Effective Listening (LLC1) Acrobat File

This file contains three separate documents all relating to LLC1, the Effective Listening Outcome of Marylhurst University’s Liberal Arts Core.

The three documents are:

1. A single page describing the various options for meeting outcome LLC1.
2. Two pages relating to the no-credit Effective Listening Outcome Assessment
3. Two pages related to the credit bearing Effective Listening Course Challenge

The course syllabus is available upon request from the Communication Studies department or Liberal Arts Core

Bookmarks along the left side of your screen should take you directly to each section.

Please contact the Liberal Arts Core program at 503.699.6330 if you have any questions about this information.
Effective Listening Outcome (LLC1)
Liberal Arts Core - Options

Careful and discriminating listening is essential to effective communication. As part of the Liberal Arts Core Program requirements, students are expected to meet the following outcome:

**LLC1 Effective Listening Outcome:** Students will be able to distinguish among different levels and types of listening, their purposes and role in critical thinking, and demonstrate strategies for improving listening effectiveness in specific contexts.

Students may meet this outcome in one of the following ways:

**CREDIT OPTIONS**

**Marylhurst Courses**

There are several Marylhurst courses that meet the LLC1 outcome. One or more of these Marylhurst classes are offered every term. For detailed information, refer to the current *Marylhurst University Schedule of Courses*.

- CCM 323 Effective Listening: Comprehension
- CCM 342 Rhythm-Based Communication
- COL 323 Strategic Listening for Workplace
- LL 331 Listening to the World: This is one component of an Integrated Learning Module (ILM). In the ILM it can be met at the same time as the LAC outcomes HCA4 and/or NWA3.

**Transfer Courses**

The Effective Listening outcome may be met by any transfer course that focuses primarily on understanding and improving listening and related cognitive skills. For more information or to discuss additional transfer credit options with an academic adviser, please see online advising tools at www.marylhurst.edu/liberalartscore/advisingtools.

**Course Challenge**

Students may challenge any of the Marylhurst courses listed above for credit. Students must address both the LLC1 outcome, as well as the course specific outcomes. The cost is $657.00 (3 credits @ $219 undergraduate course challenge fee). For additional information, including a fact sheet on how to complete a course challenge, contact the Liberal Arts Core program at 503.699.6330.

**Prior Learning Assessment (PLA) Program**

Students enrolled in Marylhurst’s Prior Learning Assessment (PLA) program may be able to demonstrate their learning as part of the portfolio development process. Students considering this option should discuss it carefully with their PLA instructor. For more information about PLA, please contact the Center for Experiential Learning & Assessment at 503.699.6260.

**NON-CREDIT OPTION**

**LLC1 Effective Listening Outcome Assessment:** This is a non-credit option for meeting the LLC1 requirement. The cost is $50.00. For additional information, including submission form and fact sheet on how to complete the LLC1 Outcome assessment, contact the Liberal Arts Core program at 503.699.6330. Registration and payment is required by the deadline posted in the current *Marylhurst University Schedule of Courses*. Students must receive a Pass to meet LLC1; no additional coursework is necessary. Students do not receive credit for a Pass. Students who do not pass on the first submission may resubmit once. Submissions may not be made in consecutive terms. Students who receive two No Pass marks must register for and complete a course that meets the LLC1 Effective Listening outcome of the Liberal Arts Core.

**LIBERAL ARTS CORE PROGRAM INFORMATION**

Students are encouraged to complete the LLC1 Effective Listening Outcome Assessment as early in their degree as practical. All LAC outcome assessments should be completed at least one term before the student’s term of graduation.
Effective Listening (LLC1) Outcome Assessment Submission Form

The Effective Listening Outcome Assessment (LLC1) should be completed at least one term before the student's term of graduation. Students must receive a Pass to meet LLC1; no additional coursework is necessary. Students do not receive credit for a Pass. Students who do not pass the first submission may resubmit once. Submissions may not be made in consecutive terms. Please see reverse side on How to Complete LLC1 Outcome Assessment for details and expectations of materials to include with submission. This form requires your adviser’s signature.

Name____________________________________________Date___________________________________
Primary Telephone_________________________________Marylhurst ID#___________________________
Email____________________________________________
Major____________________________________________Adviser______________________________
Adviser Signature__________________________________Date___________________________________

Checklist of materials to be included with submission of LLC1 Outcome Assessment:

- Sources of learning (trainings attended, books read, professional and/or personal experience, etc.).
- A paper demonstrating acquired knowledge.
- Additional documentation (certificates, seminar notes, etc.).

Cost of the Effective Listening Outcome Assessment is $50. Please make checks payable to Marylhurst University. Return this form with payment to the Liberal Arts Core Program by the submission deadline posted in the current Marylhurst University Schedule of Courses.

For further information, contact Communication Studies department at 503.699.6269 or email communicationstudies@marylhurst.edu or the Liberal Arts Core Program office at 503.699.6330 or email liberalarts@marylhurst.edu.

Marylhurst University, LAC, 17600 Pacific Highway (Hwy. 43), P.O. Box 261, Marylhurst, OR 97036-0261
How to Complete Outcome Assessment
Effective Listening (LLC1)

**LLC1 Effective Listening Outcome:** Students will be able to distinguish among different levels and types of listening, their purposes and role in critical thinking, and demonstrate strategies for improving listening effectiveness in specific contexts.

