

# Department of Communication

## Majors and Minors Handbook 2017-2018

*PREPARING STUDENTS FOR LIFE, WORK, AND CITIZENSHIP*

*Communication Competence • Advocacy • Ethical Discourse  
Diversity • Leadership & Participation • Issues Analysis*



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*Our Commitment:*  
**Excellence by any Standard**

Our vision for the Department of Communication is that our students will be recognized as the best communicators on this campus and in the organizations where they find employment. We hold communication students to a high performance standard and discipline in pursuit of this vision, which we very much hope each of you will share with us. Our objective is *excellence by any standard*.

**Written Communication**

When you declare a major in Communication, you are expected to be proficient in the use of standard written English. All written materials you produce will be evaluated for both content and form. Written material is expected to be free of errors in grammar, spelling, punctuation, and so forth. If you need assistance with basic writing, we encourage you to take advantage of resources available at the university, such as the Writing Center in the Meyer Library.

**Oral Communication**

Evaluation of your oral communication skills continues every day by people with whom you interact, including teachers. An important objective of the Communication faculty is to assure that you can communicate well in any context. You are expected to demonstrate acceptable skills of oral communication, including voice and diction, listening, and sensitivity to audience and occasion. You should also have a basic understanding of structure, argument, and linguistic choices needed to achieve your goals. In short, we expect you to speak and listen well.

**Ethics**

As a student at Missouri State University, you attend a university guided by a mission in public affairs and a set of community principles that emphasize ethical and responsible behavior in both public and private life. Beyond adhering to university policies regarding cheating, plagiarism, and other forms of academic dishonesty, we expect you will exercise your responsibility to consider the ethical groundings and consequences of your communication choices. The social worlds in which we live are created by our communication, and we share an obligation to create environments that foster fairness, justice, and community.

**Teaching Contexts**

Written and oral communication skills, and the ethical judgments that guide them, are central to the discipline of communication, and many of the contexts in which you will apply those skills will occur outside the classroom. Because of this, we will avail ourselves of many opportunities to help you polish these communication skills, including opportunities outside of the classroom. You should be neither surprised nor offended if a professor asks you to stop and consider the communication choices you are making, or if he or she challenges you to rise to the higher levels of competence of which you are capable.

Note: This handbook is for information purposes only and does not take the place of the Missouri State University Undergraduate Catalog or your degree audit.

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# Now that You're a Communication Major or Minor...

Welcome to the Department of Communication. You have chosen to pursue a very valuable and useful area of study which will equip you to achieve significant personal and professional goals in your life. You have chosen to pursue this study in what we believe is one of the finest Communication programs in the region. We are pleased to have you as a student, and we will work with you to pursue and accomplish excellence in your education.

This handbook is to help you know what resources are available to you, what will be expected of you, and what you may expect from us. It is updated each fall semester, and the most recent version always is available on the department's website <http://communication.missouristate.edu>.

**Note:** Your degree requirements are subject to change, and you must satisfy the requirements in place at the time you are admitted to your degree program, not when you declare your major. Consult your degree audit to confirm the requirements that apply to you.

## *Planning for Your Communication Major*

There are a number of things you need to plan for as a Communication major. Making these plans now will ensure you are prepared for your major.



**See your advisor.** If you have already declared a major or minor in the Communication Department, check *my.missouristate.edu* on the Missouri State University website or contact the department to see who has been assigned as your academic advisor. If you have not declared your major or have not been assigned an advisor, contact the department administrative assistant in Craig 375, [communication@missouristate.edu](mailto:communication@missouristate.edu), for assistance. You will receive contact information at the time your advisor is assigned. Once you

know who your advisor is, you should contact him or her directly to introduce yourself and get acquainted.

**Complete the required departmental core courses.** Begin with COM 115 and MED 120, and then take COM 209. If you are a Public Relations major, you will also need to take JRN 270 before you can be admitted to your degree program. Please note that these courses must be completed with a combined GPA of 2.5.

### **Consider Taking COM 100 and/or COM 300**

COM 100: Introduction to Majors in Communication is designed to orient students to the department and the content of your major. You will meet many of the department's faculty, learn what a degree in Communication is all about, and develop a plan for being successful in your major. COM 300: Careers in Communication will introduce you to career options in Communication, help you develop strategies for marketing yourself, and lead you to integrate your classroom education, life experiences, and career aspirations.

### **Identify Prerequisite Courses**

Completion of the core courses and admission to your major are prerequisites for most upper-division Communication courses. COM 210: Communication Research Methods is also a

prerequisite for several advanced courses. Several courses in the Public Relations (PR) major are sequenced to be taken in a prescribed order. In consultation with your advisor, you should plan your next few semesters so that you satisfy prerequisites you will need to advance in your major.

### **Prepare to Assemble Your Assessment Portfolio**

Each Communication student (excluding B.S. in Education majors) must submit an assessment portfolio in their semester of graduation. Your portfolio will contain samples of your work from several different COM courses, and it is your responsibility to select and save those materials for inclusion in your portfolio. Details of what is required in the portfolio are available from the department office, in this handbook, and on our website.

### **Plan to do at Least One Internship**

While they are not required, internships are strongly recommended. You are not eligible for internship credit until you have been admitted to your major; however, you should begin thinking early on about the kind of internship you would like to obtain. You can meet with our internship advisor, Dr. Randy Dillon, to discuss possibilities. The best internships, including those that are paid, typically are highly competitive and have early application deadlines.

## **Requirements of Your Communication Degree**

You should know the difference between declaring your COM major and being admitted into the COM program, the requirements for your particular major or minor, and how to register for your classes.

### ***Declaring Your Major vs. Being Admitted To Your Degree Program***

Declaring a COM major is not the same as being admitted to the COM program. Declaring a major simply identifies your intent to pursue a particular major; for COM, your audit will reflect pre-admission to the program and shows the requirements for that COM degree. Being admitted to your degree program signifies two important things: (1) You have satisfied all the requirements to be admitted to your major program; and (2) The graduation requirements for your degree program are “locked in.” In other words, if departmental changes are made to your major requirements after you’ve been admitted, those changes would not apply to you.

<p style="text-align: center;"><b>Declaring a COM major</b> means you will be assigned an advisor in the COM department, and your Degree Audit will have <i>Preadm</i> by the major</p> <p style="text-align: center;"><b>Being admitted to your degree program</b> means you have completed the core courses with a 2.5 or better and “locks in” your degree requirements for graduation</p>
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### **Completing the Core Courses**

In order to be admitted, you must have completed COM 115: Fundamentals of Public Speaking, MED 120: Media and Society, and COM 209: Survey of Communication Theory with a combined GPA of 2.50 or better in these three courses. For the Public Relations major, you also must complete JRN 270: Introduction to Journalism and achieve a combined GPA of 2.50 or better in these four courses.

### **Taking Communication Courses before You've Been Admitted**

While you should complete the core courses as early as you can, and many upper division courses have completion of the Core as a prerequisite, there are several courses you may take prior to being admitted. These courses include the following:

- COM 205 Interpersonal Communication Theory & Skills – no prerequisites
- COM 206 Health Communication – no prerequisites
- COM 307 Gender and Communication – no prerequisites
- COM 315 Public Speaking II – prerequisite is COM 115 only
- COM 322 Introduction to Argumentation – prerequisite is COM 115 only
- COM 325 Nonverbal Communication – no prerequisites
- COM 390 Communication and Aging – no prerequisites

### **Being Admitted to Your Degree Program**

The Missouri State University Undergraduate Catalog specifies the following admission requirements for majors in the Department of Communication:

1. Complete a minimum of 59 credit hours.
2. Have a combined grade point average (Missouri State University and transfer credits) of 2.50 or higher, or have a GPA of 2.75 for the last 30 hours of courses completed before applying for admission to the degree program.
3. Complete COM 115, COM 209, and MED 120 with a GPA of 2.50 or higher.
4. Complete any additional admission requirements for your selected emphasis or major.
5. Submit application for admission and receive approval by a faculty advisor and the head of the Department of Communication.

Once you have completed the above requirements, you will meet with your advisor to submit your degree application (see page 6).

### ***Majors in Communication***

The Department of Communication offers a variety of degree and major options from which to choose based on your needs. The non-comprehensive Bachelor of Arts (B.A.)/Bachelor of Science (B.S.) major is offered with five tracks to choose from including: Communication Studies, Health Communication, Intercultural Communication and Diversity, Interpersonal Communication, and Organizational Communication. Further, we offer a non-comprehensive B.S. in Public Relations, a comprehensive B.S. in Socio-Political Communication, and a comprehensive B.S. in Speech and Theatre Education. We also offer an undergraduate certificate in Conflict and Dispute Resolution. Requirements for these majors are detailed in the appendix, in the Missouri State Undergraduate Catalog, and on our departmental website.

#### **B.A./B.S. in Communication (non-comprehensive)**

Through an emphasis on communication, persuasion, and rhetoric, combined with an outside minor area of study, this degree epitomizes the essence of a liberal arts education. This major offers a core set of theory and methods classes, communication practices, and five different 15-hour tracks from which to choose. Those tracks are Communication Studies, Health Communication, Intercultural Communication and Diversity, Interpersonal Communication, and Organizational Communication. The central element of any program in human communication is the examination of messages and their meanings: how communication helps shape society and its institutions; how human beings

construct and interpret messages; what meanings are evoked by such messages; how social reality is defined through the exchange of messages; and how messages are evaluated. The B.A./B.S. option examines human messages in a variety of contexts and is a suitable broad-based preparation for many different career and professional options after graduation. This major offers the greatest flexibility of the department's programs. Students completing this program option receive the widest exposure to the field specialties in the department and are well prepared to work in a variety of communication industry settings.

### **B.S. in Public Relations (non-comprehensive)**

Public Relations is concerned with the management of communication between an organization and its publics. Competent, ethical, and effective practitioners of public relations present the organization as competent and trustworthy, as both socially and financially responsible, and as deserving the goodwill and support of its constituents. The Public Relations major prepares students to engage in critical analysis and to create effective oral, written, and visual communications to serve the ethical public relations needs of organizations. PR graduates are employed in a variety of positions carrying various titles, including public relations, employee relations, communication management, crisis communication, event planning, marketing, and community relations.

### **B.S. in Socio-Political Communication (comprehensive)**

The goal of this major is to enable students to understand the communicative aspects of the political process, to analyze and evaluate this process from a communicative standpoint, and to demonstrate effective use of communication principles in the political process. The Socio-Political option stresses the understanding of social issues in the political context, and it helps students use all their communicative and decision-making skills to produce messages appropriate to the issue, context, purpose, and medium of communication. Graduates with this major pursue careers in politics, law, government, public policy, and lobbying. The Socio-Political Communication major is one of the more popular pre-law majors at Missouri State University and is excellent preparation for law school.

### **B.S. in Speech & Theatre Education/Communication Emphasis (comprehensive)**

This degree is appropriate for students wishing to teach and direct speech activities at the secondary school level. Debate, forensics, individual events, theatre, and public speaking are areas in which graduates with this degree might teach.

### **University Certificate (undergraduate) in Conflict and Dispute Resolution**

The Undergraduate Certificate in Conflict and Dispute Resolution provides a 16-credit-hour experience in dispute resolution and conflict processes. This interdisciplinary program offers specific information and training to help students understand conflict and resolve disputes. The certificate has both a theory/research component and an applied component. Additional electives allow students to study conflict and its management in the context of their specific disciplines or professions. The certificate will benefit anyone who encounters conflict on an interpersonal, family, organizational, inter-group, or community level.

**Entrance Criteria:** To be admitted, students must have 60 credit hours, and have a 3.00 GPA. Meeting the minimum application requirements does not guarantee admission to the certificate program. See the current catalog for full description of the requirements.

## ***Minors in Communication***

A minor in Communication is an excellent choice for just about ANY non-comprehensive or comprehensive major at the University. Because you can choose which Communication courses to take, you can tailor them to fit your professional needs.

### **Communication**

With a minor in COM, you can do the following:

- Develop strong written and verbal communication skills.
- Develop excellent interpersonal skills.
- Explore specializations beyond your professional field.
- Select electives to support internships in area(s) of interest.
- Obtain experience through internships, service-learning projects, and/or volunteer opportunities.
- Develop team player skills and team experiences.

This minor is 15 credit hours with one required course, COM 209 (3 hours) and four Communication elective courses (12 hours). Six of the twelve hours must be in courses numbered 300 or higher.

**Note:** COM 115 is a required Gen Ed course and therefore, the credit hours CANNOT count as one of the four electives in the minor.

Communication minors are not required to take MED 120. You should request permission from the instructor directly to enroll in a Communication course with MED 120 as a pre-requisite.

We highly recommend certain Communication courses depending on what your major is:

- If you have a health professions major: COM 205, 206, 507, and 508.
- If you have a business major: COM 332, 336, 436, and 512.
- If you have a major in political science, international affairs or global studies: COM 205, 360, 436, 512, 511, 521, and 550.
- If you have a media, journalism, or English major: COM 309, 315, 379, 436, and 509.
- If you have a psychology or sociology major: COM 205, 206, 307, 325, 326, 390, 506, 511 and 521.

