

Rochester INSTITUTE OF TECHNOLOGY

Minor Program proposal form

name of college

**Name of Certifying Academic Unit**

**Name of Minor:** Communication

**Brief description of the minor to be used in university publications**

|  |
| --- |
| The communication minor offers students a foundation in human communication theories, research, and skills. Students can select courses in mass media analysis, communication in professional and organizational contexts, communication skills, and critical reflection of and on communication in society. This minor is closed to students enrolled in the Communication program. |

**1.0 Minor Program Approvals**

|  |  |  |
| --- | --- | --- |
|  | Approval request date: | Approval granted date: |
| Academic Unit Curriculum Committee |  |  |
| College Curriculum Committee | 2/10/12 | 2/10/12 |
| Inter-College Curriculum Committee |  |  |

**2.0 Rationale:**

A minor at RIT is a related set of academic courses consisting of no fewer than 15 semester credit hours leading to a formal designation on a student's baccalaureate transcript

How is this set of academic courses related?

|  |
| --- |
| These courses reflect the academic discipline of communication. The focus on skills, research and analysis of various communication contexts (i.e. interpersonal, group, public, mass, mediated) all share the basic tenets of source, message, channel, receiver, and feedback. |

**3.0 Multidisciplinary involvement:**

If this is a multidisciplinary minor spanning two or more academic units, list the units and their role in offering and managing this minor.

|  |
| --- |
| N/A |

**4.0 Students ineligible to pursue this minor:**

The purpose of the minor is both to broaden a student's college education and deepen it in an area outside the student’s major program. A minor may be related to and complement a student’s major, or it may be in a completely different academic/professional area.  It is the responsibility of the academic unit proposing a minor and the unit’s curriculum committee to indicate any home programs for which the minor is not a broadening experience.

Please list below any home programs whose students will not be allowed to pursue this minor, provide the reasoning, and indicate if this exclusion has been discussed with the affected programs:

|  |
| --- |
| This minor is closed to students enrolled in the Communication program. |

**5.0 Minor Program Structure, Sequence and Course Offering Schedule:**

Describe the structure of the proposed minor and list all courses, their anticipated offering schedule, and any prerequisites.

* All minors must contain at least fifteen semester credit hours;
* Minors may be discipline-based or interdisciplinary;
* In most cases, minors shall consist of a minimum of two upper division courses (300 or above) to provide reasonable breadth and depth within the minor;
* As per New York State requirements, courses within the minor must be offered with sufficient frequency to allow students to complete the minor within the same time frame allowed for the completion of the baccalaureate degree;
* Provide a program mask showing how students will complete the minor.

Narrative of Minor Program Structure:

|  |
| --- |
| Students are required to take Human Communication, an overview of the communication discipline exposing them to skills and theories across various contexts of spoken, written, visual, and technologically-mediated communication. Students can then choose four courses consistent with their individual areas of interest; two of these four must be 300 or 400 level courses. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course Number & Title | SCH | Required | Optional | Fall | Spring | Annual or Biennial | Prerequisites |
| COLA-COMM-101 Human Communication  | 3 | X |  | X | X | A |  |
| COLA-COMM-142 Introduction to Technical Communication  | 3 |  | X | X |  | A |  |
| COLA-COMM-201 Public Speaking | 3 |  | X | X | X | A |  |
| COLA-COMM-202 Mass Communications | 3 |  | X | X | X | A |  |
| COLA-COMM-302 Interpersonal Communication | 3 |  | X | X |  | A |  |
| COLA-COMM-303 Small Group Communication | 3 |  | X |  | X | A |  |
| COLA-COMM-304 Intercultural Communication | 3 |  | X | X | X | A |  |
| COLA-COMM-305 Persuasion | 3 |  | X | X | X | A |  |
| COLA-COMM-341 Visual Communication | 3 |  | X |  | X | A |  |
| COLA-COMM-344 Health Communication | 3 |  | X |  | X | A |  |
| COLA-COMM-343 Technology-Mediated Communication | 3 |  | X | X | X | B |  |
| COLA-COMM-345 Ethics in Technical Communication | 3 |  | X | X | X | A |  |
| COLA-COMM-342 Communication Law and Ethics | 3 |  | X |  | X | A |  |
| COLA-COMM-442 Professional Writing | 3 |  | X |  | X | A |  |
| COLA-COMM-503 Advanced Public Speaking | 3 |  | X |  | X | A |  |
| COLA-COMM-441 Writing the Technical Manual | 3 |  | X | X |  | A |  |
| COLA-COMM-440 Visual Communication of Technical Information | 3 |  | X | X |  | A |  |

|  |  |
| --- | --- |
| Total credit hours: | 15 |

**Minor Course Conversion Table: Quarter Calendar and Semester Calendar Comparison**

|  |
| --- |
| **Directions: The tables on this page will be used by the registrar’s office to aid student’s transitioning from the quarter calendar to the semester calendar.**  **If this minor existed in the quarter calendar and is being converted to the semester calendar please complete the following tables.**  **If this is a new minor that did not exist under the quarter calendar do not complete the following tables.**Use the following tables to show minor course comparison in quarter and semester calendar formats. Use courses in the (2011-12) minor mask for this table. Display all required and elective minor courses. If necessary clarify how course sequences in the quarter calendar convert to semesters by either bracketing or using some other notation. |

