowell
Professor Randy Ivey
Dr. Tekla Johnson
Dr. Carolina Wilson

In person attendance:

Nursing Director Lynn Edwards
Professor Courtney Pinnell
Dr. Sandy Phillips-Long
Dr. David Mitra
Dr. Sarah Carter
Dr. Lee Morris
Dr. Sarah Heuss
Dr. Emily Schafer
Dr. Dave Hudson
Dr. Avery Fouts
Dr. Steve Lownes
Dr. Andrew Kettler
Dr. Maggie Aziz
Professor Gale Ashmore
Dr. Andrew Pisano
Dr. Katie Klik

Approval of minutes from August 23 meeting

Approved

Dean's Report: Dr. Randy Lowell

There will be a Research Club meeting on Monday – with a Teams option
We have a partnership with the United Way for additional food for the pantry.

Details of these and other matters are included in Dr. Lowell's Dean's Report attached to these minutes

Academic Dean's Report: Dr. Maggie Aziz

- Dr. Aziz addressed faculty accomplishments. Details are in her attached report.

- She announced that on September 27 at 10-11:30 there will be a training on student records handling.
- November 13, Wednesday, will be this year's First-Generation Celebration
- Students need to complete alcohol, drug abuse, and safety training (Vector solutions). A reminder about this training was to be sent out to students through Brad and Robert on Monday.
- All advisement forms have been uploaded to the P drive.
- Dr. Aziz reported that she met with the Faculty Advisory committee this morning. They talked about divisions and division chairs. For any questions or concerns faculty should reach out to Maggie or Andrew Pisano. Entire faculty eventually will be able to voice questions and concerns.

Dr. Kettler spoke about additional administrative items:

- He reported that students are not signing up for free food and mentioned that students who want to take advantage of this offer should email him to let him know.
- There will be another 1500 cans of free food available the week before Thanksgiving.
- Optional 30-minute workshops will be offered following future FO meetings. If faculty want to offer to present or to request a presentation, Dr. Kettler is coordinating this effort.
- Mental Health Emergency Training: Taylor Atkinson will train the trainers – It will take a 5-hour block of time probably in October or November.
- If you have books to throw away, they are creating a library in the History Suite.

Dr. Lownes mentioned that when he was in Columbia, he talked with the International Student Coordinator about the food issue and found out that it is a universal problem on all campuses

Dr. Sarah Carter presented a proposal for summer 2025 study abroad program. The proposal is attached to these minutes. After some discussion, the proposal was approved by the faculty.

Dr. Schafer reported on upcoming events including the Latin American Film Festival Sipp and Eat Restaurant (near La Fogata) on Thursdays hosts Bantam Nights 25% off

Dr. Johnson wants to create a new African American Studies club
She added to Emily's report and thanked some people regarding support for the African American hospital

Committee Reports

Dr. Lownes presented proposed changes in the wording for Faculty Welfare (and Grievance)

Committee. These changes are attached to these minutes. This presentation was for information only and not up for a vote at this meeting. Voting will take place at the October FO meeting.

Next time we meet, Dr. Klik will bring back to us details on what a grievance is. Dr. Johnson will work on it also.

Dr. Lownes emphasized that his role was ad hoc chair of the committee to write the wording.

Adjournment

2:04 PM

Submitted by:

Gale Ashmore, FO Secretary

Attachments:

- Dean's Report
- Academic Dean's Report
- Proposal for Summer 2025 Study Abroad program
- Proposed changes in wording for Faculty Welfare and Grievance Committee
- AI Generated meeting summary based on recorded audio

