

COMMUNICATIONS COMPETENCY

COMMUNICATIONS OUTCOMES STATEMENT: Upon completion of an Associate's degree from Isothermal Community College, students should be able to communicate effectively through writing, reading, speaking, and listening and should be able to demonstrate information literacy.

Writing Competency Criteria

ACHIEVES THE INTENDED PURPOSE IN THE WRITING TASK

- Demonstrates awareness of purpose and audience
- Fulfills assignment directions
- Adheres to manuscript form

FULLY AND SPECIFICALLY DEVELOPS IDEAS

- Formulates a focused and defensible thesis
- Includes an effective introduction and conclusion
- Adequately develops the thesis with specific support
- Presents ideas that are clear, insightful, and thought-provoking

ORGANIZES IDEAS EFFECTIVELY

- Organizes major ideas logically and consistently
- Organizes supporting ideas logically and consistently
- Provides transitions which smoothly link ideas
- Maintains a clear focus

ADHERES TO RULES IN MECHANICS AND STYLE

- Proofreads to ensure correctness
- Uses correct and varied sentence structure
- Uses standard English
- Uses language which is clear, concise and appropriate

DEMONSTRATE THE ABILITY IN THE RESEARCH PAPER TO INCORPORATE AND DOCUMENT BORROWED INFORMATION CORRECTLY

(APPLICABLE TO STUDENTS WHO HAVE COMPLETED ENGLISH 111 AND 113 OR 114)

- Determine the credibility of sources
- Include research from reliable sources to substantiate major points
- Provide analysis/interpretation of the evidence as it relates to the thesis
- Incorporate borrowed information correctly in the text
- Documents borrowed information correctly
- Understands and does not commit plagiarism

Reading Competency Criteria

DEMONSTRATES COMPREHENSION OF TEXT

- Uses terminology correctly
- Recognizes main ideas and supporting details
- Recognizes patterns of organization, transitions, and relationships among ideas
- Summarizes, outlines and/or maps information accurately and thoroughly

DEMONSTRATES CRITICAL THINKING

- Consistently distinguishes between fact and opinion
- Makes accurate and insightful inferences and predictions solidly based on evidence
- Draws insightful analogies between written material and experience
- Recognizes writer's purpose, bias, tone, point of view, and style
- Shows insightful understanding of implied levels of meaning in connotations and figures of speech

DEMONSTRATES ABILITY TO EVALUATE TEXT

- Identifies writer's arguments and the most important assumptions and support on which they are based
- Shows awareness of the characteristics of reliable sources and plausible evidence
- When appropriate, demonstrates awareness of elements of literary writing such as plot, character, and effective word choice.

Listening Competency Criteria

GIVING IN TO MENTAL DISTRACTIONS

GIVING IN TO PHYSICAL DISTRACTIONS

TRYING TO RECALL EVERYTHING A SPEAKER SAYS

REJECTING A TOPIC AS UNINTERESTING BEFORE HEARING THE SPEAKER

FAKING PAYING ATTENTION

JUMPING TO CONCLUSIONS ABOUT A SPEAKER'S MEANING

DECIDING A SPEAKER IS WRONG BEFORE HEARING EVERYTHING SHE OR HE HAS TO SAY

JUDGING A SPEAKER ON PERSONAL APPEARANCE

NOT PAYING ATTENTION TO A SPEAKER'S EVIDENCE

FOCUSING ON DELIVERY RATHER THAN ON WHAT THE SPEAKER SAYS

Speaking Competency Criteria

INTRODUCTION

- Gains attention and interest
- Introduces topic clearly
- Previews the main points
- Engages the audience
- Establishes credibility

BODY

- Presents main points clearly
- Develops main points fully and specifically
- Organizes main points logically
- Provides transitions which smoothly link ideas

DELIVERY

- Uses correct and appropriate English
- Maintains eye contact
- Uses voice effectively
- Uses visual aids well
- Uses nonverbal communication effectively: gestures, facial expression, stance, and dress

CONCLUSION

- Signals ending for the audience
- Summarizes main points and/or offers an action plan

OVERALL ASSESSMENT

- Engages audience through entire speech
- Adapts speech to audience
- Conforms to time requirements
- Maintains credibility throughout speech

Information Literacy Competency Criteria

DETERMINES THE NATURE AND EXTENT OF THE INFORMATION NEEDED

- Establishes the purpose and need for information
- Achieves a manageable focus

ACCESSES NEEDED INFORMATION EFFECTIVELY AND EFFICIENTLY

- Determines effective search terms (keywords and synonyms)
- Retrieves, records, and manages information from a variety of sources
- Records citation information

EVALUATES INFORMATION USING ESTABLISHED CRITERIA

- Differentiates between primary and secondary sources
- Evaluates validity, accuracy, authority, timeliness, bias, etc.
- Identifies the main ideas to be extracted from the information

USES INFORMATION EFFECTIVELY TO ACCOMPLISH A SPECIFIC PURPOSE

- Applies new and prior information to the planning and creation of the paper or project
- Organizes information logically

ACCESSES AND USES INFORMATION ETHICALLY AND LEGALLY

- Follows laws, institutional policies, and etiquette related to information resources
- Incorporates borrowed information correctly
- Documents borrowed information correctly
- Understands and does not commit plagiarism

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Interpersonal Skills Competency

OUTCOMES STATEMENT: Upon completion of an Associate's Degree from Isothermal Community College, students should be able to demonstrate positive interpersonal skills through cooperative learning and group interaction.