### **Ethical Leadership**

The goal of this program is to provide students with an opportunity to develop an understanding of the theoretical and practical implications of ethical leadership within our public affairs mission. Students will learn a broad-based and humanistic approach to leadership that seeks to facilitate shared group goals and needs. Moreover, students will consider how leadership is practiced within a context since the kind of leadership necessary to advance community-based change is different than what is necessary to lead a large-based social movement and still different from one culture to another. By completing this minor, students will have a competitive advantage in entering the workforce with a clear understanding of leadership. They will possess a set of skills to make positive change in their community or any organization.

Ethical Leadership is a 15-hour minor with three related areas of coursework.

- Three required courses: COM 436(3), 513(3); and COM 360(3) or 512(3).
- Select one course with advisor approval from: COM 205(3), 322(3), 315(3), 326(3).

- Select two courses with advisor approval from: COM 206(3), 307(3), 332(3), 336(3), 405(3), 495(3), 506(3), 566(3); GST 170(3); HST 324(3); PHI 302(3), 342(3), 513(3); PLS 319(3); PSY 320(3), 355(3), 356(3), 379(3), REL 370(3).

**Note:** No more than 6 hours may also count toward a major.

### ***Registering for Classes***

Until you have completed 75 hours, you must have an advisor’s release to register for classes. We recommend you continue meeting regularly with your advisor even after admission. Your advisor can help plan your semester schedules to ensure you meet your timetable for graduation, troubleshoot problems, and advise you in choosing elective courses or adding a minor. Perhaps most importantly as you enter your junior and senior years, your advisor can give information about careers, help you network, serve as a reference when you begin applying for jobs, and assist in development of portfolio materials.



### **Degree Encumbrances and Waivers**

Until you complete 75 hours, the only requirement to register is having your advisor’s approval. At 60 hours, however, you should be ready to apply for admission to your degree program, and you must be admitted in order to continue registering for classes. However, if at 75 hours you do not meet your admission requirements, you will have a hold placed on your registration by the Registrar.

<b>Registration by the Hours</b>	
<b>0-75</b>	Need advisor approval to register
<b>75+</b>	Restricted registration until admitted or given a clearance waiver
<b>90+</b>	Referred to different major if admission requirements not met

This means you are prohibited from enrolling in further classes until you do one of two things. You must either (1) be admitted to a degree program (in which case you only need to file the necessary paperwork), or (2) receive a Temporary Clearance Waiver to Register. To request a clearance waiver, first meet with your advisor. If you are close to meeting your admission requirements – for example, you have not completed one of the core classes, or your combined GPA is just below a 2.50 – your advisor will recommend a waiver and the department likely will grant you one. Generally, waivers are granted with certain conditions, such as having you complete the core courses or raise your combined GPA in the next semester. Generally, you will be granted only one.

## ***Filing Your Degree Program***

Once you have met your admission requirements, filing your degree program is a simple process.

**1**

**Meet with your advisor to complete the Department Application for Admission to Degree Program.** This form is for department use only and specifies all the admission and final graduation requirements for your degree. This form will also serve as your approved degree plan. If you were applying for a clearance waiver, you would fill out this same form.

**2**

**Take your signed form to the Department of Communication office, Craig 375, for approval.** The Department Head will review your application and make any changes to your degree plan as necessary. You will be contacted when your application is approved and ready to be picked up.

**3**

**Pick up your copy of the approved Department Application for Admission to Degree Program form.** The original copy stays in our office, but you will receive a copy of it for your records. Keep this copy and follow the degree plan each semester.

## ***Meeting Graduation Requirements of Your Major***

Your degree audit, which you can view at any time through [my.missouristate.edu] on the Missouri State University website, will show you what requirements you have and have not met. If all the required courses in your major are specified, there is nothing you must do beyond successfully completing those required courses. However, if your major allows for electives “with advisor approval,” or if you wish to substitute a different course for one that is specifically required, there is a form.



### **Advisor-Approved Courses**

If the catalog description of your major or minor says that some courses must be approved by an advisor, those electives will not show on your degree audit as meeting your major requirements until you have submitted the Advisor Approved Courses Form to the Registrar’s Office. This form requires the signature of your advisor and the Department Head.

### **Course Substitution or Waiver**

Your advisor must recommend the substitution, and the Department Head must approve any substitutions for courses required in your major. If approved, they will sign the Course Substitution or Waiver Form, which you then take to the department office.

### **Assessment Portfolio Requirement**

Every Communication major must submit an assessment portfolio in their semester of graduation. Throughout your major, you will collect samples of work from a variety of Communication classes. Detailed information about the portfolio requirement is discussed in the next section, and it is available in the department office, from your advisor, and on the department’s website.

## Compiling Your Assessment Portfolio

### PORTFOLIO



on PDF

Your Assessment Portfolio (AP) is a sampling of the best work you have done in your COM major. Your AP consists of four types of documents that you will compile in electronic form:

- A current résumé.
- Up to four *graded* (with comments) samples of your best work—papers and presentations—from Communication classes (there are specific guidelines for choosing these samples).
- A one to two page self-assessment.
- Other personal assessment measures you will complete as part of COM 499.

Your AP should demonstrate your accomplishments in four learning outcomes:

- Demonstrate the power of human communication in relationships and communities.
- Apply appropriate theories to analyze and modify communication.
- Construct effective messages for diverse audiences.
- Demonstrate your major learning outcomes.

### Benefits of Creating an Assessment Portfolio

Assessment portfolios are important for both you and the department. Compiling a portfolio gives you many benefits:

- A portfolio of your best work is an excellent job hunting tool. Show it to prospective employers to demonstrate your abilities.
- The competency areas in your AP are precisely those areas that employers say they value most, so you are positioning yourself to show that you have the skills employers are looking for.
- Collecting your work over a period of time will allow you to see your own development as a communicator.
- Compiling your AP will help you recognize how your classes relate to one another and how they support your development in fundamental areas.
- In addition to the specific portfolio you must turn in, having these documents collected will make it easy for you to pull together samples for other purposes (job interviews, graduate school applications, etc.).

#### The Five Competency Areas

1. Writing
2. Speaking
3. Interaction
4. Research & Critical Interpretation
5. Communication Knowledge

Student assessment portfolios also aide the department in many ways:

- Help us to monitor and improve the quality of our courses and programs.
- Provide tangible evidence of the quality of our students' work.
- Strengthen our arguments for additional departmental resources and improvements.

### **Steps in Compiling Your Assessment Portfolio:**

1. Know what materials you need for your portfolio. A detailed explanation is provided in the Appendix and also is available on the department's website and in Craig 375.
2. In each upper-division Communication course, pay attention to whether assignments in that class are appropriate to satisfy portfolio requirements. Your instructor may point these out to you specifically.
3. Save all graded (with comments) assignments that might be included in your portfolio. That way, when it comes time to assemble your portfolio you will have plenty to choose from.
4. Make photocopies and scan electronic versions of each assignment.
5. Keep a binder with hard copies.
6. Store electronic files on a CD-RW or flash drive.
7. Request permission to enroll in COM 499: Program Assessment during your last semester before graduation or your last semester of residence.
8. Make final decisions about what to include; scan all documents into electronic form, and submit your files according to departmental instructions.

Although we expect you to include your best work in your AP, the quality of the work itself will not affect your graduation or your GPA. Your portfolio must conform to all the guidelines, but beyond that, it is a pass/fail requirement.

Each semester, a sample of portfolios is carefully reviewed by a committee of faculty members and other professionals, and an assessment report is given to the department. Portfolios are maintained by the department for a specified period of time for purposes of ongoing assessment and review.

## **Things to Expect in Your Communication Major or Minor**

Whatever specific motivations you may have for choosing a major in Communication, we assume that you share one central goal with your professors and fellow students: to become an effective communicator. You already possess considerable abilities and ambitions with respect to communication, or you would not have chosen this major. Your task is to challenge yourself to develop the advanced knowledge and skills that will prepare you to be a professional communicator.

Our vision for the Department of Communication is that our students will be recognized as the best communicators on this campus and in the organizations where you find employment. We will hold you to high standards of performance and discipline in pursuit of this vision, which we very much hope you will share with us.

### ***The Department's Six Themes***

The department offers a wide range of courses and areas of study, from interpersonal and group communication to public relations and political communication. Six themes link these diverse specialties for all communication students:

- **Communication competence:** Demonstrating written, oral and interactional communication knowledge, ability, and skills.
- **Ethical discourse:** Promoting and practicing ethical public and interpersonal communication.

- **Diversity:** Understanding diverse cultural and social environments and employing communication principles and skills contributing to productive and ethical relationships among diverse peoples and interests.
- **Leadership & participation:** Effective and ethical exercise of influence and responsible participation in collective action.
- **Advocacy:** Ethical application of rhetorical strategy and skill.
- **Issues analysis:** Understanding and evaluating issues relevant to the application of communication knowledge and skills in responsible citizenship.

Just as these six themes unite the diverse areas of study in the department, our programs also share a set of common expectations. These are highlighted on the first page of this handbook, and they deserve repeating here.

### ***Standards in the Department of Communication***

Human communication is central to everything we do. At work or home, in public or interpersonal settings, we make judgments about one another based on our communication behaviors. We want students who graduate with a degree in Communication to be skilled communicators and you will be expected to do a number of things well as a Communication major.

We believe it is important for you to exhibit standards of behavior that will make you a valuable participant in whatever activity you undertake. To communicate effectively in a democratic society you must be present and you must participate. We expect you to attend class regularly, to be on time, and to meet scheduled deadlines. To do so demonstrates courtesy to all involved. Expect that these standards will be a part of your overall evaluation and strictly enforced.

#### **Written Communication**

When you declare a major in Communication, you are expected to be proficient in the use of standard written English. All written materials you produce will be evaluated for both content and form. Written material is expected to be free of errors in grammar, spelling, punctuation, and so forth. If you need assistance with basic writing, we encourage you to take advantage of resources available at the university, such as the Writing Center in the Meyer Library.

#### **Oral Communication**

Evaluation of your oral communication skills continues every day by people with whom you interact, including teachers. An important objective of the Communication faculty is to ensure that you can communicate well in any context. You are expected to demonstrate acceptable skills of oral communication, including voice and diction, listening, sensitivity to audience and occasion. You should also have a basic understanding of structure, argument, and linguistic choices needed to achieve your goals. In short, we expect you to speak and listen well.

#### **Ethics**

As a student at MSU, you attend a university guided by a mission in public affairs and a set of community principles that emphasize ethical, responsible behavior in both public and private life. Beyond adhering to university policies regarding cheating, plagiarism, and other forms of academic dishonesty, we expect you will exercise your responsibility to consider the ethical groundings and consequences of your communication choices. The social worlds in which we live are created by our communication, and we share an obligation to create environments that foster fairness, justice, and community.

## Teaching Contexts

Written and oral communication skills, and the ethical judgments that guide them, are central to the discipline of communication. Many of the contexts in which you will apply those skills will occur outside the classroom. Because of this, we will avail ourselves of many opportunities to help you polish these communication skills, including opportunities outside of the classroom. You should be neither surprised nor offended if a professor asks you to stop and consider the communication choices you are making, or challenges you to rise to the higher levels of competence of which you are capable.



## *Communication Scholarships*

Consistent with our commitment to excellence, the Department of Communication offers several undergraduate academic scholarships. Applications for these competitive scholarships are accepted November 1 - March 1, and scholarships are awarded for the following academic year. All applications are to be completed online and are available on My Missouri State at [my.missouristate.edu], under Profile tab, Financial Aid, and General and Department Scholarships. There are many departmental scholarships:

- **The Faculty Scholarship in Communication** is awarded to a promising undergraduate student who has declared a major in Communication and completed at least 30 hours with a 3.0 cumulative GPA and a 3.0 GPA in the department core.
- **The Holt V. Spicer Scholarship** is awarded to a full-time junior or senior Communication major with at least a 3.0 cumulative GPA.
- **The Russell Keeling Scholarship** is awarded to an undergraduate Communication major who demonstrates a commitment to public affairs and citizenship.
- **The Donal and Vicki Stanton Scholarship** is given to an outstanding student majoring in Socio-political Communication.
- **The David L. Dollar Scholarship** is awarded to a junior or senior Communication or Public Relations major.
- **The Chris Sifford Memorial Scholarship** is given to a Communication and Journalism major at the sophomore-level or higher, with preference to students from certain counties in Missouri.
- **The Adams Public Service Internship** provides financial support to students serving unpaid internships in the non-profit or government arenas.
  - This scholarship application also requires students to turn in a hardcopy internship application to the Communication Department in Craig 375. Internship applications are found on Missouri State University's Career Center webpage under the Students link.
- **Roy T. And Mildred Durr Wilcox Scholarship in Communication** is awarded to a full-time junior or senior Communication major.

Several scholarships are dedicated to students participating in forensics through the Holt V. Spicer Debate Forum. These scholarships are recommended by the Director of Forensics and include the following:

- **The Virginia Craig Memorial Scholarship**
- **The William T. Carrington Memorial Scholarship**
- Other scholarships are supported by **The Tom Black Debate Fund, The MSU Debate Fund**, and the University.