Randy Lowell, USC Union
Dean's Report
September 13, 2024

- Fall enrollment, as of yesterday, is ahead of last Fall's final number, representing a new record high enrollment for USC Union. Headcount is at 1,355 (compared to 1,354 at freeze last Fall), and 780 FTE (compared to 775 at freeze last Fall). Freeze this semester will be in mid-October, so there remains about a month to add to this enrollment with any new students starting in Fall II classes.
- We had another candidate on campus this week for the Education Coordinator position. With the posting closed out on that position, we will be working with Columbia to secure approval to make an offer soon.
- Research Club will be having another planning meeting on Monday, September 16, at noon in the Community Room. There will be a Teams option to join virtually as well. Feel free to join us in person, but if you would like to join via Teams, send me a message so that I can add you to that Teams invite. We will also have our first Research Club Lunch & Learn on Monday, September 23 at noon in the Community Room, featuring a presentation by Dr. Jennifer Triplett. This will be streamed via our Research Club Instagram as well (@uscu.research).
- Last night, the Rotary Club of Union had a fundraiser dinner to raise funds for the Happy Feet initiative, which goes toward the purchase of new shoes for children in need in the local school district. This included a live auction, during which one of our Bantam Anglers, Mark Kershaw, had up for a bid a guided fishing trip for two; and our golf coach, Gil Moss, had up for bid 18 holes of golf for a group of 4 at Lakeside Country Club. These items were very well received, raising over \$500 combined for this great cause.
- Michael McGandy with USC Press reached out to remind us that he's here to help with any needs that our faculty have in terms of efforts to publish their work. Feel free to reach out to him at mcgandy@mailbox.sc.edu.
- United Way of the Piedmont is adding USC Union to their list of recipient sites for their Fall Food Drive this Fall. In November, they will have their corporate partners drop off non-perishable food boxes to us for us to distribute to students and use to replenish our Food Pantry shelves. Special thanks to Dr. Lownes for sparking this connection during a different meeting, with a USC Union alum who is very excited to see our students benefit from this new partnership.
- Uniquely Union Festival will be taking place next weekend, on Friday, September 20 and Saturday, September 21. This is a free festival that features 4 different free amusement rides along Main Street, and many different activities, vendors, food trucks, musical acts, etc.
- As many different campus projects continue to progress, you can now begin to enjoy the expanded Rippy Courtyard area that has been mostly completed, with just some plantings remaining once the season comes to start putting that landscaping into the ground.

Faculty Organization – Academic Dean’s Report 9/13/2024

Faculty Accomplishments:

Dr. Schafer and Dr. Klik (and Dr. Elkins and Dr. Collins) – presentation accepted to the 2024 ACHE (Association for Continuing Higher Education) Conference for the Faculty Welfare study and its alignment with the PC Strategic Plan. To be held in October 2024.

Dr. Schafer - Accepted invitation to be a Visiting Fellowship in Assessment for the College Board. This will entail a small grant awarded for the evaluation and assessment of a new AP Psychology exam - its rigor, coverage, and addressed skills.

Dr. Kettler – Paper presentation accepted to the European Studies Conference in Omaha, NE in October.

Dr. Carter – Conference presentation at SAMLA in Jacksonville, FL scheduled for November.

Athletic Accomplishments:

Golf:

- Heading up to Bluefield, VA to play at the Fincastle Intercollegiate Tournament September 14-17.

Baseball:

- Winthrop JUCO showcase 9/29 at Louisburg College.

Softball:

- Make plans to have dinner at La Fogata on September 16th from 5-10pm. Proceeds will go to help support the USC Union Lady Bantams Softball team.
- The Lady Bantams Softball team have volunteered their time with the Miracle League.
- Out of 525 NJCAA colleges and universities, the Lady Bantams Softball team ranked #15 in the nation and #1 in Region 10 with a 3.69 GPA for 23-24.
- The Lady Bantams will hold a Prospect Camps (ages 13-18) on 9/14 from 11-3.
- Scrimmages begin 9/22, the first at Livingston College.

Soccer:

- USC Union men's soccer team defeated Coker University's developmental soccer team 4-1 and also won their first conference game against USC Salkahatchie 5-1. Losses to USC Sumter and Richard Bland College last week.
- USC Union men's soccer team defeated Denmark Technical College 10-1.

Anglers:

- Caleb Hudson & Tanner Hadden won the Lunkers Division of the College Bassmaster Series. They also finished 2nd overall for the entire Nation in the Angler of the Year standings. They fell short of the overall title by 4 ozs or 3 Points. They finished 34th in the National Championship.
- Kaleb Butts and Jacob Butts finished 7th in the most recent Clemson Bass Innovational at Lake Hartwell in August.
- Jacob Butts finished 10th, Kaleb Butts and Landon Bannister - 11th, and Hayden Williams and Quentin Adams finished 14th at the most recent Palmetto Boat Center College Tournament at Lake Hartwell this past weekend. USC-Union finished 3rd Place out of 18 schools and received a trophy.
- Tanner Hadden and Caleb Hudson are heading to Tims Ford in Tennessee on September 27th-30th for the College Bracket. Only 8 anglers in the nation received an invite to the event,

and they have a shot at making the Bassmaster Classic World Championship in 2025. This sporting event will be covered live on Fox Sports for 6-8 hrs each day, as well as on the Bassmaster Website.