|  |  |
| --- | --- |
| Name of Minor in Semester Calendar: | Communication |
| Name of Minor in Quarter Calendar: | This is a new minor replacing three Quarter Minors: Mass Media Communication; Communication and Culture; Applied Communication |
| Name of Certifying Academic Unit: | Department of Communication |

| **QUARTER: Current Minor Courses** | **SEMESTER: Converted Minor Courses** |  |
| --- | --- | --- |
| Course # | Course Title | QCH | Course # | Course Title | SCH | **Comments** |
| 0535-410 | Computer-Mediated Communication | 4 | COLA-COMM- 343 | Technology-Mediated Communication | 3 |  |
| 0535-411 | Health Communication | 4 | COLA-COMM-344 | Health Communication | 3 |  |
| 0535-414 | Interpersonal Communication | 4 | COLA-COMM-302 | Interpersonal Communication | 3 |  |
| 0535-463 | Campaign Management and Planning | 4 | COLA-COMM-322 | Campaign Management and Planning | 3 |  |
| 0535-416 | Newswriting | 4 | COLA-COMM-162 | Reporting and Writing I | 3 |  |
| 0535-421 | Public Relations | 4 | COLA-COMM-122 | Public Relations | 3 |  |
| 0535-422 | Ethics in Technical Communication | 4 | COLA-COMM-345 | Ethics in Technical Communication | 3 |  |
| 0535-446 | Writing the Technical Manual | 4 | COLA-COMM-441 | Writing the Technical Manual | 3 |  |
| 0535-450 | Visual Communication | 4 | COLA-COMM-341 | Visual Communication | 3 |  |
| 0535-470 | Law and Ethics of the Press | 4 | COLA-COMM-362 | Law and Ethics of the Press | 3 |  |
| 0535-471 | History of Journalism | 4 | COLA-COMM-261 | History of Journalism | 3 |  |
| 0535-480 | Human Communication | 4 | COLA-COMM-101 | Human Communication | 3 |  |
| 0535-481 | Persuasion | 4 | COLA-COMM-305 | Persuasion | 3 |  |
| 0535-482 | Mass Communications | 4 | COLA-COMM-202 | Mass Communications | 3 |  |
| 0535-483 | Small Group Communication | 4 | COLA-COMM-303 | Small Group Communication | 3 |  |
| 0535-501 | Public Speaking | 4 | COLA-COMM-201 | Public Speaking | 3 |  |
| 0535-520 | Intercultural Communication | 4 | COLA-COMM-304 | Intercultural Communication | 3 |  |
| 0535-532 | Professional Writing | 4 | COLA-COMM-442 | Professional Writing | 3 |  |

Policy Name: **D1.1 MINORS POLICY**

 1. Definition

A minor at RIT is a related set of academic courses consisting of no fewer than 15 semester credit hours leading to a formal designation on a student's baccalaureate transcript.

The purpose of the minor is both to broaden a student's college education and deepen it in an area outside the student’s major program. A minor may be related to and complement a student’s major, or it may be in a completely different academic/professional area.   It is the responsibility of the academic unit proposing a minor and the unit’s curriculum committee to indicate any home programs for which the minor is not a broadening experience.

In most cases, minors shall consist of a minimum of two upper division courses to provide reasonable breadth and depth within the minor.

2. Institutional parameters

1. Minors may be discipline-based or interdisciplinary;
2. Only matriculated students may enroll in a minor;
3. At least nine semester credit hours of the minor must consist of courses not required by the student's home program;
4. Students may pursue multiple minors.  A minimum of nine semester credit hours must be designated towards each minor; these courses may not be counted towards other minors;
5. The residency requirement for a minor is a minimum of nine semester credit hours consisting of RIT courses (excluding "X" graded courses);
6. Posting of the minor on the student's academic transcript requires a minimum GPA of 2.0 in each of the minor courses;
7. Minors may not be added to the student's academic record after the granting of the bachelor's degree.

3. Development/approval/administration processes

* 1. Minors may be developed by faculty at the departmental, inter-departmental, college, or inter-college level. As part of the minor development process:
		1. students ineligible for the proposed minor will be identified;
		2. prerequisites, if any, will be identified;
	2. Minor proposals must be approved by the appropriate academic unit(s) curriculum committee, and college curriculum committee(s), before being sent to the Inter-College Curriculum Committee (ICC) for final consideration and approval.
	3. The academic unit offering the minor (in the case of interdisciplinary minors, the designated college/department) is responsible for the following:
		1. enrolling students in the minor (as space permits);
		2. monitoring students progress toward completion of the minor;
		3. authorizing the recording of the minor's completion on student's academic records;
		4. granting of transfer credit, credit by exam, credit by experience, course substitutions, and advanced placement;
		5. responding to student requests for removal from the minor.
	4. As per New York State requirements, courses within the minor must be offered with sufficient frequency to allow students to complete the minor within the same time frame allowed for the completion of the baccalaureate degree.

4. Procedures for Minor revision

It is the duty of the college curriculum committee(s) involved with a minor to maintain the program’s structure and coherence.  Once a minor is approved by the ICC, changes to the minor that do not have a significant effect on its focus may be completed with the approval of the involved academic unit(s) and the college curriculum committee(s).  Significant changes in the focus of the minor must be approved by the appropriate academic unit(s) curriculum committee(s), the college curriculum committee(s) and be resubmitted to the ICC for final consideration and approval.