## Getting Involved and Staying Informed

As you might expect, in this department we place a high priority on communication. We will do our best to keep you informed of things that affect you as a student and to listen to your opinions and suggestions. We also will try to provide opportunities for you to gain experiences and to network beyond the walls of the classroom. We also expect you to take the initiative in seeking out information, providing input, and taking advantage of opportunities.

### *Meet Your Communication Faculty*

You will find the faculty in this department to be approachable, friendly, and genuinely concerned about students. The best way to find out if this claim is true is to test it yourself. Your classroom experiences will be enhanced greatly if you will take time to interact with your instructors outside of class. Stop by during office hours; stay after class once in a while for a brief conversation; or send an e-mail. A complete list of the department's full-time faculty, including a summary of their teaching and research areas and contact information, appears in the Appendix. More detailed bios for faculty appear on the department's website.



### *Email*

The department office, your professors, and your advisor will rely on your university email address to communicate with you. Even if your university email is not your primary email address, you should check it at least once a week for news from the department.



### *Blogs, Tweets, and Friends*

Updated regularly, In Common carries important, useful information for Communication students, such as Communication Department news and announcements, career and job search tips, internships, student and faculty accomplishments, and highlights of alumni accomplishments.

You'll receive an email reminder and link to In Common, and it is always available through a link on the department's website. Along with being a COM major, be a COM friend on Facebook and follow us on Tweeter @msuCOMDept.

## ***Communication Student Organizations***

The Department of Communication sponsors student organizations, and we encourage you to become involved in one or more of them. The following are student chapters associated with national professional organizations and have relationships with local and regional professional chapters.

### **Public Relations Student Society of America (PRSSA)**

PRSSA is a student organization open to all students and has an emphasis on cultivating a favorable and mutually advantageous relationship between students and professional public relations practitioners.



### **Lambda Pi Eta (LPH)**

Lambda Pi Eta is the national communication honor society affiliated with the National Communication Association. Each semester, students who meet the academic standards required for membership and are recommended by faculty are invited to join this prestigious group. In addition to recognizing and promoting academic excellence in Communication, Lambda Pi Eta members engage in projects designed to serve the department and the discipline.

## ***COM Week***

The department sponsors COM Week, an event that spotlights career and professional opportunities for Communication students. Formats vary from year to year, but COM Week typically includes features such as panel discussions with alumni and other professionals, workshops on career-related topics, professional networking opportunities, master classes with communication professionals, guest speakers, and student/alumni networking luncheons.

## ***Communication Honors Reception & Induction Ceremony***

Late in the spring semester, the department holds a special event to recognize outstanding student achievements. At the Honors Reception, we present department scholarships and awards, and the spring induction ceremony for the honors society, Lambda Pi Eta, is held at this time.

## ***Public Speaking Showcase***

Each semester, students from the COM 115 classes participate in the Vikki Stanton Public Speaking Showcase. Each class selects a top speaker to compete in Showcase, and following two preliminary rounds, the top five to six finalists speak before an audience of approximately 700 people.



## ***The Center for Dispute Resolution***

The Center for Dispute Resolution (CDR) is an organization located in the Department of Communication at Missouri State University. The CDR provides services that give individuals, organizations, and communities the tools they need to productively manage conflicts. The CDR accomplishes this goal by administering academic programs in conflict management; supporting

outreach efforts and community programs; offering training, workshop, and facilitation services; and conducting research and supporting program development.

The CDR is of particular benefit to students in the conflict certificate program. In addition to providing supervision of internship and practicum experiences, the CDR facilitates a variety of experiential learning opportunities through its high-impact community programs, offered in collaboration with area organizations and agencies. Examples of these programs include Victim Offender Mediation programs at the juvenile and adult level, a Victim Impact Program for youth, Circles for Girls in area schools, Peer Mediation and Conflict Coaching in area schools, the Shared Spaces program for High-Conflict Co-Parents, and more. Additionally, students enjoy access to the advanced training and workshops offered by the CDR, both on campus and within the community.

## Career Opportunities for COM Graduates

The most common career fields for Communication graduates include: business, public relations/advertising, social and human services, nonprofit administration, arts and entertainment, government, international relations, education, law, health, technology, and media. If this seems like a long and broad list, that's because it is. While a degree in Communication provides a foundation of knowledge and skills appropriate to a wide range of professions, you will need to consider carefully how you can tailor your broad education to specific jobs and industries. Internships, work and volunteer experience, elective courses, and complementary majors or minors can play a pivotal role in your preparation for various careers.



As a starting point, you may want to look at a publication titled *What Can I Do With This Major?* prepared at the University of Tennessee. It's available on the MSU Career Center web site at <http://careercenter.missouristate.edu/whatcanidowiththismajor.htm>. You also may be interested in a booklet titled *Why Study Communication? Pathways to Your Future*, published by the National Communication Association.

We won't duplicate here all of the information available in these publications, but as an example, here are areas within business in which Communication graduates can expect to find jobs: sales, management, human resources/personnel, labor relations, public relations, customer service, training and development, writing/editing, buying, consulting, and negotiator/mediator.

Your opportunities are much more varied than we can list here, but to give you an idea, here are examples of what Communication graduates have been doing over the past several years.

- Public Information Coordinator for LA's Best, an after school enrichment, education & recreation program for the city of Los Angeles, operating from the Office of the Mayor
- Director of Public Relations for the Greater Ozarks Chapter of the American Red Cross
- Assistant Account Executive at Fleishman-Hillard International Communications
- Communications Assistant in the Immediate Office of the Office of the Chief Administrative Officer of the U.S. House of Representatives, Washington, D.C.

- Marketing Coordinator at BKD, LLP
- Account Executive at Lippe Taylor
- Peace Corps Volunteer
- Volunteer Coordinator at Court Appointed Special Advocates (CASA) of Southwest Missouri
- Employee Development Manager, Ferrell Gas, Inc.
- Executive Assistant to the President of The Hawthorn Group
- Program Director for Big Brothers & Big Sisters
- Media Specialist for the Missouri Patient Care Review Foundation
- Administrative Assistant for the Southwest Area office of Missouri Special Olympics
- Public Relations associate at Noble & Associates
- Promotions Manager for the Gateway Grizzlies minor league baseball team
- Public Relations Manager for Wal-Mart Foundation Programs
- Events Manager for The National Golf Club
- Assistant Development Director for Boys and Girls Town of Missouri
- Marketing Representative at Cox Health
- Human Resources Assistant at the Lockton Companies
- Intake Specialist with First Steps of Southwest Missouri
- Pursuing master's degrees with paid assistantships
- Pursuing doctoral degrees at leading Ph.D. programs
- Pursuing degrees in law at a variety of institutions

Your Communication degree emphasizes oral and written communication skills, interpersonal and group communication, analysis of communication issues and problems, and a broad understanding of how communication processes affect people and institutions in diverse ways. These competencies are necessary in all of the careers listed above.

In addition to these broad competencies, your Communication degree may include a number of courses and experiences that are more specific to certain professions or tasks. For example, the Public Relations major includes specialized courses in employee relations and public relations campaigns, and courses from other departments such as Journalism and Art & Design.

If your Communication major is more generalized, such as the non-comprehensive B.S. or B.A. in Communication, you probably will choose a second major or minor that provides specialized knowledge in a related or complementary field. For example, if you were interested in international relations you might choose a major or minor in Modern & Classical Languages and/or International Business. Someone interested in training and development might combine an Organizational Communication major with a major in Human Resources or Industrial/Organizational Psychology. One recent graduate majored in Organizational Communication with a minor in Computer Information Systems and now works as a high tech management recruiter for a major multinational corporation.

### ***What You Can Do to Make Yourself More Marketable***

Regardless of the career field you pursue, there are several strategies you should use to enhance your ability to land the job you want.

#### **Develop Strong Written As Well As Verbal Communication Skills**

Many students are attracted to Communication because they like to talk, they enjoyed high school forensics, or because they did well in their COM 115 class. Many of these same students are

surprised to learn how much of their Communication degree involves writing. Speaking skills are important, but most communicators make their living more from writing than from speaking.

### **Develop Excellent Interpersonal Skills**

This is more than just being a people person. Persuasion, motivation, conflict management, relationship building, teamwork, and leadership are all necessary and highly marketable skills. But you have to be able to do more than just study these skills or say you have them. You have to practice and develop them, and you need to be able to point to specific examples of when you have put them to work successfully. It is particularly important for you to be able to point to work, internships, and class experiences where you have demonstrated these skills and, better yet, to have credible references who can attest to your skills.

### **Increase Your Marketability With**

- strong written as well as verbal communication skills
- excellent interpersonal skills
- electives to support internships in area(s) of interest
- experience through part-time employment, co-op, internships and/or volunteer experience
- campus activities and professional organizations
- team player skills and team experiences

### **Explore Specializations with Major and Professional Fields**

Some of our majors, such as Public Relations and Socio-Political Communication, have specializations built into them. But even in these more specialized majors, you need to explore specific jobs and their requirements. For example, within or related to Public Relations are areas such as publicity, marketing, development, sales, media analysis, and public opinion research. Talk to your professors and professionals in those areas to learn what you should expect and what you need to do to prepare yourself.

### **Select Electives to Support Internships in Area(s) of Interest**

Implicit in this advice is the importance of completing an internship, of course. You want to be as prepared for a particular internship experience as you can be. Our department requires that you be at least a junior before doing an internship so that you are more likely to have had sufficient coursework to prepare you for doing the work an organization might require of you. In addition, try to choose courses that will prepare you to do the kind of work you want to do in an internship. For example, if you want to work on public relations for a nonprofit organization, then elective courses in publications design and social work might prepare you for more advanced work in that internship than you might otherwise be able to do.

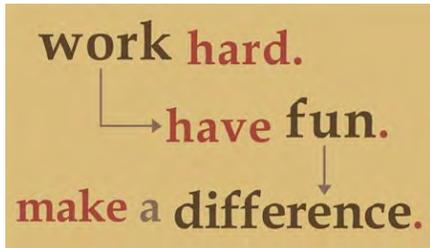
### **Obtain Experience**

Career counselors will tell you that experience counts for a great deal. The more job-related experience you can obtain, the better off you will be. And if you plan for these experiences rather than suddenly deciding in your senior year that you should do something, you will be better prepared to take advantage of them. You also may leave yourself enough time and opportunity to gain multiple experiences. For example, suppose you plan to become a political lobbyist. You do an internship with a lobbying firm in the state capital during the summer following your junior year and discover that you hate lobbying. While it may seem like a waste of time, it is better to find out you dislike the job now than 18 months from now when you are already in the field. Now, you have your senior year to try something else.

Don't forget that volunteer experiences are a great way to gain experience. A student once told a Girl Scouts executive that she wanted to be an accountant for a nonprofit organization like the Girl

Scouts. The first question the executive asked was whether the student had ever worked for or volunteered with the Girl Scouts or a similar nonprofit organization. If nothing else, the executive suggested, having volunteered would have allowed the student to become familiar with the organization so that she could discuss opportunities more intelligently in a job interview. Service learning and applied class projects are other excellent ways of gaining marketable experience.

### **Get Involved in Campus Activities and Professional Organizations**



Campus organizations are great places to develop your social, organizational, and leadership skills. They also can be a great way to network with people who could someday be instrumental in helping you find a job. Professional organizations, in addition to exposing you to professions associated with your degree, offer opportunities for networking, meeting professionals, internships, and access to job placement resources. On top of all that, involvement in organizations looks great on your résumé,

particularly if you have held a position of leadership or responsibility.

### **Develop Team Player Skills and Team Experiences**

Small group and team structures are the norm in today's organizations, and your communication training gives you the perfect opportunity to prepare yourself for success in these areas. You may grow weary of the group projects that seem to appear in nearly every one of your Communication classes, but these are opportunities for you to develop skills (and portfolios!) that are highly marketable. Do not just survive your group project; maximize it.

The greatest advantage of a Communication degree may be that it is broadly applicable. The greatest disadvantage of a Communication degree may be that it is, well, broadly applicable. Because your degree may lead you into so many different careers, it is impossible for our curriculum to prepare you for one specific career path. We can show you where others have gone before you, but in the end you have to make your own way. Take advantage of every learning opportunity you have within the Communication Department and in other areas, and be proactive in seeking information about possible careers. Talk to recent graduates. Talk to people in career fields that interest you. Read about different professions and current economic trends. Take advantage of the campus Career Center office. Do internships. Take a service learning course. Above all, be aware of what knowledge and skills you possess so you can be able to recognize how what you can do matches with what an employer needs.

### ***Communication Internships***

Internships can be very valuable experiences for several reasons. First, most employers value experience, and internships can give you professional experience you otherwise might lack. Second, internships allow you to apply classroom knowledge in practical settings. Third, your internship experience will let you see firsthand what it is like to work in a particular profession or organization. This may affirm for you the career path you have chosen, or it may lead you to decide on a different path.

You must meet certain requirements to receive Communication credit for an internship. These minimum requirements include:

1. Junior standing
2. Admission to your COM degree program
3. GPA of 2.50 or better in your Communication major
4. Permission of the Internship Coordinator



## Frequently Asked Questions

Here are answers to several frequently asked questions about internships:

### **Where Do I Find internships?**

The department posts information about a wide variety of internships on a bulletin board down the hall from Craig 375. The department's Internship Coordinator, Dr. Randy Dillon, can give you additional information about these and other internships. The MSU Career Center has information on hundreds of organizations and potential internships. Many companies and organizations that offer internships publicize them on their websites. You also may want to inquire within your own network of friends, family, acquaintances, and employers about internship possibilities.