Nursing Accomplishments: Floyd D. Johnson Technology will be visiting on October 24, 2024, with 30 students and chaperones. The students will tour the campus and then the simulation lab, where they will take part in a high-fidelity simulation exercise and then have lunch on the back patio.

Union County High School will visit on November 14, 2024; the final number of students remains undetermined. The health science students will tour the campus and then the simulation lab.

Dedication of Hands Ceremony September 18, 2024, 1:30 pm Main Street Junction - A ceremony that emphasizes the art and science of nursing and the healing hands of nurses. Inspired by Jean Watson's theory, the ceremony is an act of caring for first-semester nursing students before their clinical experience with patients.

SRHS New Grad Dinner, October 22, 2024—This is a networking opportunity for nursing students to meet with clinical leaders, educators, managers, and recruiters to learn about nursing careers, pre-nursing careers, and opportunities for help with college costs.

Nine of nine students have taken and passed their NCLEX (100% PASS RATE FOR YEAR 2)!

Grant Submitted to Chester Healthcare Foundation for Simulation Equipment A \$10,388 grant was submitted to provide our nursing students with the best possible training environment that reflects real-world clinical settings.

Lynn is attending The Chester Healthcare Foundation 20th year celebration on October 1, 2024 - Networking, community partnership, and future grant possibilities.

Donuts with the Deans: We held Donuts with Deans on Wednesday, September 11. The next Donuts with Deans will be held on Wednesday, September 18th at the USC Union Laurens location.

First-Generation College Celebration Day: The Office of Academic and Student Affairs is excited to host First-Generation College Celebration Day on **Wednesday, November 13**. We are organizing an expo in Truluck Gym from 11:30 to 2:30, where faculty and staff can connect with students and share essential resources about courses, clubs, campus offices, and more. This is a fantastic opportunity to engage with students, showcase your discipline and classes, encourage them to register for Spring 2025 courses, and inform them about the various services, offices, and clubs available on campus. Feel free to prepare materials, bring swag, and decorate your table to make it stand out! We're here to support you in any way we can. Lunch will be provided by Mac Attack. To help us prepare, please let me know if you'd like to reserve a table by **Friday, September 20**. If you plan to share a table with another participant, please let me know so we can ensure the correct number of seats. Also, if you would like to participate in the "Brainiacs and Biscuits" event from 9:00 to 10:30, please let me know by **Friday, September 20**. Biscuits will be provided by Bantam Chef. This will be a fun trivia game with students, and we'd love to have you join in! We look forward to your participation!

USC Upstate Center of Excellence Grant: The grant submitted in partnership with USC Upstate, USC Union, and Union County School District has been funded. Beginning Spring 2024, we will incorporate a literacy component into the PCAM 299 After School Alliance course. As a portion of their internship requirement, students will be placed at Jonesville Elementary School where they will serve as reading facilitators to pk-3 students. Students will be paid \$10 per hour for training and clinic hours. We will also hire a clinic facilitator, most likely the Education Coordinator. This will run each semester with 10 students being eligible to participate. They do not have to take PCAM 299 to participate, however it will be built into that curriculum. If you know of any students who are interested in participating, please send them my way.

Required Community Education: These modules are now available to all enrolled students, excluding dually enrolled students. With a completion date of 12/6 (fall break for student-athletes). Topics include, substance misuse, sexual assault and interpersonal violence, mental well-being, and belonging. Please encourage your students to complete these modules. UNIV 101 has incorporated these modules into the curriculum.

Student-Athlete Workshops: Each year, the Office of Academic Affairs organizes workshops for Student Athletes for a week in the Fall. This week, those workshops are between 11/18 and 11/21 at 2:30-4 in the afternoons.

- On 11/18 our new Psychological Service graduate student, Dylan Wong, will present to the student-athletes on mental health related to high achievement and athletic performance.
- On 11/19, Project Rest for Union County will present on preventing Domestic Violence and Abuse.
- On 11/20, Mothers Against Drunk Driving will present on Alcohol and Drug Abuse, and USC-Columbia will possibly provide further information and Narcan to student-athletes.
- On 11/21, Safe Passage for Union County will present on Sexual Assault and the related issues of the Red Zone on college campuses.

Please let us know if you would like any more information on these presentations. MADD, Safe Passage, and Project Rest will also be at Fresh Check Day for students on 9/25.

Faculty Drive: Per faculty request, advising forms and academic forms have been uploaded into the Faculty Drive. Advising forms include AA, AS, AAAS, as well as those for the Fast Track to Teaching Program with USC Upstate, and the HRSM transfer pathways.

