

<b>Communication</b>		Exchange information, ideas, facts, and perspectives clearly and effectively with people inside and outside of an organization. Participants must earn 15 points measured as competent or above.		
<b>Competency</b>	<b>Activities to Complete</b>	<b>Accomplished - 5</b>	<b>Competent - 3</b>	<b>Developing - 1</b>
<p><b>Articulative</b></p> <p>Communicate clearly and in an organized manner to ensure others can effectively understand the content. Focus on clarity, coherence, depth of information, and audience engagement.</p>	<p><b>Blog or Article Writing:</b> Write a well-researched and informative blog post or article on a subject of interest.</p> <p><b>Digital Infographic Creation:</b> Design a digital infographic that explains a complex concept visually.</p> <p><b>Student Evaluation:</b> Drag and drop activity for student to assess their creations.</p>	<ul style="list-style-type: none"> <li>• <b>Clarity:</b> Consistently demonstrates exceptional clarity, making it easy for others to understand the main points and message.</li> <li>• <b>Organization:</b> Showcases a well-structured and organized presentation, facilitating the logical flow of information and enhancing overall understanding.</li> <li>• <b>Audience Awareness:</b> Highly attuned to the audience's needs, interests, and knowledge level, ensuring the message is effectively conveyed and received.</li> <li>• <b>Supporting Materials:</b> Skillfully integrates various compelling and relevant supporting materials, enhancing the credibility and persuasiveness of the message.</li> <li>• <b>Empathy:</b> Consistently employs empathetic language and acknowledges the audience's emotions and perspectives, fostering a deeper level of understanding and connection.</li> <li>• <b>Content:</b> Exceptionally well-organized, conveys information fluently, going beyond basic information to offer insightful perspectives and address potential questions.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Clarity:</b> Generally conveys ideas with clarity, but there may be occasional areas where clarity is lacking or could be improved.</li> <li>• <b>Organization:</b> Exhibits an acceptable level of organization, though some sections could benefit from better structure or sequencing.</li> <li>• <b>Audience Awareness:</b> Makes some effort to adapt to the audience, but better tailoring to audience preferences and knowledge could enhance comprehension.</li> <li>• <b>Supporting Materials:</b> Some supporting materials are used, but the argument could be strengthened with more robust and diverse evidence.</li> <li>• <b>Empathy:</b> Exhibits some empathetic elements, but there is room for improvement in acknowledging and addressing the audience's feelings and concerns.</li> <li>• <b>Content:</b> Organized coherently with minor clarity issues, demonstrating a satisfactory understanding of the subject matter. Generally flows logically but lacks in-depth analysis or original insights.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Clarity:</b> Contains numerous unclear or ambiguous points, making it challenging for others to grasp the central message effectively.</li> <li>• <b>Organization:</b> Lacks a clear structure, resulting in disorganization and difficulty in following the flow of ideas or information.</li> <li>• <b>Audience Awareness:</b> Does not adequately consider the audience's needs or level of understanding, leading to potential confusion or disengagement.</li> <li>• <b>Supporting Materials:</b> Lacks relevant supporting materials or fails to incorporate them, resulting in weak or unsupported arguments.</li> <li>• <b>Empathy:</b> Demonstrates a lack of empathy or consideration for the audience's perspective and emotions, potentially hindering effective understanding.</li> <li>• <b>Content:</b> It is difficult to follow due to its lack of fluency, suggesting a need for additional research. The elements fail to convey a message effectively.</li> </ul>

Competency	Activities	Accomplished – 5	Competent – 3	Developing - 1
