

**Call for Nominations
From the Basic Course Division of NCA
Program of Excellence Award
2011**

Description:

The Basic Course Division of the National Communication Association seeks nominations for its annual Program of Excellence Award. Nominated programs may focus on any introductory communication course, including public speaking, hybrid, or interpersonal; other approaches to the basic course will be considered.

Established in 2007, the purpose of this award is to recognize the distinctive excellence of basic course programs and to identify programs that can serve as best practice models for other programs across the country. Accordingly, we invite self and peer nominations identifying unique qualities associated with your program. All materials submitted for nomination will be made publicly available on the web, and award recipients will be recognized at the Basic Course Division's business meeting at the annual NCA convention.

Submission Information:

Submit an electronic portfolio no later than **October 1, 2011**. Please use the questions on the application form to guide preparation of your portfolio. The portfolio, including any supporting letters, should be compiled into a single PDF file and sent electronically to:

Dr. Adam C. Jones, Chair
BCD Program Excellence Committee
Department of Communication and Rhetorical Studies
Illinois College
adam.jones@ic.edu
(217) 245-3729

Please remember that electronic (PDF) submissions are required

**Basic Course Division
Program of Excellence Proposal
Application**

Directions:

Please provide the information requested below. Be as clear, complete, and specific as possible. Use one-inch margins with 12-point type, single-spaced, and left justified. If situations arise in which you feel that exceptions must be made to this application template, please contact the chair of the review committee for authorization.

I. Description of the Nominated Program of Excellence (Do not exceed 2 single-spaced pages.)

II. Rationale (How is this program distinctive, and why should it be recognized as a Program of Excellence? How does it further NCA's mission? Do not exceed 3 pages.)

III. Departments, Programs, and Personnel (Describe personnel and areas involved in the collaboration and the roles they play. List all personnel. Do not exceed 2 pages)

IV. Goals of the Nominated Program (Describe the mission of the program in terms of how it meets specific goals and objectives for your academic unit, your university, etc. Do not exceed 4 pages.)

V. Outcomes of the Nominated Program (How is your course/program assessed annually? Provide specific examples of programmatic development based on assessment results. Do not exceed 6 pages.)

VI. Endorsements (The department chair and, if desired, other academic officers for participating programs must indicate their support of the proposed program. These can be in the form of letters and should generally not exceed 2 pages per letter.)

Submitted materials from winners of the Program of Excellence Award are posted at <http://coms.publishpath.com/basic-course-poe>