### **Will I Get Paid for My internship?**

Some internships are paid, and some are not. Some will provide a modest stipend to cover travel and/or meal expenses, but not pay a salary. While being paid is nice, many of the best internship opportunities are unpaid. Remember that the greatest value of an internship is in what you learn and the experience you acquire.

### **How Much College Credit Will I Receive for My Internship?**

You will enroll in COM 495: Communication Internship during the semester of your internship. You may take COM 495 for a total of up to six credit hours. The number of credit hours you receive for your internship depends on how many hours per week you work at the internship. In general, internships in the fall and spring semesters are taken for three credit hours or less, while a summer internship that demands 20 hours or more per week probably would earn six credit hours.

### **How is My internship Grade Determined?**

The Internship Coordinator assigns grades for internships. You will be required to submit periodic reports and prepare a final portfolio, and your supervisor on site must complete an evaluation of your work. Your grade will be based on these elements and others negotiated with the Internship Coordinator.

### **Why Aren't Internships Required in My Major?**

While we very strongly encourage students to complete at least one internship, making them mandatory might make it difficult for some students to complete their degrees. In addition, there are other ways of gaining professional experience that may better suit a student's needs and abilities, such as paid work experience, volunteering, cooperative education, or service learning. The important thing is that you gain experience, and you should not limit yourself to just one type of experience.

# **Appendix**

Department of Communication Faculty

Communication Majors Course Requirements

General Education Requirements Checklists

Sample Course Sequencing Guides for COM Programs

Course Sequencing Map

Department Application for Admission to Degree Program

COM 499 Assessment Portfolio Requirements

# Department of Communication Faculty

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# Department of Communication

## *School of Communication Studies*

### Major: Public Relations (BS, Non-comprehensive)

#### Minor is required

This major provides students a thorough study of the role of public relations in managing an organization's communication.

Admission Requirements	<ul style="list-style-type: none"> <li>· Complete 59 hours</li> <li>· Complete general education basic skills courses</li> <li>· 2.5 combined GPA</li> <li>· 2.5 GPA in COM 115, MED 120, COM 209, JRN 270</li> </ul>		
<b>Requirements:</b>	<b>Code:</b>	<b>Hours:</b>	<b>Course title:</b>
Specific General Education	COM 115	3	Fundamentals of Public Speaking
Requirements:	MED 120	3	Mass Media and Society
Major Requirements:			
Departmental Core: 3 hours	COM 209	3	Survey of Communication Theory
Public Relations Core: 21 hours	COM 210	3	Communication Research Methods
	COM 309	3	Principles of Public Relations
	COM 336	3	Communication in Organizations
	COM 379	3	Writing for Public Relations
	COM 439	3	Techniques and Cases in Public Relations
	COM 449	3	Communication Programs and Issues Management
	COM 509	3	Proseminar in Public Relations
3 additional hours from:	COM 495	3	Communication Internship
	COM 550	3	Political Communication
	COM 509	3	Proseminar in Public Relations
Publishing Design & Technologies: 6 hours	JRN 478	3	Multimedia Journalism
	JRN 477	3	Publications
	MED 365	3	Introduction to Media Design/Production
	MED 390	3	Website Design and Construction
	CIS 195	3	Introduction to Print Technology
	ENG 373	3	Writing with Technology
Relational Communication: 3 hr	COM 205	3	Interpersonal Communication Theory and Skills * Or other appropriate COM course in consultation with advisor
Advocacy and Rhetoric: 3 hour	COM 350	3	Rhetorical Traditions and Contemporary Applications
3 additional hours from:	COM 315	3	Public Speaking II
	COM 322	3	Argumentation
	COM 328	3	Persuasion
Writing: 3 hours	JRN 270	3	Introduction to Journalism
3 additional hours from:	ENG 321	3	Technical Writing
	JRN 370	3	News Writing & Reporting
	JRN 374	3	Opinion Writing
Program Assessment:	COM 499	0	Program Assessment
<b>TOTAL HOURS FOR MAJOR:</b>		<b>48</b>	

# Department of Communication

## *School of Communication Studies*

**Major: Socio-Political Communication (BS, Comprehensive)**

**Minor is not required**

This major provides students a comprehensive study of the role of communication in the political process.

Relevant career paths include politics, law, government, and administration.

Admission Requirements	<ul style="list-style-type: none"> <li>· Complete 59 hours</li> <li>· Complete general education basic skills courses</li> <li>· 2.5 combined GPA</li> <li>· 2.5 GPA in COM 115, MED 120, COM 209</li> </ul>
------------------------	--

Requirements:	Code:	Hours:	Course title:
Specific General Education	COM 115	3	Fundamentals of Public Speaking
Requirements:	MED 120	3	Mass Media and Society
Major Requirements:			
Departmental Core: 3 hours	COM 209	3	Survey of Communication Theory
Socio-Political Core: 33 hours	COM 210	3	Communication Research Methods
	COM 315	3	Public Speaking II
	COM 322	3	Introduction to Argumentation
	COM 328	3	Persuasion
	COM 332	3	Small Group Communication
	COM 350	3	Rhetorical Tradition and Contemporary Applications
	COM 379	3	Writing for Public Relations
	COM 550	3	Political Communication
	JRN 270	3	Introduction to Journalism
	MED 454	3	Media Analysis and Criticism
	MED 580	3	Media in Politics
12 additional hours from:	COM 360	3	Introduction to Intercultural Communication
	COM 495	3	Communication Internship
	COM 566	3	Social Movement Communication
	COM 597*	3	Studies in Communication Theory and Practices
	JRN 407	3	Media Law
	MED 365	3	Introduction to Media Design and Production
	PLS 316	3	Political Parties, Elections and Interest Groups
	SOC 152	3	Social Problems
			*With advisor approval. No more than 6 total hours of COM 597 may be counted toward the 48 hours required.
Program Assessment:	COM 499	0	Program Assessment
<b>TOTAL HOURS FOR MAJOR:</b>		<b>48</b>	

## Speech and Theatre Education - Bachelor of Science in Education

(Gen Ed: 47hrs)

(Certifiable grades 9 – 12)

**PORTFOLIO** – Checkpoints **1** – **2** (prior to Student Teaching) – **3** (end of Student Teaching)

30hrs → **Admission to Degree Program** (IDS110, CIS/CSC 101, COM 115, ENG 110, MTH 130+, PED 100)

**C-BASE (265 or higher on all five components or see waivers)** Eng – Writing – Math – Sci – Soc. Stud.

45hrs → **Admission to Teacher Ed.** (COM 115, EDC 150, SEC 302, ACT, 2.5, HWY, C-BASE, Portfolio 1)

**PRAXIS II Speech Communication: Content Knowledge (passing score of 142 required for certification)**

**Speech & Theatre Core:** (26 hrs)

**Speech Emphasis:** (15 hrs)

- COM 115 Public Speaking**
- COM 322(3) Argumentation** *COM 115*
- COM 532(3) Teaching Debate** *COM 322*
- COM 534(3) Teaching I.E.'s** *THE 323*
- COM 536(2) Forensics** *COM 322*  
*(offered in **SPRING** only)*
- MED 120 Mass Media/Society**  
*(may count as Gen. Ed. Culture & Society-Soc. Sci.)*
- THE 222(3) Acting**
- THE 130(3) Script Analysis**
- THE 150(2)**
  - 151(1) Tech *(32hrs)*
- THE 323(3) Acting, Performance & Lit.**  
*THE 221 or 222*
- THE 430(3) Directing I**  
*THE 130, 150 & 222*

**COM 205 (3)**

**COM 209 (3)**

6 hours of electives to be chosen **from the following:**

**COM** 307(3), 320(3), 321(3), 328(3), 332(3),  
336(3), 350(3), 405(3), 512(3),  
**THE** 505(3), 506(3), 510(3), 515(3), 530(3),  
541(3), 542(3).

**Professional Education Courses:** (37 hrs)

- EDC150 (0)** – may be taken freshman year
- SEC 302 (3)P:** 45hrs, 2.5, *EDC150 (may be taken concurrent)*
- PSY 360 (3)P:** *PSY 121*
- EDT 365 (3)P:** *CIS or CSC 101 or waiver exam & SEC 302 (may be taken concurrent)*
- EDC 345 (3)** Introduction to Multicultural Education and Diversity
- EDC 350 (3)P:** *PSY 360 (may take concurrent) & Admission to Teacher Ed.*
- SPE 340 (2) (Educational Alternative for Exceptional Students)** *P: Admission to Teacher Ed.*
- RDG 474 (2) (Reading & Writing in the Content Fields)** *P: Admission to Teacher Ed.*
- PSY/SFR 486 (3)P:** *PSY 360 & Admission to Teacher Ed.*
- COM 417 (3) (Teaching of Speech and Theatre)** *P: EDC 350, SPE 340, IMT 365, 12hrs C & T (may only be taken the last fall semester before student teaching —PORTFOLIO CHECKPOINT II)*
- COM 490 (6) (Supervised Teaching)** *(PORTFOLIO CHECKPOINT III)*
- COM 491 (6) (Supervised Teaching)** *(PORTFOLIO CHECKPOINT III)*

# Department of Communication

## *School of Communication Studies*

**Major: Communication (BA/BS, Non-comprehensive)**

**Minor is required**

*Program option: Communication Studies*

This program option examines human messages in a variety of contexts and is suitable broad-based preparation for many different career and professional options. Students completing this program option receive the widest exposure to the field specialties in the department and are well-prepared to work in a variety of communication industry settings.

Admission Requirements	<ul style="list-style-type: none"> <li>· Complete 59 hours</li> <li>· Complete general education basic skills courses</li> <li>· 2.5 combined GPA</li> <li>· 2.5 GPA in COM 115, MED 120, COM 209</li> </ul>
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<b>Requirements:</b>	<b>Code:</b>	<b>Hours:</b>	<b>Course title:</b>
Specific General Education	COM 115	3	Fundamentals of Public Speaking
Requirements:	MED 120	3	Mass Media and Society
Major Requirements:			
Theory & Methods:	COM 209	3	Survey of Communication Theory
9 hours	COM 210	3	Communication Research Methods
	COM 350	3	Rhetorical Tradition and Contemporary Applications
Communication Practices:	COM 205	3	Interpersonal Communication Theory and Skills
9 hours	COM 315	3	Public Speaking II
	COM 322 OR COM 328	3	Introduction to Argumentation Persuasion
Communication Studies:	COM 325 OR COM 326	3	Nonverbal Communication Effective Listening
12 additional hours from:	COM 206	3	Health Communication
	COM 307	3	Gender and Communication
	COM 309	3	Principles of Public Relations
	COM 322 OR COM 328	3	Introduction to Argumentation Persuasion
	COM 325 OR COM 326	3	Nonverbal Communication Effective Listening
	COM 332	3	Small Group Communication
	COM 336	3	Communication in Organizations
	COM 360	3	Introduction to Intercultural Communication
	COM 397*	3	Topics in Communication
	COM 405	3	Interpersonal Communication
	COM 495	3	Communication Internship
	COM 506	3	Family Communication
	COM 550	3	Political Communication
	COM 566	3	Social Movement Communication
	COM 597*	3	Studies in Communication Theory & Practice
	MED 580	3	Media in Politics
			*With advisor approval. No more than 3 total hours of COM 397 or COM 597 may be counted toward the 33 hours required.
Program Assessment:	COM 499	0	Program Assessment
<b>TOTAL HOURS FOR MAJOR:</b>		<b>33</b>	

# Department of Communication

## *School of Communication Studies*

**Major: Communication (BA/BS, Non-comprehensive)**

**Minor is required**

*Program option: Health Communication*

This program option is targeted at communication students who aspire to or currently work for health organizations in various capacities such as community relations, health promotions, lobbying, or as care providers and anyone who seeks to improve their communication skills in the health care delivery process.

Admission Requirements	<ul style="list-style-type: none"> <li>· Complete 59 hours</li> <li>· Complete general education basic skills courses</li> <li>· 2.5 combined GPA</li> <li>· 2.5 GPA in COM 115, MED 120, COM 209</li> </ul>		
<b>Requirements:</b>	<b>Code:</b>	<b>Hours:</b>	<b>Course title:</b>
Specific General Education	COM 115	3	Fundamentals of Public Speaking
Requirements:	MED 120	3	Mass Media and Society
Major Requirements:			
Theory & Methods:	COM 209	3	Survey of Communication Theory
9 hours	COM 210	3	Communication Research Methods
	COM 350	3	Rhetorical Tradition and Contemporary Applications
Communication Practices:	COM 205	3	Interpersonal Communication Theory and Skills
9 hours	COM 315	3	Public Speaking II
	COM 322 OR	} 3	Introduction to Argumentation
	COM 328		
Health Communication:	COM 206	3	Health Communication
12 hours	COM 325 OR	} 3	Nonverbal Communication
	COM 326		
	COM 507	3	Health Communication and Culture
	COM 508	3	Patient-Provider Communication
3 additional hours from:	COM 390	3	Communication and Aging
	COM 597*	3	Studies in Communication Theory and Practice
			*With advisor approval. No more than 3 total hours of COM 397 or COM 597 may be counted toward the 33 hours required.
Program Assessment:	COM 499	0	Program Assessment
<b>TOTAL HOURS FOR MAJOR:</b>		<b>33</b>	

# Department of Communication

## School of Communication Studies

**Major: Communication (BA/BS, Non-comprehensive)**

**Minor is required**

*Program option: Intercultural Communication and Diversity*

This program option will assist students in developing practical applications for communication skills in a diverse workplace and on improving understanding of communication similarities and differences among diverse population groups. Students will explore practices, trends, and difficulties of people from different cultural backgrounds attempting to communicate and understand each other. This option is also designed to explore current theory and research on communication and culture, race, sex, age, sexual orientation, disability, and other diversity issues. Career paths with this option range from any business settings to internationally-based organizations.