Spring Schedule: Course scheduling has begun. Advising for Spring 2025 will begin on Oct. 28, 2024. As a reminder:

- Scheduling requires balancing the needs of students both on- and off-campus (i.e. dual enrollment courses, student-athlete schedules, pre-nursing courses, online associate degree programs, fall II/spring II, adjunct availability, Laurens location, PC courses, education transfer pathway courses, HTMT transfer pathway courses, classroom availability, nature of the discipline, fairness).

- Accommodations for instructor preferences are made when possible.
- The number of course preps that a faculty member teaches depends on a variety of factors including those listed above, as well as instructor request.
- Please feel free to contact me with any scheduling questions or concerns; I am happy to discuss them.

First-Year Freshman Academic Recovery Program: This spring, we will roll out the First-Year Freshman Academic Recovery Program. This program was developed based on the USC First-Year Freshman Academic Recovery Program (included in Academic Bulletin). Through this program, if a student's Total Institutional GPA falls below 2.00 by the conclusion of any semester, they are placed under academic probation. Specifically for first-year freshmen at USC, a program known as the First-Year Freshman Academic Recovery Program is initiated when their Total Institutional GPA is below 2.00 at the end of their inaugural semester. During the initial six weeks of their second semester, these students are required to engage in academic coaching before becoming eligible for course registration in the third semester.

Per the USC Union Bulletin:

Academic Probation: When a student's Total Institutional GPA at the end of any semester is less than a 2.00, he or she is placed on academic probation.

Removal from Academic Probation: When a student's Total Institutional GPA at the end of any semester is a 2.00 or above, he or she is not on academic probation.

Continuing on Academic Probation: Any student who is on probation at the beginning of a fall or spring semester must achieve a certain Total Institutional GPA at the end of that semester in order to avoid suspension. A student may also continue on probation and avoid suspension if the semester grade point average is 2.50 or greater. Standards for continuing on probation are based on the cumulative grade hours the student has attempted at USC . The chart below shows the grade point averages required in order to avoid suspension.

Total Institutional GPA Hours	Placed on Probation	Continue on Probation (avoid suspension)	Removed from Probation
12-35	below 2.00 Total Institutional GPA	1.500 or higher Total Institutional GPA	2.00 or higher Total Institutional GPA
36-71	below 2.00 Total Institutional GPA	1.800 or higher Total Institutional GPA	2.00 or higher Total Institutional GPA
72+	below 2.00 Total Institutional GPA	only with semester reprieve (see below) or by college petition	2.00 or higher Total Institutional GPA

Semester Reprieve: Regardless of the Total Institutional GPA, a student may continue on probation and avoid suspension if the Current Term grade point average is 2.50 or greater.

Students placed on probation will be encouraged to participate in this program which will provide students with assistance in academic planning, general advisement, major exploration, degree audit, self-assessments, and success strategies. At USC Union, academic coaching will extend beyond six weeks giving students more academic coaching throughout the course of the semesters. Students who do not complete the program will not be restricted from registering for classes.

Advisors will receive a list of advisees who are eligible to participate in this program.

The recovery program consists of four requirements:

1. Academic Success Plan: Upon notification of an advisee on probation, the advisor should schedule a meeting to discuss the student's Academic Success Plan. Advisors will receive the Academic Success Plan Form, which can be customized to suit the student's individual circumstances (highlighted areas only). This form must be initialed by the student and signed by both the student and advisor. The advisor should retain a copy of the form and submit another to the University Registrar, Blake Wilson, at bentleyt@mailbox.sc.edu.
2. Academic Wellness Check: Students on probation are required to meet with their advisor once per month for an Academic Wellness Check. After each meeting, advisors will complete the Monthly Academic Wellness Check Form to document progress towards successful completion of the Academic Wellness Plan. Advisors should retain a copy for their records and submit another to the University Registrar, Blake Wilson, at bentleyt@mailbox.sc.edu at the end of the semester.
3. Mid-Semester Progress Report (Faculty Evaluation): Students on probation must have each faculty member complete a mid-semester progress report form, which is then submitted to the student's advisor. Faculty members should keep a copy of this progress report for their records. Students are required to submit these forms, one for each class in which they are registered, to their advisor by the second Monday following Fall/Spring Break. Advisors will retain a copy for their records and submit another to the University Registrar, Blake Wilson, at bentleyt@mailbox.sc.edu.
4. Professor-Student Check-In: Students on probation must schedule at least two meetings with their professors during the semester, preferably during the professor's scheduled office hours. If the course is virtual, a virtual meeting is sufficient. During these meetings, the student will have the professor complete the Professor-Student Check-In Form. The completed form must be submitted to the advisor before the last day of final exams. Advisors will retain a copy for their records and submit another to the University Registrar, Blake Wilson, at bentleyt@mailbox.sc.edu at the end of the semester.