SUPPORTS AND PRAISES

ENCOURAGE PARTICIPATION

CHECKS FOR UNDERSTANDING

KEEPS ON TASK

Problem Solving Competency

OUTCOMES STATEMENT: Upon completion of an Associate's degree from Isothermal Community College, students should be able to analyze problems and make logical conclusions.

DEMONSTRATES AN UNDERSTANDING OF PROBLEM ANALYSIS

Accurately and thoroughly identifies and defines the key elements of the problem

Clearly and accurately restates the problem

DEMONSTRATES DATA ACQUISITION

Clearly identifies and uses appropriate methods of data acquisition

Accurately selects and uses credible sources of appropriate data

Collects and identifies relevant facts, concepts, or principles with no apparent errors

DEMONSTRATES PROPER DATA UTILIZATION

Gives accurate account of data collected

Accurately converts all data into usable information

Uses data to clearly address all elements of the problem

ARRIVES AT VALID CONCLUSIONS

Develops a solution that is complete and appears to need no further revision or revises the solution and addresses all the major difficulties

Clearly and accurately implements selected solution

Quantitative Skills Competency

OUTCOMES STATEMENT: Upon completion of an Associate's degree from Isothermal Community College, students should be able to demonstrate basic quantitative skills appropriate to their chosen field of study.

DEMONSTRATES BASIC ARITHMETIC SKILLS

USES CORRECT PROCESSES AND MODELS TO SOLVE PROBLEMS

USES QUANTITATIVE LANGUAGE IN ORAL AND WRITTEN COMMUNICATION

APPLIES QUANTITATIVE CONCEPTS TO REAL -WORLD SITUATIONS

CREATES AND/OR INTERPRETS GRAPHS, TABLES, AND DIAGRAMS

Computer Skills Competency

OUTCOMES STATEMENT: Upon completion of an Associate's degree from Isothermal Community College, students should be able to demonstrate basic computer skills.

DEMONSTRATES AN UNDERSTANDING OF COMPUTER CONCEPTS AND TERMINOLOGY SUFFICIENT TO:

- Purchase a computer
- Install a computer
- Maintain a computer

DEMONSTRATES BASIC COMPUTER OPERATING SKILLS SUFFICIENT TO:

- Start and stop a computer
- Start and stop a program
- Use the keyboard and mouse with accuracy
- Demonstrate file and disk management

PERFORMS COMPUTER APPLICATIONS SUFFICIENT TO UTILIZE:

- Word processing (create and edit documents; store and retrieve documents; print documents)
- Spreadsheet (create and edit documents; store and retrieve documents; print documents)
- Database (create, store, and retrieve a database; add, remove, and edit records; design, save, and use reports; create, save, and use queries; print reports and queries)

DEMONSTRATES INTERNET SKILLS SUFFICIENT TO:

- Perform research
- Utilize E-mail as a form of communication (establish an address, receive messages, send messages, reply to messages, forward messages, attach files to a message)

Diverse Historical and Cultural Perspectives Competency

OUTCOMES STATEMENT: This competency focuses on the individual as a citizen of both the world and his/her particular nation. The competency measures level of understanding across the basic aspects of culture and from a contemporary and historical perspective.

UNDERSTANDS THE SOCIETAL STRUCTURES OF HIS/HER NATIONAL CULTURE AND OTHER CULTURES TO INCLUDE THE ARTS, LITERATURE, ECONOMICS, HISTORY, PHILOSOPHY, POLITICS, RELIGION, AND FAMILY.

IDENTIFIES SOME OF THE CRITICAL ISSUES (SUCH AS EDUCATION, ENVIRONMENT, HEALTH CARE, HUMAN AND CIVIL RIGHTS, INFRASTRUCTURE, NUCLEAR PROLIFERATION, POPULATION, POVERTY, INTELLECTUAL PROPERTY RIGHTS, TERRORISM, AND ETHNIC AND TRIBAL CONFLICT) WITHIN HIS/HER NATIONAL CULTURE AND OTHER CULTURES.

COMPARES/CONTRASTS HIS/HER NATIONAL CULTURE TO OTHER CULTURES AND IDENTIFIES HOW THOSE CULTURES HAVE CHANGED OVER TIME.

DESCRIBES AND ANALYZES THE IMPACT OF CULTURE AND CULTURAL DIFFERENCES ON THE COURSE OF WORLD HUMAN EVENTS.