Admission Requirements	<ul style="list-style-type: none"> <li>· Complete 59 hours</li> <li>· Complete general education basic skills courses</li> <li>· 2.5 combined GPA</li> <li>· 2.5 GPA in COM 115, MED 120, COM 209</li> </ul>		
<b>Requirements:</b>	<b>Code:</b>	<b>Hours:</b>	<b>Course title:</b>
Specific General Education Requirements:	COM 115	3	Fundamentals of Public Speaking
	MED 120	3	Mass Media and Society
Major Requirements:			
Theory & Methods: 9 hours	COM 209	3	Survey of Communication Theory
	COM 210	3	Communication Research Methods
	COM 350	3	Rhetorical Tradition and Contemporary Applications
Communication Practices: 9 hours	COM 205	3	Interpersonal Communication Theory and Skills
	COM 315	3	Public Speaking II
	COM 322 OR COM 328	} 3	Introduction to Argumentation Persuasion
Intercultural Communication & Diversity: 9 hours	COM 325 OR COM 326	} 3	Nonverbal Communication Effective Listening
	COM 360		
	COM 512		
6 additional hours from:	COM 307	3	Gender and Communication
	COM 390	3	Communication and Aging
	COM 397*	3	Topics in Communication
	COM 405	3	Interpersonal Communication
	COM 495	3	Communication Internship
	COM 513	3	Ethical Issues in Communication
	COM 566	3	Social Movement Communication
	COM 597*	3	Studies in Communication Theory & Practice
			*With advisor approval. No more than 3 total hours of COM 397 or COM 597 may be counted toward the 33 hours required.
Program Assessment:	COM 499	0	Program Assessment
<b>TOTAL HOURS FOR MAJOR:</b>		<b>33</b>	

# Department of Communication

## *School of Communication Studies*

**Major: Communication (BA/BS, Non-comprehensive)**

**Minor is required**

*Program option: Interpersonal Communication*

This program option will provide students with the knowledge and skills necessary to participate effectively and responsibly in a variety of interpersonal contexts including family, friend, work, and romantic relationships. Within these settings, students will learn to recognize, explain, and respond to a wide variety of communication problems and encounters and apply that knowledge to various settings including counseling, social work, education, training and development, or general advocacy.

Admission Requirements	<ul style="list-style-type: none"> <li>· Complete 59 hours</li> <li>· Complete general education basic skills courses</li> <li>· 2.5 combined GPA</li> <li>· 2.5 GPA in COM 115, MED 120, COM 209</li> </ul>				
<b>Requirements:</b>	<b>Code:</b>	<b>Hours:</b>	<b>Course title:</b>		
Specific General Education	COM 115	3	Fundamentals of Public Speaking		
Requirements:	MED 120	3	Mass Media and Society		
Major Requirements:					
Theory & Methods:	COM 209	3	Survey of Communication Theory		
9 hours	COM 210	3	Communication Research Methods		
	COM 350	3	Rhetorical Tradition and Contemporary Applications		
Communication Practices:	COM 205	3	Interpersonal Communication Theory and Skills		
9 hours	COM 315	3	Public Speaking II		
	COM 322 OR	} 3	Introduction to Argumentation Persuasion		
	COM 328				
Interpersonal Communication:	COM 325 OR	} 3	Nonverbal Communication Effective Listening		
12 hours	COM 326				
	COM 332			3	Small Group Communication
	COM 405			3	Interpersonal Communication
	COM 506			3	Family Communication
3 additional hours from:	COM 307	3	Gender and Communication		
	COM 360	3	Introduction to Intercultural Communication		
	COM 390	3	Communication and Aging		
	COM 495	3	Communication Internship		
	COM 511	3	Communication, Community, and Conflict		
	COM 513	3	Ethical Issues in Communication		
	COM 521	3	Communication, Mediation, and Negotiation		
Program Assessment:	COM 499	0	Program Assessment		
<b>TOTAL HOURS FOR MAJOR:</b>		<b>33</b>			

# Department of Communication

## *School of Communication Studies*

**Major: Communication (BA/BS, Non-comprehensive)**

**Minor is required**

*Program option: Organizational Communication*

This program option provides students a comprehensive study of the role of communication in organizational success. Career applications of this major include management, human resources, training and development, employee relations, nonprofit administration, public service, and sales. The program option is an excellent compliment to many minors and other majors.

- |                        |  |
|------------------------|--|
| Admission Requirements | <ul style="list-style-type: none"> <li>· Complete 59 hours</li> <li>· Complete general education basic skills courses</li> <li>· 2.5 combined GPA</li> <li>· 2.5 GPA in COM 115, MED 120, COM 209</li> </ul> |
|------------------------|--|

Requirements:	Code:	Hours:	Course title:
Specific General Education	COM 115	3	Fundamentals of Public Speaking
Requirements:	MED 120	3	Mass Media and Society
Major Requirements:			
Theory & Methods:	COM 209	3	Survey of Communication Theory
9 hours	COM 210	3	Communication Research Methods
	COM 350	3	Rhetorical Tradition and Contemporary Applications
Communication Practices:	COM 205	3	Interpersonal Communication Theory and Skills
9 hours	COM 315	3	Public Speaking II
	COM 322 OR COM 328	3	Introduction to Argumentation Persuasion
Organizational Communication	COM 332	3	Small Group Communication
15 hours	COM 336	3	Communication in Organizations
	COM 360 OR COM 512	3	Introduction to Intercultural Communication Communication and Diversity in the Workplace
	COM 436	3	Communication and Leadership
	COM 597*	3	Studies in Communication Theory and Practice
			*With advisor approval. No more than 3 total hours of COM 397 or COM 597 may be counted toward the 33 hours required.
Program Assessment:	COM 499	0	Program Assessment
<b>TOTAL HOURS FOR MAJOR:</b>		<b>33</b>	

# Department of Communication

## School of Communication Studies

Minor: Communication

### *Why choose a minor in Communication?*

A minor in communication is an excellent choice for just about ANY non-comprehensive or comprehensive major. Because you can choose which COM courses to take, you can tailor them to fit your professional needs.

### *With a minor in Communication you can:*

- Develop strong written as well as verbal communication skills
- Develop excellent interpersonal skills.
- Explore specializations beyond your major professional field.
- Select electives to support internships in area(s) of interest
- Obtain experience through part-time employment, co-op, internships and/or volunteer experience.
- Develop team player skills and team experiences

### *Required Course:*

**COM 209 (3)**

**Survey of Communication Theory**

### *Electives:*

*ADVISING TIP: For an appointment to help select the best courses to complete the Communication Minor, contact the Communication Minor Advisor, Robyn Rowe, at [RobynRowe@MissouriState.edu](mailto:RobynRowe@MissouriState.edu).*

Choose twelve hours of Communication courses. Six of the nine hours must be from courses numbered 300 or above. \*COM 210 and MED 120 Pre-reqs are waived for minors (email the professor to request waiver).

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# Department of Communication

## *School of Communication Studies*

### Minor: Ethical Leadership

#### *Why choose a minor in Ethical Leadership?*

The goal of this minor is to provide students an opportunity to develop an understanding of the theoretical and practical implications of ethical leadership within our public affairs mission. Students will learn a broad-based and humanistic approach to leadership that seeks to facilitate shared group goals and needs. Moreover, students will consider how leadership is practiced within a context since the kind of leadership necessary to advance community-based change is different than what is necessary to lead a large-based social movement and still different from one culture to another.

By completing this minor program, students will have a competitive advantage in entering the workforce with a clear understanding of leadership and a set of skills to effect positive change in their community or any organization.

*ADVISING TIP: For an appointment to help select the best courses to complete the Ethical Leadership Minor, contact the Communication Minor Advisor, Robyn Rowe, at [RobynRowe@MissouriState.edu](mailto:RobynRowe@MissouriState.edu).*

#### *Required Course:*

1. COM 436(3), 513(3); and COM 360(3) *or* 512(3).
2. Select one course with advisor approval from: COM 205(3), 322(3), 315(3), 326(3)
3. Select two courses with advisor approval from: COM 206(3), 307(3), 332(3), 336(3), 405(3), 495(3), 506(3), 566(3); GST 170(3); HST 324(3); PHI 302(3), 342(3), 513(3); PLS 319(3); PSY 320(3), 355(3), 356(3), 379(3), REL 370(3)
4. No more than 6 hours may also count toward a major.

**Missouri State University - College of Arts and Letters**  
**BACHELOR OF SCIENCE in PUBLIC RELATIONS**

*Suggested Course Sequencing: 15 – 18 semester hours is recommended;*

**however, many students attend summer school or transfer HS dual enrollment**

This degree program can be completed in eight semesters.

(All statements in this document concerning requirements, prerequisites, conditions or other matters are for informational purposes and subject to change. Effective academic advisement is a partnership, with advisees sharing in the responsibility.)

***\*Save Artifacts for Assessment Portfolio***

<u>Semester 1</u>	<u>Hours</u>	<u>Semester 2</u>	<u>Hours</u>
GEP 101 OR UHC 110	2	COM 100	1
COM 115	3	MTH 130 or higher	3
The Arts – General Education	3	ENG 110 – Writing I	3
Cultural Competence - General Education	3	MED 120	3
Natural World - General Education	4	PLS 101	3
	<b>15</b>	Humanities - General Education	<u>3</u>
			<b>16</b>

<u>Semester 3</u>	<u>Hours</u>	<u>Semester 4</u>	<u>Hours</u>
COM 209	3	COM 205	3
HST 121	3	COM 210	3
JRN 270	3	COM 315*	3
Natural World - General Education	3	Social & Behavioral Science - General Ed	3
Public Issues - General Education	<u>3</u>	Minor Elective	3
	<b>15</b>	Minor Elective	<u>3</u>
			<b>18</b>

**(Apply for admission to degree program)**

<u>Semester 5</u>	<u>Hours</u>	<u>Semester 6</u>	<u>Hours</u>
COM 309*	3	COM 336*	3
CIS 195	3	COM 379*	3
ENG 321 – Writing II	3	COM 350	3
Minor elective	3	Minor elective	3
Minor elective	<u>3</u>	Minor elective	3
	<b>15</b>	Elective	<u>3</u>
			<b>18</b>

<u>Semester 7</u>	<u>Hours</u>	<u>Semester 8</u>	<u>Hours</u>
COM 439*	3	COM 300	1
COM 495*	3	COM 499	0
COM 509*	3	COM 449*	3
ENG 373	3	COM 495	3
Elective	<u>3</u>	GEN 499	0
	<b>15</b>	Elective	3
		Elective	<u>3</u>
			<b>13</b>

This is a non-comprehensive major requiring a minor or second major.

**Missouri State University - College of Arts and Letters**  
**BACHELOR OF SCIENCE in SOCIO-POLITICAL COMMUNICATION**

*Suggested Course Sequencing: 15 – 18 semester hours is recommended;*  
**however, many students attend summer school or transfer HS dual enrollment**

This degree program can be completed in eight semesters.

(All statements in this document concerning requirements, prerequisites, conditions or other matters are for informational purposes and subject to change. Effective academic advisement is a partnership, with advisees sharing in the responsibility.)

***\*Save Artifacts for Assessment Portfolio***

<u>Semester 1</u>	<u>Hours</u>	<u>Semester 2</u>	<u>Hours</u>
GEP 101 OR UHC 110	2	COM 100	1
COM 115	3	MTH 130 or higher	3
The Arts – General Education	3	ENG 110 – Writing I	3
Cultural Competence - General Education	3	MED 120	3
Natural World - General Education	4	PLS 101	3
	<b>15</b>	Humanities - General Education	<u>3</u>
			<b>16</b>

<u>Semester 3</u>	<u>Hours</u>	<u>Semester 4</u>	<u>Hours</u>
HST 121	3	COM 210	3
COM 209	3	COM 315*	3
Natural World - General Education	3	Social & Behavioral Science - General Ed	3
Public Issues - General Education	3	COM 328*	3
COM 322*	<u>3</u>	JRN 270	<u>3</u>
	<b>15</b>		<b>15</b>

**(Apply for admission to degree program)**

<u>Semester 5</u>	<u>Hours</u>	<u>Semester 6</u>	<u>Hours</u>
COM 332*	3	COM 360*	3
COM 350*	3	COM 379*	3
PLS 316	3	MED 454	3
Minor elective	3	Writing II	3
Minor elective	<u>3</u>	Minor elective	3
	<b>15</b>	Minor elective	<u>3</u>
			<b>18</b>

<u>Semester 7</u>	<u>Hours</u>	<u>Semester 8</u>	<u>Hours</u>
JRN 407	3	COM 300	1
Minor elective	3	COM 495	3
COM 550*	3	COM 499	0
COM 495*	3	MED 580*	3
Elective	3	GEN 499	0
Elective	<u>3</u>	Elective	3
	<b>18</b>	Minor elective	<u>3</u>
			<b>13</b>

This is a comprehensive major not requiring a minor, but a minor in a cognate field is recommended.  
 MED 580 is offered only in spring semesters.