If the student successfully completes all requirements outlined in the Academic Success Plan, they will be eligible to receive a \$500 scholarship to be applied towards tuition at USC Union for the subsequent semester.

Community College Survey of Student Engagement (CCSSE): This spring, USC Union will be participating in the Community College Survey of Student Engagement (CCSSE), a national survey of institutional practices and student behaviors. CCSSE is an initiative of CCSSE at the University of Texas Austin. This assessment tool will provide information on student engagement and is comprised of items that assess institutional practices and student behaviors that are highly correlated with student learning and retention. Survey data will be used for feedback to the campus and faculty/staff related to how our students are engaging with the campus, which contribute to learning, retention, and successful completion of degree requirements. Results will assist our campus in strategic planning and SACSCOC accreditation and allow us compare engagement across the PC campuses.

The survey will be administered during the spring academic term (March through April). Note: depending on timely receipt of survey packets from UT-Austin, it may be possible to administer surveys prior to the start of spring break.

It will be administered in the classroom as a pencil-and-paper survey to students in randomly selected credit courses.

Faculty are not responsible for administering the surveys. The administration of the surveys will be handled by designated staff on campus. I will reach out to those selected as staff administrators in a separate email.

Historically, the survey has taken up to 45 minutes for students to complete within the classroom. Therefore, survey administration will take up an entire class period for selected course sections. Should your course section(s) be selected, faculty are not required to participate, although they are strongly encouraged so that the campus receives useful student data for reasons stated above. Faculty teaching full-term F2F courses may choose to build in “wobble-room” in their syllabi in case one or more of their sections are selected and/or record and upload lectures for selected sections as they are notified. If faculty choose to have their selected sections participate, there is no need to inform students that it will be taking place to ensure maximum attendance during those class periods.

Faculty of selected course sections will be notified shortly after the first add/drop period of the spring semester (mid-January).

Generated by AI. Be sure to check for accuracy.

Meeting notes:

- **Faculty Welfare and Grievance Committee:** Steven presented a proposal to change the Faculty Welfare Committee to include grievance handling, specifying membership by faculty rank and introducing term limits. The discussion highlighted the need for clarity on what constitutes a grievance and the legal standing of campus-specific procedures versus the Palmetto College (PC) manual.
 - **Committee Membership Proposal:** Steven proposed a change to the Faculty Welfare Committee to handle grievances, suggesting a membership structure based on faculty rank and the introduction of term limits. The committee would include four faculty members, one from each rank, and an adjunct faculty member as a non-voting participant. The chair may serve as an ex officio member with tie-breaking voting rights.
 - **Grievance Definition and Process:** The discussion emphasized the need for a clear definition of what constitutes a grievance within the committee's scope. It was suggested that grievances could include issues not covered by HR or T&P, such as disputes with administrative decisions or annual evaluations. The committee would serve as a mediator before escalating issues to higher authorities.
 - **Legal Standing of Procedures:** Concerns were raised about the legal enforceability of campus-specific procedures if they are not included in the PC manual. The discussion underscored the importance of aligning local procedures with the PC manual to ensure they are recognized and upheld in legal contexts.
- **Campus Manual's Legal Binding:** Steven raised concerns that campus-specific policies and procedures are not legally binding if not included in the PC manual, which could potentially undermine local governance. This led to a discussion about the necessity of aligning campus procedures with the PC manual to ensure they are legally enforceable.
 - **Legal Binding Concerns:** Steven highlighted the issue that campus-specific policies and procedures lack legal binding if they are not incorporated into the PC manual. This revelation sparked a discussion on the potential implications for local governance and the need for strategic alignment with the PC manual to ensure legal enforceability.
 - **Policy Alignment Necessity:** The necessity of aligning campus procedures with the PC manual was discussed to prevent potential conflicts and ensure that local policies are legally recognized. The conversation included the idea of forming an ad hoc committee to review campus policies and identify key procedures that need to be included in the PC manual.
 - **Future Leadership Considerations:** The discussion also considered the unpredictability of future leadership and the importance of having legally binding policies to maintain consistent governance and protect faculty rights, regardless of administrative changes.
- **Celebrations for Faculty Achievements:** Tekla spoke of recent faculty achievements, including promotions and a PhD completion, emphasizing the importance of recognizing faculty accomplishments and fostering a positive campus culture.