<p><b>Adaptive</b></p> <p>Tailor communication to accommodate diverse learning styles, individual communication abilities, and cultural differences.</p>	<p><b>Cultural Communication Guide:</b> Create a guide for effective cross-cultural communication.</p> <p><b>Self-awareness Assessment</b></p> <p><b>Reflection Exercise</b></p>	<ul style="list-style-type: none"> <li>Understanding of Learning Styles: Exhibits a deep understanding of diverse learning styles and individual communication abilities. Effectively adjusts communication techniques to meet the specific needs of different learners.</li> <li>Cultural Sensitivity: Consistently demonstrates cultural sensitivity by respecting diverse cultural norms and promoting inclusivity through appropriate communication adaptations.</li> <li>Adaptability: Seamlessly adapts communication approaches to accommodate various learning styles and abilities, enhancing engagement and understanding.</li> <li>Accessibility: Prioritizes accessibility by adopting universal design principles, ensuring communication is accessible to all individuals, regardless of disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of Learning Styles: Displays some understanding of different learning styles and communication abilities, attempting to tailor communication to a broader audience.</li> <li>Cultural Sensitivity: Shows some sensitivity to cultural differences, attempting to use inclusive language and avoid stereotypes, though occasional oversights may occur.</li> <li>Adaptability: Exhibits some flexibility in communication, but there is room for improvement in adapting the approach to individual needs.</li> <li>Accessibility: Shows some awareness of accessibility needs, making efforts to provide accessible materials, but there are opportunities for improvement.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of Learning Styles: Shows limited awareness of diverse learning styles and individual communication abilities, resulting in a one-size-fits-all approach to communication.</li> <li>Cultural Sensitivity: Lacks understanding of cultural differences and may inadvertently use language or gestures that could be considered insensitive or offensive.</li> <li>Adaptability: Adheres rigidly to one communication style, making it challenging for individuals with different communication abilities to engage effectively.</li> <li>Accessibility: Overlooks accessibility considerations, creating barriers for individuals with disabilities to access the communication effectively.</li> </ul>
Competency	Activities to Complete	Accomplished – 5	Competent – 3	Developing – 1
<p><b>Expressive</b></p> <p>Recognize the importance of and demonstrate skills in verbal, written, and non-verbal/body language. Utilize proper syntax,</p>	<p><b>Editing and Proofreading Exercise:</b> Given a piece of written content with intentional errors in syntax, grammar, and language usage, revise and proofread the content to improve its clarity and professionalism.</p> <p><b>Multimodal Presentation:</b> Prepare a multimodal</p>	<ul style="list-style-type: none"> <li>Understanding of Communication Modes: Possesses a deep understanding of the significance of verbal, written, and non-verbal/body language, recognizing their interplay in fostering clear and impactful communication.</li> <li>Verbal Communication Skills: Skillfully employs verbal communication techniques, speaking confidently and articulately to effectively engage the audience and convey complex ideas.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of Communication Modes: Demonstrates a basic understanding of the importance of different communication modes and their impact on conveying messages effectively.</li> <li>Verbal Communication Skills: Displays reasonable clarity and coherence, though there may be occasional lapses in expression</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of Communication Modes: Shows limited awareness of the significance of verbal, written, and non-verbal/body language in effective communication.</li> <li>Verbal Communication Skills: Struggles to articulate ideas effectively verbally, resulting in unclear or disjointed communication and difficulty</li> </ul>

<p>grammar, and inclusive language.</p>	<p>presentation on a topic of your choice.</p> <p><b>Professional Email Correspondence:</b> Draft a series of professional email communications.</p> <p><b>Communication Analysis Essay:</b> Choose a prominent figure's recorded public speech or presentation and analyze it.</p>	<ul style="list-style-type: none"> <li>• <b>Written Communication Skills:</b> Consistently produces well-structured and compelling written content, conveying information clearly and engaging readers.</li> <li>• <b>Non-Verbal Communication:</b> Utilizes non-verbal cues and body language to complement verbal and written communication, effectively conveying emotions, emphasis, and understanding.</li> <li>• <b>Integrated Communication:</b> Integrates verbal, written, and non-verbal/body language harmoniously to create a comprehensive communication experience for the audience.