**Missouri State University - College of Arts and Letters**  
**BACHELOR OF SCIENCE in EDUCATION**  
**SPEECH & THEATRE/COMMUNICATION OPTION**  
 (Grades 9 – 12)

**Suggested Course Sequencing: 15 – 18 semester hours is recommended;**  
**however, many students attend summer school or transfer HS dual enrollment**

This degree program can be completed in eight semesters.

(All statements in this document concerning requirements, prerequisites, conditions or other matters are for informational purposes and subject to change. Effective academic advisement is a partnership, with advisees sharing in the responsibility.)

***\*Save Artifacts for Portfolio***

<u>Semester 1</u>	<u>Hours</u>	<u>Semester 2</u>	<u>Hours</u>
GEP 101 OR UHC 110	2	MTH 135 or higher	3
*COM 115	3	*MED 120	3
ENG 110	3	*THE 130	3
PSY 121	3	Natural World - General Education	4
*THE 150 with 151	3	Humanities - General Education	<u>3</u>
Cultural Competence - General Education	<u>3</u>		<b>16</b>
	<b>17</b>		

**(Apply for BSE-Speech & Theatre Program admission)**

<u>Semester 3</u>	<u>Hours</u>	<u>Semester 4</u> <i>Take the C-BASE test (CARR 311)</i>	<u>Hours</u>
PSY121	3	*SEC 302	3
*COM 209	3	HST 121	3
EDC 150	0	COM 205	3
*COM 322	3	THE 323	3
THE 222	3	Humanities - General	3
Natural World - General Education	<u>4</u>	Social & Behavioral Science - General Ed	<u>3</u>
	<b>16</b>		<b>18</b>

**(Apply for Teacher Education Program admission)**

<u>Semester 5</u>	<u>Hours</u>	<u>Semester 6</u>	<u>Hours</u>
*THE 430 Directing I	3	*EDT 365	3
*PSY360	3	*EDC 345	3
*RDG 474	2	*SPE 340	2
*COM 332	3	*COM 536 ( <i>only offered in SPRING</i> )	2
Public Issues - General Education	3	*THE 530 Directing II	3
COM 532	<u>3</u>	ENG 310	<u>3</u>
	<b>17</b>		<b>16</b>

<u>Semester 7</u>	<u>Hours</u>	<u>Semester 8 Student Teaching</u>	<u>Hours</u>
Elective	3	<i>Student teaching meetings are held each January for the coming academic year. Attendance is required. You are required to participate in all extra – curricular activities with your cooperating teacher to receive the full 12 hours of credit.</i>	
EDC 350	3	COM 490 Supervised Teaching	6
PSY/SFR 486	3	COM 491 Supervised Teaching	<u>6</u>
Elective	3		<b>12</b>
*COM 417 ( <i>only offered in FALL</i> )	<u>3</u>		
-Portfolio Checkpoint 2	<b>15</b>		

GPA Requirements include: 2.5 on all course work; no grade lower than a “C” in all professional education courses

Other Requirements include: CBASE and PRAXIS exams; Completion of Portfolio Checkpoints I, II, and III

This is a comprehensive major with no minor required for this major.

COM/THE 417 is offered only in fall semesters; COM 536 is offered only in spring semesters

**Missouri State University - College of Arts and Letters**  
**BACHELOR OF ARTS in COMMUNICATION**  
**COMMUNICATION STUDIES OPTION**

*Suggested Course Sequencing: 15 – 18 semester hours is recommended;*  
**however, many students attend summer school or transfer HS dual enrollment**

This degree program can be completed in eight semesters.

(All statements in this document concerning requirements, prerequisites, conditions or other matters are for informational purposes and subject to change. Effective academic advisement is a partnership, with advisees sharing in the responsibility.)

***\*Save Artifacts for Assessment Portfolio***

<u>Semester 1</u>	<u>Hours</u>	<u>Semester 2</u>	<u>Hours</u>
GEP 101 OR UHC 110	2	COM 100	1
COM 115	3	MTH 130 or higher	3
The Arts – General Education	3	ENG 110	3
Cultural Competence - General Education	3	MED 120	3
Natural World - General Education	<u>4</u>	Language I	3
	<b>15</b>	Humanities - General Education	<u>3</u>
			<b>16</b>

<u>Semester 3</u>	<u>Hours</u>	<u>Semester 4</u>	<u>Hours</u>
COM 205	3	COM 210	3
COM 209	3	Language III	3
PLS 101	3	PHI 105 or 115	3
HST 103	3	Minor Elective	3
Language II	<u>3</u>	HST 121	<u>3</u>
	<b>15</b>		<b>15</b>

**(Apply for admission to degree program)**

<u>Semester 5</u>	<u>Hours</u>	<u>Semester 6</u>	<u>Hours</u>
COM 322*	3	COM 350*	3
COM 325*	3	COM 336*	3
Writing II	3	Natural World - General Education	3
COM 315*	3	HST 104	3
Language IV	3	Minor Elective	3
Fine Arts I	<u>3</u>	Minor Elective	<u>3</u>
	<b>18</b>		<b>18</b>

<u>Semester 7</u>	<u>Hours</u>	<u>Semester 8</u>	<u>Hours</u>
COM 332*	3	COM 300*	1
COM 405*	3	COM 499	0
Social & Behavioral Science - General Ed	3	COM 495*	3
Fine Arts II	3	GEN 499	0
Elective	<u>3</u>	Elective	3
	<b>15</b>	Minor Elective	3
		Minor Elective	<u>3</u>
			<b>13</b>

This is a non-comprehensive major requiring a minor or second major.

**Missouri State University - College of Arts and Letters**  
**BACHELOR OF SCIENCE in COMMUNICATION**  
**COMMUNICATION STUDIES OPTION**

*Suggested Course Sequencing: 15 – 18 semester hours is recommended;*  
**however, many students attend summer school or transfer HS dual enrollment**

This degree program can be completed in eight semesters.

(All statements in this document concerning requirements, prerequisites, conditions or other matters are for informational purposes and subject to change. Effective academic advisement is a partnership, with advisees sharing in the responsibility.)

***\*Save Artifacts for Assessment Portfolio***

<u>Semester 1</u>	<u>Hours</u>	<u>Semester 2</u>	<u>Hours</u>
GEP 101 OR UHC 110	2	COM 100	1
COM 115	3	MTH 130 or higher	3
The Arts – General Education	3	ENG 110	3
Cultural Competence - General Education	3	MED 120	3
Natural World - General Education	4	PLS 101	3
	<b>15</b>	Humanities - General Education	<u>3</u>
			<b>16</b>

<u>Semester 3</u>	<u>Hours</u>	<u>Semester 4</u>	<u>Hours</u>
COM 205	3	COM 210	3
COM 209	3	COM 315*	3
Natural World - General Education	3	Social & Behavioral Science - General Ed	3
Public Issues - General Education	3	HST 121	3
Minor elective	<u>3</u>	Minor elective	<u>3</u>
	<b>15</b>		<b>15</b>

**(Apply for admission to degree program)**

<u>Semester 5</u>	<u>Hours</u>	<u>Semester 6</u>	<u>Hours</u>
COM 322*	3	COM 350*	3
COM 325*	3	COM 336*	3
WRITING II	3	Minor elective	3
Minor elective	3	Minor elective	3
Minor elective	<u>3</u>	Elective	3
	<b>15</b>	Elective	<u>3</u>
			<b>18</b>

<u>Semester 7</u>	<u>Hours</u>	<u>Semester 8</u>	<u>Hours</u>
COM 332*	3	COM 300*	1
COM 405*	3	COM 495*	5
COM 495	3	COM 499	0
Elective	4	GEN 499	0
Elective	<u>3</u>	Minor elective	3
	<b>16</b>	Elective	3
		Elective	3
			<b>15</b>

This is a non-comprehensive major requiring a minor or second major. Note that a second minor or substituting a second major for the minor(s) is possible within the 8-semester framework.

**Missouri State University - College of Arts and Letters**  
**BACHELOR OF ARTS in COMMUNICATION**  
**HEALTH COMMUNICATION OPTION**

*Suggested Course Sequencing: 15 – 18 semester hours is recommended;*  
**however, many students attend summer school or transfer HS dual enrollment**

This degree program can be completed in eight semesters.

(All statements in this document concerning requirements, prerequisites, conditions or other matters are for informational purposes and subject to change. Effective academic advisement is a partnership, with advisees sharing in the responsibility.)

***\*Save Artifacts for Assessment Portfolio***

<u>Semester 1</u>	<u>Hours</u>	<u>Semester 2</u>	<u>Hours</u>
GEP 101 OR UHC 110	2	MTH 130 or higher	3
COM 115	3	ENG 110	3
COM 100	1	MED 120	3
The Arts – General Education	3	COM 205	3
Cultural Competence - General Education	3	Social & Behavioral Science - General Ed	3
Natural World - General Education	<u>4</u>	Humanities - General Education	<u>3</u>
	<b>16</b>		<b>18</b>

<u>Semester 3</u>	<u>Hours</u>	<u>Semester 4</u>	<u>Hours</u>
COM 206	3	COM 210	3
COM 209	3	Language III	3
PLS 101	3	PHI 105 or 115	3
HST 103	3	Minor Elective	3
Elective	<u>3</u>	HST 121	<u>3</u>
	<b>15</b>		<b>15</b>

**(Apply for admission to degree program)**

<u>Semester 5</u>	<u>Hours</u>	<u>Semester 6</u>	<u>Hours</u>
COM 325*	3	COM 328*	3
COM 507*	3	COM 508*	3
Writing II	3	Natural World - General Education	3
COM 315*	3	HST 104	3
Elective	3	Minor Elective	<u>3</u>
Fine Arts I	<u>3</u>		<b>15</b>
	<b>18</b>		

<u>Semester 7</u>	<u>Hours</u>	<u>Semester 8</u>	<u>Hours</u>
COM 350*	3	COM 300*	1
Fine Arts II	3	COM 390*	3
Elective	3	COM 495*	3
Minor Elective	3	COM 499	0
Minor Elective	<u>3</u>	GEN 499	0
	<b>15</b>	Minor Elective	3
		Minor Elective	<u>3</u>
			<b>13</b>

This is a non-comprehensive major requiring a minor or second major.

COM 507 is offered only in fall, even years; COM 508 is offered only in spring, odd years. If you get out of this sequence, contact your advisor.

**Missouri State University - College of Arts and Letters**  
**BACHELOR OF SCIENCE in COMMUNICATION**  
**HEALTH COMMUNICATION OPTION**

*Suggested Course Sequencing: 15 – 18 semester hours is recommended;*  
**however, many students attend summer school or transfer HS dual enrollment**

This degree program can be completed in eight semesters.

(All statements in this document concerning requirements, prerequisites, conditions or other matters are for informational purposes and subject to change. Effective academic advisement is a partnership, with advisees sharing in the responsibility.)

***\*Save Artifacts for Assessment Portfolio***

<u>Semester 1</u>	<u>Hours</u>	<u>Semester 2</u>	<u>Hours</u>
GEP 101 OR UHC 110	2	MTH 130 or higher	3
COM 115	3	ENG 110	3
COM 100	1	MED 120	3
The Arts – General Education	3	COM 205	3
Cultural Competence - General Education	3	Social & Behavioral Science - General Ed	3
Natural World - General Education	<u>4</u>	Humanities - General Education	<u>3</u>
	<b>16</b>		<b>18</b>

<u>Semester 3</u>	<u>Hours</u>	<u>Semester 4</u>	<u>Hours</u>
COM 206	3	COM 315*	3
COM 209	3	COM 210	3
PLS 101	3	Public Issues - General Education	3
HST 103	3	Elective	3
Elective	<u>3</u>	Minor Elective	3
	<b>15</b>	HST 121	<u>3</u>
			<b>18</b>

**(Apply for admission to degree program)**

<u>Semester 5</u>	<u>Hours</u>	<u>Semester 6</u>	<u>Hours</u>
COM 325*	3	COM 328*	3
COM 507*	3	COM 508*	3
Writing II	3	Minor elective	3
Elective	3	Minor elective	3
Minor elective	<u>3</u>	Elective	<u>3</u>
	<b>15</b>		<b>15</b>

<u>Semester 7</u>	<u>Hours</u>	<u>Semester 8</u>	<u>Hours</u>
COM 350*	3	COM 300*	1
Elective	3	COM 390*	3
Minor elective	3	COM 495*	3
Minor elective	3	COM 499	0
Minor elective	<u>3</u>	GEN 499	0
	<b>15</b>	Elective	3
		Elective	<u>3</u>
			<b>13</b>

This is a non-comprehensive major requiring a minor or second major. Note that a second minor or substituting a second major for the minor(s) is possible within the 8-semester framework.