Follow-up tasks:

- **Grievance Committee:** Review and compare campus policies and procedures with the PC manual to identify necessary updates or additions. (Andrew)
- **Faculty Celebrations:** Organize a celebration event for faculty members who have achieved promotions or completed significant academic milestones. (Welfare Committee)
- **Training Session Rescheduling:** Reschedule the training session for responsible student record keeping and inform all advisors of the new date. (Steven)

Original/Current Wording
Faculty Welfare Committee

The Faculty Welfare Committee performs the following functions:

1. Considers matters concerning faculty rights and responsibilities, including faculty grievance and discipline (see PCCFM for faculty grievance procedure).
2. Organizes special activities for faculty.

Members of the committee include three faculty members. The Associate Dean of Academic and Student Affairs may serve as an ex-officio member of this committee.

Proposed changes
Faculty Welfare and Grievance Committee

The Faculty Welfare and Grievance Committee performs the following functions:

3. Considers matters concerning faculty rights and responsibilities, including faculty grievance and discipline (see PCCFM for faculty grievance procedure).
4. Organizes special activities for faculty.

Members of the committee include four faculty members, one at each rank (instructor, assistant professor, associate professor, full professor) assuming that the rank is represented in the faculty. An adjunct faculty member may serve as a non-voting member. The Chair of FO may serve as an ex-officio member of this committee, and may vote as a tiebreaker. The term limits will be for two years and will stagger off.

Summer (June) 2025

Rome, Italy

Business Writing English 463 Topic/Theme: *Classical Connections to Professional Communication*

From the USC academic bulletin: ENGL 463 - Business Writing (3 Credits) is listed as a “supporting course” under program requirements for the Bachelor of Organizational Leadership degree, the degree itself, only available to students on USC’s regional campuses or online through Palmetto College.

The course offers extensive practice in different types of business writing, from brief letters to formal articles and reports.

The only needed Prerequisites are [ENGL 101](#) and [ENGL 102](#).

And the course offers Graduation with Leadership Distinction: GLD: Professional and Civic Engagement Leadership Experiences, GLD: Research

Why Rome?

Rome offers an opportunity for students to study a Classical Connection to formal writing and orating. Students will explore, investigate, learn and experience the environment and history where formal writing and orating first began.

While completing independent studies and research projects, students will investigate the history, lives, and formal writings of some of the most famous historical rhetoricians and authors, such as: Cicero, Caesar, Catullus, Horace, Homer, Ovid, and Virgil, among many others.

Including travel days, the trip would last approx. 9 days. 7 days in Country.

Students will visit:

Colosseum, Roman Forum, Pantheon, Baths of Caracalla, Palatine Hill, Domus Aurea, St. Peter’s Basilica, Vatican City, Trevi Fountain, Among other areas and places.

Course Overview/Assignments:

Class Begins Stateside. Before We Leave: Students will write a Proposal for Research Project Report.

Students Travel Abroad. While in Country: Students will take Field Notes and Photographs for a Daily Journal, take part in Discussions (both in person and online), and contribute to an online Blog for the University featuring their studies and experiences. Students will also write a formal letter home to a relative or close friend detailing a portion of their trip abroad.

Class Ends Stateside. After We Return: Students will give an Oral Presentation detailing their Research Project and submit a Final Report.

Objectives: Upon completing English 463, students will achieve the following learning objectives:

1. Master critical thinking skills and rhetorical concepts as they apply to professional environments and the ethical considerations within them,
2. Apply effective communication strategies to targeted readers, and
3. Compose effectively in a variety of forms and media appropriate to the discipline.

Learning Outcomes: Upon successful completion of the course, students in English 463 should be able to:

- Analyze the purposes, audiences, and conventions of professional communication
- Communicate effectively, using discursive* and non-discursive* modes of communication
- Compose professional written and designed materials
- Collaborate with classmates to discuss, share ideas, and critique each other's work.
- Develop a clean, effective writing style and adapt it to a variety of workplace-related rhetorical situations.
- Manage the writing process, including planning, drafting, revision, and editing at a variety of levels that include format, style, organization, accuracy, style, grammar, and punctuation.

*Discursive communication = traditional communication; relies on language (words).

*Non-discursive communication = behavior, facial expression, art, music; does not rely on language (words).

In addition, after completing a study abroad program, students should become more aware of various cultural, ethical, and professional considerations while gaining the ability to adapt to different cultural environments.