</li> <li>• <b>Inclusive Language:</b> Exhibits a high level of proficiency in using inclusive language, consistently employing gender-neutral and culturally sensitive language, and actively promoting inclusivity in all aspects of communication. Navigates diverse situations with sensitivity to potential nuances in language choices, demonstrating an understanding of intersectionality and ensuring that their language respects the multiple identities and experiences of individuals.</li> <li>• <b>Syntax and Mechanics:</b> Shows exceptional mastery of syntax and language mechanics, producing well-structured, polished, and coherent content that is free of errors, concise, and well-formatted.</li> <li>• <b>Promotion of Inclusivity:</b> Excels in using inclusive language, actively promoting diversity, and respecting all individuals.</li> </ul>	<p>or delivery, with opportunities for improvement in structure and style.</p> <ul style="list-style-type: none"> <li>• <b>Written Communication Skills:</b> Shows a solid grasp of language mechanics with few errors and minor inconsistencies.</li> <li>• <b>Non-Verbal Communication:</b> Shows some understanding of non-verbal cues and uses body language to support verbal communication.</li> <li>• <b>Integrated Communication Modes:</b> Attempts to integrate verbal, written, and non-verbal/body language cohesively.</li> <li>• <b>Inclusive Language:</b> Demonstrates a satisfactory grasp of inclusive language and is conscious of the importance of using language that promotes inclusivity. Makes efforts to use gender-neutral and non-discriminatory language and is attentive to avoid microaggressions.</li> <li>• <b>Syntax and Mechanics:</b> Competently uses syntax and language mechanics, with occasional minor errors.</li> <li>• <b>Promotion of Inclusivity:</b> Demonstrates a satisfactory level of inclusivity, with areas of strength and room for improvement.</li> </ul>	<p>understanding the intended message.</p> <ul style="list-style-type: none"> <li>• <b>Written Communication Skills:</b> Contains noticeable errors, challenges in sentence structure, grammar, and spelling, which affect coherence and clarity.</li> <li>• <b>Non-Verbal Communication:</b> Demonstrates limited awareness of non-verbal cues and body language.</li> <li>• <b>Integrated Communication Modes:</b> does not integrate verbal, written, and non-verbal/body language cohesively.</li> <li>• <b>Inclusive Language:</b> Has a limited understanding and application of inclusive language, often unintentionally using exclusionary language or failing to consider diverse perspectives and experiences.</li> <li>• <b>Syntax and Mechanics:</b> Needs to improve readability.</li> <li>• <b>Promotion of Inclusivity:</b> Shows limited understanding and implementation of inclusive language.</li> </ul>
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Competency	Activities to Complete	Accomplished - 5	Competent - 3	Developing - 1
<p><b>Persuasive</b></p> <p>Employ active listening, persuasion, and influencing skills, focusing on the clarity and expression of ideas. Engage actively, adapt to different situations, and use relevant examples.</p>	<p><b>Negotiation Simulation/Scenarios:</b> Show a video presenting various issues and have students identify these issues and explain better ways to handle the situation.</p> <p><b>Persuasive Speech:</b> Prepare and deliver a compelling speech on a controversial topic.</p>	<ul style="list-style-type: none"> <li>• <b>Attentiveness and Comprehension:</b> Excels in attentiveness, comprehension, and engagement during online and in-person interactions.</li> <li>• <b>Focus and Presence:</b> Maintains focus, minimizes distractions, and provides a strong sense of presence.</li> <li>• <b>Verbal Cues:</b> Consistently uses verbal cues to demonstrate understanding and actively engages in paraphrasing or summarizing.</li> <li>• <b>Clarifying Questions:</b> Proactively asks thoughtful and relevant clarifying questions to delve deeper.</li> <li>• <b>Non-Verbal Cues:</b> Adeptly employs non-verbal cues, even without face-to-face interaction, to convey empathy, agreement, and encouragement effectively.</li> <li>• <b>Emotional Intelligence:</b> Demonstrates a high level of emotional intelligence.</li> <li>• <b>Adaptability:</b> Adapts listening style to different virtual contexts and communication platforms.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Attentiveness and Comprehension:</b> Demonstrates greater attentiveness and engagement during interactions. Limits distractions and occasional interruptions.