COM 507 is offered only in fall, even years; COM 508 is offered only in spring, odd years. If you get out of this sequence, contact your advisor.

**Missouri State University - College of Arts and Letters**  
**BACHELOR OF ARTS in COMMUNICATION**  
***INTERCULTURAL COMMUNICATION & DIVERSITY OPTION***  
*Suggested Course Sequencing: 15 – 18 semester hours is recommended;*  
**however, many students attend summer school or transfer HS dual enrollment**

This degree program can be completed in eight semesters.

(All statements in this document concerning requirements, prerequisites, conditions or other matters are for informational purposes and subject to change. Effective academic advisement is a partnership, with advisees sharing in the responsibility.)

***\*Save Artifacts for Assessment Portfolio***

<u>Semester 1</u>	<u>Hours</u>	<u>Semester 2</u>	<u>Hours</u>
GEP 101 OR UHC 110	2	COM 100	1
COM 115	3	MTH 130 or higher	3
The Arts – General Education	3	ENG 110	3
Cultural Competence - General Education	3	MED 120	3
Natural World - General Education	<u>4</u>	Language I	3
	<b>15</b>	Humanities - General Education	<u>3</u>
			<b>16</b>

<u>Semester 3</u>	<u>Hours</u>	<u>Semester 4</u>	<u>Hours</u>
COM 205	3	COM 210	3
COM 209	3	Language III	3
PLS 101	3	PHI 105 or 115	3
HST 103	3	Minor Elective	3
Language II	<u>3</u>	HST 121	<u>3</u>
	<b>15</b>		<b>15</b>

**(Apply for admission to degree program)**

<u>Semester 5</u>	<u>Hours</u>	<u>Semester 6</u>	<u>Hours</u>
COM 322*	3	COM 350*	3
COM 325*	3	COM 360*	3
Writing II	3	Natural World - General Education	3
COM 315*	3	HST 104	3
Language IV	3	Minor Elective	3
Fine Arts I	<u>3</u>	Minor Elective	<u>3</u>
	<b>18</b>		<b>18</b>

<u>Semester 7</u>	<u>Hours</u>	<u>Semester 8</u>	<u>Hours</u>
COM 512*	3	COM 300*	1
Social & Behavioral Science - General Ed	3	COM 495*	3
Fine Arts II	3	COM 390*	3
Minor Elective	3	COM 499	0
Minor Elective	<u>3</u>	COM 566*	3
	<b>15</b>	GEN 499	0
		Minor Elective	<u>3</u>
			<b>13</b>

This is a non-comprehensive major requiring a minor or second major.

**Missouri State University - College of Arts and Letters**  
**BACHELOR OF SCIENCE in COMMUNICATION**  
**INTERCULTURAL COMMUNICATION & DIVERSITY OPTION**

*Suggested Course Sequencing: 15 – 18 semester hours is recommended;*  
**however, many students attend summer school or transfer HS dual enrollment**

This degree program can be completed in eight semesters.

(All statements in this document concerning requirements, prerequisites, conditions or other matters are for informational purposes and subject to change. Effective academic advisement is a partnership, with advisees sharing in the responsibility.)

***\*Save Artifacts for Assessment Portfolio***

<u>Semester 1</u>	<u>Hours</u>	<u>Semester 2</u>	<u>Hours</u>
GEP 101 OR UHC 110	2	COM 100	1
COM 115	3	MTH 130 or higher	3
The Arts – General Education	3	ENG 110	3
Cultural Competence - General Education	3	MED 120	3
Natural World - General Education	4	PLS 101	3
	<b>15</b>	Humanities - General Education	3
			<b>16</b>

<u>Semester 3</u>	<u>Hours</u>	<u>Semester 4</u>	<u>Hours</u>
COM 205	3	COM 210	3
COM 209	3	COM 315*	3
Natural World - General Education	3	Social & Behavioral Science - General Ed	3
Public Issues - General Education	3	HST 121	3
Minor elective	3	Minor elective	3
	<b>15</b>		<b>15</b>

**(Apply for admission to degree program)**

<u>Semester 5</u>	<u>Hours</u>	<u>Semester 6</u>	<u>Hours</u>
COM 322*	3	COM 350*	3
COM 325*	3	COM 360*	3
Writing II	3	Minor elective	3
Elective	3	Minor elective	3
Minor elective	3	Elective	3
Minor elective	3	Elective	3
	<b>18</b>		<b>18</b>

<u>Semester 7</u>	<u>Hours</u>	<u>Semester 8</u>	<u>Hours</u>
COM 495*	3	COM 300*	1
COM 512*	3	COM 390*	3
Minor elective	3	COM 499	0
Elective	3	GEN 499	0
Elective	3	COM 566*	3
	<b>15</b>	Elective	3
		Elective	3
			<b>13</b>

This is a non-comprehensive major requiring a minor or second major. Note that a second minor or substituting a second major for the minor(s) is possible within the 8-semester framework.

**Missouri State University - College of Arts and Letters**  
**BACHELOR OF ARTS in COMMUNICATION**  
**INTERPERSONAL COMMUNICATION OPTION**

*Suggested Course Sequencing: 15 – 18 semester hours is recommended;*  
**however, many students attend summer school or transfer HS dual enrollment**

This degree program can be completed in eight semesters.

(All statements in this document concerning requirements, prerequisites, conditions or other matters are for informational purposes and subject to change. Effective academic advisement is a partnership, with advisees sharing in the responsibility.)

***\*Save Artifacts for Assessment Portfolio***

<u>Semester 1</u>	<u>Hours</u>	<u>Semester 2</u>	<u>Hours</u>
GEP 101 OR UHC 110	2	COM 100	1
COM 115	3	MTH 130 or higher	3
The Arts – General Education	3	ENG 110	3
Cultural Competence - General Education	3	MED 120	3
Natural World - General Education	<u>4</u>	Language I	3
	<b>15</b>	Humanities - General Education	<u>3</u>
			<b>16</b>

<u>Semester 3</u>	<u>Hours</u>	<u>Semester 4</u>	<u>Hours</u>
COM 205	3	COM 210	3
COM 209	3	Language III	3
PLS 101	3	PHI 105 or 115	3
HST 103	3	Minor Elective	3
Language II	<u>3</u>	HST 121	<u>3</u>
	<b>15</b>		<b>15</b>

**(Apply for admission to degree program)**

<u>Semester 5</u>	<u>Hours</u>	<u>Semester 6</u>	<u>Hours</u>
COM 322*	3	COM 350*	3
COM 325*	3	COM 511*	3
Writing II	3	Natural World - General Education	3
COM 315*	3	HST 104	3
Language IV	3	Minor Elective	3
Fine Arts I	<u>3</u>	Minor Elective	<u>3</u>
	<b>18</b>		<b>18</b>

<u>Semester 7</u>	<u>Hours</u>	<u>Semester 8</u>	<u>Hours</u>
COM 405*	3	COM 300	1
COM 332*	3	COM 495	3
Social & Behavioral Science - General Ed	3	COM 499	0
Fine Arts II	3	COM 506*	3
Minor Elective	<u>3</u>	GEN 499	0
	<b>15</b>	Minor Elective	3
		Minor Elective	<u>3</u>
			<b>13</b>

This is a non-comprehensive major requiring a minor or second major.

**Missouri State University - College of Arts and Letters**  
**BACHELOR OF SCIENCE in COMMUNICATION**  
**INTERPERSONAL COMMUNICATION OPTION**

*Suggested Course Sequencing: 15 – 18 semester hours is recommended;*  
**however, many students attend summer school or transfer HS dual enrollment**

This degree program can be completed in eight semesters.

(All statements in this document concerning requirements, prerequisites, conditions or other matters are for informational purposes and subject to change. Effective academic advisement is a partnership, with advisees sharing in the responsibility.)

***\*Save Artifacts for Assessment Portfolio***

<u>Semester 1</u>	<u>Hours</u>	<u>Semester 2</u>	<u>Hours</u>
GEP 101 OR UHC 110	2	COM 100	1
COM 115	3	MTH 130 or higher	3
The Arts – General Education	3	ENG 110	3
Cultural Competence - General Education	3	MED 120	3
Natural World - General Education	4	PLS 101	3
	<b>15</b>	Humanities - General Education	3
			<b>16</b>

<u>Semester 3</u>	<u>Hours</u>	<u>Semester 4</u>	<u>Hours</u>
COM 205	3	COM 210	3
COM 209	3	COM 315*	3
Natural World - General Education	3	Social & Behavioral Science - General Ed	3
Public Issues - General Education	3	HST 121	3
Minor elective	3	Minor elective	3
	<b>15</b>		<b>15</b>

**(Apply for admission to degree program)**

<u>Semester 5</u>	<u>Hours</u>	<u>Semester 6</u>	<u>Hours</u>
COM 322*	3	COM 350*	3
COM 325*	3	COM 511*	3
Writing II	3	Minor elective	3
Elective	3	Minor elective	3
Minor elective	3	Elective	3
Minor elective	3	Elective	3
	<b>18</b>		<b>18</b>

<u>Semester 7</u>	<u>Hours</u>	<u>Semester 8</u>	<u>Hours</u>
COM 405*	3	COM 300	1
COM 495	3	COM 495*	3
COM 332*	3	COM 499	0
Elective	3	COM 506*	3
Elective	3	GEN 499	0
	<b>15</b>	Elective	3
		Elective	3
			<b>13</b>

This is a non-comprehensive major requiring a minor or second major. Note that a second minor or substituting a second major for the minor(s) is possible within the 8-semester framework.

**Missouri State University - College of Arts and Letters**  
**BACHELOR OF ARTS in COMMUNICATION**  
**ORGANIZATIONAL COMMUNICATION OPTION**

*Suggested Course Sequencing: 15 – 18 semester hours is recommended;*  
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This degree program can be completed in eight semesters.

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***\*Save Artifacts for Assessment Portfolio***

<u>Semester 1</u>	<u>Hours</u>	<u>Semester 2</u>	<u>Hours</u>
GEP 101 OR UHC 110	2	COM 100	1
COM 115	3	MTH 130 or higher	3
The Arts – General Education	3	ENG 110	3
Cultural Competence - General Education	3	MED 120	3
Natural World - General Education	<u>4</u>	Language I	3
	<b>15</b>	Humanities - General Education	<u>3</u>
			<b>16</b>

<u>Semester 3</u>	<u>Hours</u>	<u>Semester 4</u>	<u>Hours</u>
COM 205	3	COM 210	3
COM 209	3	Language III	3
PLS 101	3	PHI 105 or 115	3
HST 103	3	Minor Elective	3
Language II	<u>3</u>	HST 121	<u>3</u>
	<b>15</b>		<b>15</b>

**(Apply for admission to degree program)**

<u>Semester 5</u>	<u>Hours</u>	<u>Semester 6</u>	<u>Hours</u>
COM 322*	3	COM 350*	3
COM 325*	3	COM 336*	3
Writing II	3	Natural World - General Education	3
COM 315*	3	HST 104	3
Language IV	3	Minor Elective	3
Fine Arts I	<u>3</u>	Minor Elective	<u>3</u>
	<b>18</b>		<b>18</b>

<u>Semester 7</u>	<u>Hours</u>	<u>Semester 8</u>	<u>Hours</u>
COM 332*	3	COM 300	1
COM 512*	3	COM 436*	3
Social & Behavioral Science - General Ed	3	COM 499	0
Fine Arts II	3	COM 597*	3
Minor Elective	<u>3</u>	GEN 499	0
	<b>15</b>	Minor Elective	3
		Minor Elective	<u>3</u>
			<b>13</b>

This is a non-comprehensive major requiring a minor or second major.

**Missouri State University - College of Arts and Letters**  
**BACHELOR OF SCIENCE in COMMUNICATION**  
**ORGANIZATIONAL COMMUNICATION OPTION**

*Suggested Course Sequencing: 15 – 18 semester hours is recommended;*  
**however, many students attend summer school or transfer HS dual enrollment**

This degree program can be completed in eight semesters.