This handout is designed to assist students who believe they can meet LLC1, the Liberal Arts Core Effective Listening Outcome, without instruction from university faculty or additional coursework and provides information about the materials needed for inclusion with the submission form.

Eligible submission must meet the following criteria:

- Distinguish the different levels and types of listening, their unique purpose, and what role (if any) they play in the critical thinking process.
- Demonstrate an understanding of how types of listening differ and what effect those differences may have in daily interactions.
- Identify concepts related to listening outcomes and the student’s learning for each.

Please submit the following with the LLC1 submission form.

1. **Sources of Learning**
   An explanation of how you come to have knowledge and skills proscribed by the outcomes for CCM 323 Effective Listening. This might include: trainings you have attended, books you have read, and/or ways you have used listening skills in your job or daily life.

2. **Paper Demonstrating Acquired Knowledge**
   This document should demonstrate a depth and current knowledge of effective listening. It should demonstrate how you think about and practice listening in light of what you have learned. It should clarify how you have had opportunity to learn and demonstrate preparedness to respond to questions about the effective listening outcome.

3. **Additional Documentation**
   Documents to support your “claim” of learning, such as certificates, seminar notes, etc.

**Liberal Arts Core Program Information**
Students are encouraged to complete the LLC1 Effective Listening Outcome Assessment as early in their degree as practical. All LAC outcome assessments should be completed at least one term before the student’s term of graduation. Students must receive a Pass to meet LLC1; no additional coursework is necessary. Students do not receive credit for a Pass. Students who do not pass the first submission may resubmit once. Submissions may not be made in two consecutive terms. Students who receive two No Pass marks must register for and complete a course that meets the LLC1 Effective Listening outcome of the Liberal Arts Core.
Effective Listening (CCM 323)  
Course Challenge

Students who believe they possess the knowledge and skills covered in CCM 323, the 3-credit Effective Listening course, have the option of “challenging” it to fulfill the outcome and earn the credit. This handout outlines the standard procedure and fees for the course challenge.

Students pursuing the CCM 323 course challenge should consider the following:

Course Syllabus
Students should obtain a current syllabus for CCM 323 from the Department of Communication Studies. Please review this and be sure you are comfortable with all the learning outcomes stated on the syllabus.

Course Challenge Agreement Form
To register for the course challenge students need to complete a Course Challenge Agreement form, available online at http://www.marylhurst.edu/registrar/regforms.php or from the Office of the Registrar or the Liberal Arts Core Program office. This form needs several signatures; the Liberal Arts Core Program will direct you to the appropriate individuals.

Fees
The cost for a course challenge of CCM 323 is $657 (3 credits @ $219 per credit undergraduate course challenge fee).

Course Challenge Materials
To complete the course challenge for CCM 323, students should submit the written materials and supporting documentation to the Liberal Arts Core Program office, Flavia 214. The Liberal Arts Core Program will inform you when your CCM 323 course challenge has been evaluated and is ready for pick up.

Liberal Arts Core Program Information
Students are encouraged to complete the CCM 323 Effective Listening course challenge as early in their degree as practical. It should be completed at least one term before the student’s term of graduation. Students who do not pass a CCM 323 course challenge may resubmit once. Submissions may not be made in consecutive terms. Students who receive two No Pass marks must register for and complete a course that meets the LLC1 Effective Listening outcome of the Liberal Arts Core Program.

Academic Policies: Course Challenges
Any existing undergraduate course that is listed in the University Catalog may be challenged with the permission of the chair of the department offering the course. Students who successfully challenge a course earn Marylhurst residency credits and the course is recorded on the transcript. Course challenges are graded Pass/No Pass only. Courses in which the student has previously been enrolled at Marylhurst University and has received any grade (including W, Y, I, or AU) cannot be challenged. Repeatable courses can be challenged only once. Students can challenge a maximum of 9 credits. (Marylhurst Catalog)
Material for Effective Listening
Course Challenge

For students completing a course challenge of CCM 323 Effective Listening, this handout provides guidelines for assembling the submission packet.

The submission packet should contain the following three sections:

Sources of Learning
An explanation of how you come to have knowledge and skills proscribed by the outcomes for CCM 323. This might include: trainings you have attended, books you have read, and/or ways you have used listening skills in your job or daily life.

Paper Demonstrating Acquired Knowledge
In this paper you will need to demonstrate a college-level depth of current knowledge about effective listening, indicting how you think about and practice effective listening in light of what you have learned through life experience, workshops, personal study, etc. As you respond to each of the course outcomes listed below, include specific examples of experiences that have led to your effective listening competency and understanding.

The outcomes that should be addressed in this paper include:

- Distinguish among different levels and types of listening, their purposes and role in critical thinking, and demonstrate strategies for improving listening effectiveness in specific contexts.
- Ability to use skills specific to each kind of listening
- Recognize general barriers to effective listening including several misconceptions.
- Use of critical listening skills in the evaluation of oral, written, or mediated messages.
- Recognize listening habits, taking steps to eliminate those habits that interfere with effective listening and to develop and lead from those habits that promote effective listening.

Additional Documentation
Documents to support your “claim” of learning, such as certificates, seminar notes, etc.