</li> <li>• <b>Focus and Presence:</b> Maintains focus and provides a strong sense of presence.</li> <li>• <b>Verbal Cues:</b> Engages in some paraphrasing to demonstrate understanding.</li> <li>• <b>Clarifying Questions:</b> Occasionally seeks clarification through relevant questions.</li> <li>• <b>Non-Verbal Cues:</b> Tends to display agreement or empathy using non-verbal cues.</li> <li>• <b>Emotional Intelligence:</b> Displays some level of empathy and emotional understanding.</li> <li>• <b>Adaptability:</b> Shows room for further engagement and improvement in adapting to different communication contexts.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Attentiveness and Comprehension:</b> Shows limited active listening skills. Inattentive and lacks affirmations. Does not effectively identify key points.</li> <li>• <b>Focus and Presence:</b> Frequent interruptions and does not avoid multitasking.</li> <li>• <b>Verbal Cues:</b> Rarely engages in paraphrasing to demonstrate understanding.</li> <li>• <b>Clarifying Questions:</b> Limited efforts to ask thoughtful and relevant questions.</li> <li>• <b>Does not seek clarification or demonstrate understanding.</b></li> <li>• <b>Non-Verbal Cues:</b> Ignores the audience's emotions or feelings.</li> <li>• <b>Emotional Intelligence:</b> Does not contribute insights. Shows limited empathy and emotional understanding.</li> <li>• <b>Adaptability:</b> Does not tailor communication style to the context or audience preference. Does not respect response times.</li> </ul>

Competency	Activities to Complete	Accomplished – 5	Competent – 3	Developing – 1
<p><b>Insightful Contributor</b></p> <p>Has a broad understanding of various subjects and can contribute meaningfully to discussions.</p>	<p><b>Mock Interview:</b> Engage in a mock interview scenario where you take on the roles of both the interviewer and the interviewee.</p> <p><b>Virtual TED-Style Presentation:</b> Record and submit a virtual presentation on a topic that bridges your specialized knowledge with broader concepts.</p>	<ul style="list-style-type: none"> <li>• Knowledge Base: Exhibits an extensive and comprehensive knowledge base, showcasing a deep understanding of the subject matter and related aspects.</li> <li>• Use of Sources: Leverages a diverse range of high-quality sources, demonstrating discernment in selecting reputable references and corroborating information from multiple credible sources.</li> <li>• Proactive Learning: Consistently updates knowledge with the latest information and emerging trends, showcasing a proactive approach to staying well-informed.</li> <li>• Understanding and Connections: Exhibits a comprehensive understanding of the subject matter, recognizing its broader implications and connections to related fields or domains.</li> <li>• Application of Knowledge: Consistently demonstrates a high level of expertise in applying knowledge, providing innovative solutions and valuable insights in various situations.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge Base: Displays a satisfactory level of knowledge, possessing a basic understanding of the subject matter and relevant information.</li> <li>• Use of Sources: Uses credible and reputable sources to gather information, ensuring the accuracy and reliability of the content.</li> <li>• Proactive Learning: Maintains reasonably current and up-to-date information, reflecting a good awareness of recent developments and trends.</li> <li>• Understanding and Connections: Demonstrates a reasonable grasp of the subject matter's implications and broader significance, though some aspects may still need further exploration.</li> <li>• Application of Knowledge: Applies knowledge to address practical challenges and make informed decisions in relevant contexts.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge Base: Demonstrates limited knowledge of the subject matter, with significant gaps in understanding key concepts and relevant information.</li> <li>• Use of Sources: Relies primarily on unreliable or unverified sources, impacting the accuracy and credibility of the information presented.</li> <li>• Proactive Learning: Information is often outdated, lacking relevance to current developments or recent findings.</li> <li>• Understanding and Connections: Shows limited understanding of the broader context and implications of the subject matter, leading to incomplete perspectives.</li> <li>• Application of Knowledge: Has difficulty applying knowledge effectively in real-life situations, resulting in limited practical application.</li> </ul>

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