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<u>Semester 1</u>	<u>Hours</u>	<u>Semester 2</u>	<u>Hours</u>
GEP 101 OR UHC 110	2	COM 100	1
COM 115	3	MTH 130 or higher	3
The Arts – General Education	3	ENG 110	3
Cultural Competence - General Education	3	MED 120	3
Natural World - General Education	4	PLS 101	3
	<b>15</b>	Humanities - General Education	3
			<b>16</b>

<u>Semester 3</u>	<u>Hours</u>	<u>Semester 4</u>	<u>Hours</u>
COM 205	3	COM 210	3
COM 209	3	COM 315*	3
Natural World - General Education	3	Social & Behavioral Science - General Ed	3
Public Issues - General Education	3	HST 121	3
Minor elective	3	Minor elective	3
	<b>15</b>		<b>15</b>

**(Apply for admission to degree program)**

<u>Semester 5</u>	<u>Hours</u>	<u>Semester 6</u>	<u>Hours</u>
COM 322*	3	COM 350*	3
COM 325*	3	COM 336*	3
Writing II	3	Minor elective	3
Elective	3	Minor elective	3
Minor elective	3	Elective	3
Minor elective	3	Elective	3
	<b>18</b>		<b>18</b>

<u>Semester 7</u>	<u>Hours</u>	<u>Semester 8</u>	<u>Hours</u>
COM 332*	3	COM 300	1
COM 495*	3	COM 499	0
COM 512*	3	COM 436*	3
Elective	3	COM 597*	3
Elective	3	GEN 499	0
	<b>15</b>	Elective	3
		Elective	3
			<b>13</b>

This is a non-comprehensive major requiring a minor or second major. A second major or minor are highly recommended.

# Course Sequencing Maps

In order to achieve maximum benefit from your time and education dollars, it is important that you look ahead and begin planning your future semesters now. This form has been designed to assist you in your planning. Before completing this form, be sure that you....

- Get a copy of your audit and study it closely
- Review general education program requirements and coursework still needed
- Review Communication major and minor requirements
- Pay attention to sequencing and pre-requisites
- Include internship opportunities and intersession courses

Be sure to consult with your academic advisor for assistance in planning these courses. Bring this list with you each time you both meet to discuss your progress. Begin by listing the courses you have already taken, including those in progress this semester. Then proceed to map out your remaining semesters, starting with next semester. Map out two different major/minor scenarios to determine which fits best for your needs.

## Major/Minor possibilities

Major option #1: \_\_\_\_\_

Minor option #1: \_\_\_\_\_

Major option #2: \_\_\_\_\_

Minor option #2: \_\_\_\_\_

**General Education courses already completed/remaining (circle one):**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Courses in Major(s) already completed:**

_____	_____	_____	_____
_____	_____	_____	_____

**Courses in Minor(s) already completed:**

_____	_____	_____	_____
_____	_____	_____	_____

## Course Sequencing Maps

**Schedule for Major/Minor Option #1:**

### Semester #1

Course Code	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Hours	_____

### Semester #2

Course Code	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Hours	_____

### Semester #3

Course Code	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Hours	_____

### Semester #4

Course Code	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Hours	_____

### Course Sequencing Maps

#### Semester #5

Course Code	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Hours	_____

#### Semester #6

Course Code	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Hours	_____

**Total hours through six semesters** \_\_\_\_\_

<b>Schedule for Major/Minor Option #2:</b>
--

#### Semester #1

Course Code	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Hours	_____

#### Semester #2

Course Code	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Hours	_____

**Course Sequencing Maps**

**Semester #3**

Course Code	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Hours	_____

**Semester #4**

Course Code	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Hours	_____

**Semester #5**

Course Code	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Hours	_____

**Semester #6**

Course Code	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Hours	_____

**Total hours through six semesters \_\_\_\_\_**

# School of Communication Studies

# Department of Communication

## APPLICATION FOR ADMISSION TO DEGREE PROGRAM

Name \_\_\_\_\_ M# \_\_\_\_\_

**Major:** BS / BA (Circle one) Check the program below Catalog semester/year \_\_\_\_\_

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Public Relations                        | <input type="checkbox"/> Socio-Political Communication | <input type="checkbox"/> Speech & Theatre Education |
| <input type="checkbox"/> Communication Studies                   | <input type="checkbox"/> Interpersonal Communication   | <input type="checkbox"/> Health Communication       |
| <input type="checkbox"/> Ethical Leadership                      | <input type="checkbox"/> Organizational Communication  | <input type="checkbox"/> Rhetoric                   |
| <input type="checkbox"/> Intercultural Communication & Diversity |  |   |

**Requirements to be admitted:** (check each that is completed and attach a current audit)

\_\_\_\_\_ 1. \_\_\_\_\_ number of credit hours completed (59 hours required)

\_\_\_\_\_ 2. COMBINED GPA \_\_\_\_\_ (2.5 GPA required)

\_\_\_\_\_ 3. Departmental Core Courses completed:

- |                                 |                      |
|---------------------------------|----------------------|
| COM 115, Public Speaking        | _____ (grade)        |
| COM 209, Survey of Comm. Theory | _____ (grade)        |
| MED 120, Intro to Mass Media    | _____ (grade)        |
| [JRN 270, Intro to Journalism   | _____ (grade)        |
| (PR majors ONLY)]               |                      |
| CORE GPA:                       | _____ (2.5 required) |

\*\*\*\*\*

ADMISSION REQUIREMENTS NOT COMPLETE: (please indicate action to be taken):

Advisor's Signature	Date	Dept. Head or Asst. Dept. Head Signature	Date	
---------------------	------	--	------	--

Comments to advisor & student:

ADMISSION REQUIREMENTS COMPLETE:

Advisor's Signature	Date	Dept. Head or Asst. Dept. Head Signature	Date	
---------------------	------	--	------	--

# COM 499 Program Assessment

## Assessment Portfolio Requirements

Your AP consists of three types of documents that you will compile in electronic form:

1. A current resume
2. Up to four samples of your best work from COM classes (see specifications below)
3. A two-page self-assessment

**You are responsible for collecting samples of your work from upper division COM classes prior to your last semester.** We encourage you to save **all of your COM coursework** that might be included in your portfolio so that you can choose the very best work for your portfolio and not have to scramble at the last minute to find work that satisfies the portfolio requirements.

In many cases your professors may identify for you what assignments in their classes will satisfy particular portfolio requirements. If they do not, you should feel free to ask them and/or to consult with COM 499 instructor about specific assignments.

Here are the required elements of your portfolio. Remember, **successful completion of COM 499 is a requirement for graduation.**

1. Successful completion of COM 499 is a requirement for graduation.
2. Resumes must be evaluated and signed by someone in the Career Center, by the faculty member teaching COM 300, or by a faculty member in the Communication Department.
3. All submitted papers must include a letter grade or total points for the assignment. In other words, you should retain the **GRADED** paper that was returned to you. The Blackboard site has instructions for assignments that were submitted online. *Please consult with the COM 499 instructor if you intend to use items from COM 495 (which ARE eligible to be used).*
4. All submitted papers and presentations must have obtained a grade (or point equivalent) of **B or higher**.
5. The portfolio is completed via a blackboard site and all items are due **at mid-term** (the end of the first block or end of the semester for summer only). If one additional item to be added after that date (approved), it must be uploaded no later than **Thursday at 5pm** before Commencement.

### CURRENT RESUME

The resume should be current at the time you submit your AP and no longer than one page. Two excellent on-campus resources for assistance in preparing a resume are the Career Center and the 1-hour block course, COM 300 Careers in Communication. You may have one of these two resources evaluate the resume, or discuss your resume with your advisor or another Communication faculty member and have them sign the resume to show that it has been reviewed.

### SAMPLES OF YOUR COURSEWORK

Provide one sample each for the four (4) Learning Outcomes listed below and detailed in the Appendix. The samples should best illustrate your understanding and ability to apply your communication skills in each objective. Position your samples to target the outcomes and explain the submissions, substantiating why they meet the learning outcomes. The four target outcomes are:

1. Demonstrate the power of human communication in relationships and communities.
2. Apply appropriate theories to analyze and modify communication.
3. Construct effective messages for diverse audiences.
4. Major learning outcome (specific to the major, see Appendix).

Notes and reminders for submission of samples:

- See **appendix** (*next page*) attached for suggested samples to include
- For each sample write one paragraph justifying how your work demonstrates the learning outcome. Use the *comment* features in the blackboard assignment upload.
- Samples need to come from your upper division COM courses (COM 300 level and above) only.
- Samples of work should include graded papers, creative projects, presentations, etc. If you provide a sample that was a group project explain what you specifically contributed to this project.
- Samples of work should come from at least three (3) different COM classes that you completed.
- No sample of work may be used more than once.
- Each sample of work must be the original paper you submitted, speaking outline, handouts, etc., and have a recorded grade on it. You may also attach a grade sheet, if provided by your instructor with comments and the grade.

### **SELF-ASSESSMENT STATEMENT**

Your self-assessment should consist of one to two pages summarizing what learning outcomes you feel were most important and most used from your degree. Include how you plan to use what you have learned to help you succeed and attain career and personal goals.

## Assessment Portfolio Requirements – Appendix

This appendix lists *examples* of work that you may have completed in a COM course that would meet the requirement of demonstrating a particular learning outcome. This list is *not meant to be exhaustive* as you are able to justify how any other work you have done in your upper division COM courses demonstrates the particular learning outcome.

### **Learning Outcome #1: "*Demonstrate the power of human communication in relationships and communities*"**

Provide a graded sample of your work in a COM class that illustrates your understanding and ability to apply the above learning outcome as a COM major generally. If your sample is an ungraded work (internship, service learning, etc.), you must submit the original sample and written approval from your COM advisor.

- \*a case study or assessment/analysis of one's own behavior in a group (for example, COM 332 or other COM course)
- \*reflective papers about structured interpersonal observations (for example, COM 405 or other COM course)
- \*samples of work on integrated service learning projects (for example COM 379 or COM 439 or other COM course)
- \*paper on select communication phenomenon within a specified culture (for example, COM 360 or other COM course)
- \*self-analysis of your own communication skills or those within an organization or community (for example, COM 495 or other COM course)

### **Learning Outcome #2: "*Apply appropriate theories to analyze and modify communication.*"**

Provide a graded sample of your work in a COM class that illustrates your understanding and ability to *apply appropriate theories to analyze and modify communication* as a COM major generally. Select one sample to target this learning outcome.

- \*paper applying an aspect of argumentation theory to an external situation (COM 322 or other COM course)
- \*case studies on organizational theories (COM 336 or other COM course)
- \*paper describing a rhetorical theory and method from that theory applied to a mediated event (COM 350 or other COM course)
- \*final evaluation paper integrating theory with what you learned at an internship (COM 495 or other COM 500 level course)

### **Learning Outcome #3: "*Construct effective messages for diverse audiences.*"**

Provide a graded sample of your work in a COM class that illustrates your understanding and ability to *construct effective messages for diverse audiences* as a COM major generally. Select one sample to target this learning outcome. If submitting a presentation, you must include material from the presentation itself (e.g., manuscript, outline, PowerPoint slides, and handouts) **and** the instructor's written evaluation of the presentation. If your sample is an ungraded work (internship, service learning, etc.), you must submit the original sample and written approval from your COM advisor.

- \*literature review or position paper on a family, health-related, or organizational communication issue of interest (for example, COM 506, 507, 336, 436)
- \*term paper on an issue affecting public relations practice (for example COM 449)
- \*media kit (for example, COM 379)

\*persuasive message (speech, paper, brochure) that targets classmates or external audience (for example, COM 328 or other COM course)

\*presentation on a topic designed for an external audience (any upper division COM course)

#### **Sample #4: Major Learning Outcome**

Locate your major below.

**Public Relations Majors:** What to do: Provide a graded sample of your work in a COM class that illustrates your understanding and ability to apply the learning outcomes below as a **Public Relations** major. If your sample is an ungraded work (internship, service learning, etc.), you must submit the original sample and written approval from your COM advisor. If possible, select one sample to target both learning outcomes. If necessary, you may submit two different samples to meet each learning outcome separately.

- Demonstrate competence in the practice of public relations.
- Communicate ethically and effectively in writing, speaking, & evaluating public relations for organizations.

**Socio-Political Communication Majors:** What to do: Provide a graded sample of your work in a COM class that illustrates your understanding and ability to apply the learning outcomes below as a **Socio-Political Communication** major. If your sample is an ungraded work (internship, service learning, etc.), you must submit the original sample and written approval from your COM advisor. If possible, select one sample to target these learning outcomes below. If necessary, you may submit two different samples to meet learning outcomes.

- Participate in public discourse with civility.
- Construct and analyze messages defending strong arguments from multiple perspectives.
- Engage in public affairs advocacy.

**Other Communication Majors:** What to do: Provide a graded sample of your work in a COM class that illustrates your understanding and ability to **apply at least one communication concept to an applied context**. Chose a sample assignment from an upper division COM course that is unique to your particular major (see below). If your sample is an ungraded work (internship, service learning, etc.), you must submit the original sample and written approval from your COM advisor.

- Org Com: COM 332, 336, 360 or 512, or 597
- Interpersonal Com: COM 332, 405, 506, or other COM upper division course
- Intercultural Com: COM 360, 512, or other COM upper division course
- COM Studies: any 300 level COM course (12 hours of electives)
- Health Com: COM 507, 508, 390, or 597

# **Missouri State University**

## **Declaration of Community Principles**

The community of scholars that is Missouri State University is committed to developing educated persons. It is believed that educated persons will accept responsibility to act in accordance with the following principles:

Practicing personal and academic integrity.

Being a full participant in the educational process, and respecting the right of all to contribute to the “Marketplace of Ideas.”

Treating all persons with civility, while understanding that tolerating an idea is not the same as supporting it.

Being a steward of the shared resources of the community of scholars.

Choosing to accept these principles suggests that each participant of the community refrains from and discourages behavior that threatens the freedom and respect each member deserves.