Central States Communication Association
2013 Annual Conference

Program Planner Packet

Communicating the Possible

April 2 – April 7, 2013
Kansas City Marriott Downtown

Central States Communication Association
2013 Conference Theme

Communicating the Possible

April 2 – April 7, 2013
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In our research and teaching, we do a great job of highlighting ways to improve deficiencies in communication, problems that can arise from negative communication, and how to communicate competently in a variety of situations. Like many, I believe that communication is limitless in its potential to create social change for our communities and lives. Despite this, rarely do we discuss the finest and highest forms of communication and its possibility to change our very social existence.

Using the convention theme, "**Communicating the Possible**," I invite you to submit papers and panels that focus on *transformative communication*. As part of this theme, I am encouraging submissions that explore the capacity for emotion, creativity, compassion, hope, forgiveness, resilience, and transcendence in regards to communication. In doing so, consider the following questions: How does communication operate in the organizations that are both transformative and productive? How do we encourage communicative interactions that help relationships and families flourish? How can we foster political rhetoric that connects with audiences? How do we teach in ways that create meaningful relationships with our students? How can we contribute to our communities and build harmony among a diverse set of members? There will be several spotlight panels that feature both teachers and scholars exploring transformative communication. I hope that this theme will allow us the space to explore issues that show the potential and promise of communication.

Chad Edwards
Conference Planner for CSCA 2013, Kansas City

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DEADLINE FOR SUBMISSIONS IS FRIDAY, OCTOBER 5, 2012

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Technology Policy

CSCA will attempt to provide multimedia projectors and speakers based on financial considerations to all presenters who request them at the time of the program submission.

CSCA is unable to approve requests for equipment such as personal computers, laser printers, satellite links, teleconference equipment, DVD/VHS players, or Internet access. CSCA members or individuals attending the convention either may elect to rent such equipment from the convention hotel at their own personal expense or may bring their own equipment, unless prohibited by the convention hotel. (Please check beforehand with the CSCA Executive Director Nancy Brule at csca.nbrule@gmail.com regarding the convention hotel policy.) If individuals provide their own equipment, the hotel may elect not to help if service is needed. If the hotel does help and assesses a fee, the individual requesting help is responsible for all charges.

Any technology request made by CSCA participants at the convention that was not requested at the time of the program submission cannot be charged to CSCA.

Important Dates

March 30, 2012: Program Planners meeting (Program #2106) from 8:00 a.m. to 9:15 am in Case (4th floor).

Also, deadline to submit the Unit Leadership Form. Please give to Chad before leaving the conference.

April 20, 2012: Deadline for any final revisions to your Unit Call for 2013. In the final version of your call, please indicate if your unit intends to recognize top papers and, if so, if these papers will be recognized with cash awards. Please also encourage panel submissions involving the conference theme, and mention any specific panel formats that your unit would like to encourage. Send the Unit Call to csca-13@wmich.edu.

May 11, 2012: Complete call for submissions will be posted on the CSCA website around this date. The entire call will be forwarded to all unit planners as well as all of our membership in some format (electronically and/or newsletter). However, we want to spread the word beyond individuals who usually come to our conference. After receiving the call, please forward it to colleagues at your own and other institutions you would like to encourage to participate in the 2013 conference. Think strategically about the conference location – Kansas City – as you identify possible conference participants.

Also, if you have ideas for co-sponsored panels, make initial contact with other unit program planners and/or with Chad and share your suggestions. Also, if you would like to suggest conference-wide programs, speakers, or entertainment, please send those suggestions to me as soon as possible so that I can begin to work on them in advance.

August 1, 2012: Send a reminder e-mail to all of your unit members, suggesting they spend some of their summer "vacation" developing a competitive paper submission and/or collaborating with others to create an exciting and innovative panel for the 2013 convention (remind them of the submission deadline of Friday, October 5).

August 15 – 30, 2012: As soon as your Fall term / semester begins, submit your Unit Call to CRTNET (crtnet@natcom.org).

September 3, 2012: Send another e-mail to all of your unit members with best wishes for the new semester / term, and remind them that only one month remains for submitting panels or papers. Urge individuals to contact you with their panel ideas and offer your help (sometimes, people don't follow through on panels because they don't know how to get started, or it seems overwhelming to ask others to participate). If you invite their ideas, you could work with them on developing them.

Also, follow up with other unit program planners about ideas for co-sponsored programs.

September 14, 2012: Send an e-mail to individuals who volunteered to review. Please verify that they still remain interested in and available to review for your unit. Please share the upcoming deadlines to be sure that this task fits in their schedules. If not, it's best to find out now so that you can have time to find other people to help.

Also, send an e-mail to individuals who volunteered to serve as chairs, respondents, or facilitators for your unit. Ask if they would still be willing and able to serve in those capacities so that you have those lists available when you're ready to put your panels together.

Finalize forms and letters that you're going to use in the review process so that you're ready to go once you receive submissions on Friday, October 5.

September 28, 2012: Send one final reminder to your unit members, reminding them about the rapidly approaching submission deadline (*one week!*). Again, offer your help in fine-tuning panel ideas.

October 5, 2012: Receive submissions for competitive papers and panels. Prepare those items for blind review and then send them to reviewers.

October 8, 2012: Send all items for review by this date.

October 10, 2012: Follow up with reviewers to confirm receipt of submission materials. Emphasize the deadline for returning reviews.

October 22, 2012: Send a reminder to reviewers about the approaching review deadline.

October 26, 2012: Set this date as the deadline for receiving feedback from reviewers. If anyone fails to send input by October 26, send a gentle reminder and continue to press him/her until s/he sends it.

October 26 – November 5, 2012: Put programs together. If you have any questions or concerns (or would just like to bounce ideas off of someone), e-mail or call Chad.

Also during this period, finalize co-sponsored panels with other unit planners so that you know how many slots that you have available for competitive papers and panels.

November 5, 2012: On or before this date, please submit all Panel Proposal Request Forms. (These forms will be available on the CSCA website.)

Around this time, Chad will be contacting you about any members you wish to acknowledge in the program and the Top Papers awarded by your group.

December 14, 2012: Unit program proofs sent to planners by Chad on or before this date.

December 18, 2012: Please send e-mails to all contributors on or after this date to either congratulate them on the acceptance of their submissions or to regretfully share that their submission has not been accepted. Please let contributors know that they will receive further information about the conference program, registration and hotel arrangements by e-mail in January.

Also, please send e-mails to all chairs, respondents, facilitators, and invited participants to let them know that they will be on the program and that they will receive additional information about the conference program, registration, and hotel arrangements by e-mail in January. Please be sure to send electronic versions of papers to panel respondents so that they have them on hand.

December 20, 2012: Please send proof-read program for unit to Chad on or before this date. Please specify any typographical errors or problems in the scheduling that we should address in the final version of the program.

January 11, 2013: On or before this date, the conference program will be available on the CSCA website. Kathie Cesa will send an e-mail to all participants to let them know about the need to pre-register for the conference and to share details about hotel arrangements. At this time, conference attendees will be able to learn when and where they will be presenting (and to read about all of the exciting events that will be occurring at our conference).

February 1, 2013: Please e-mail all participants for your unit and remind them to (1) pre-register for the conference and (2) make hotel arrangements.

March 15, 2013: E-mail all panel respondents for your unit and confirm that they have copies of the papers to which they will respond.

Also, e-mail all participants for your unit with last-minute reminders, including (1) submit any revised paper to their panel respondent and (2) remind participants to attend any "special" unit programs and unit business meeting.

Planning Checklist

☐ Submit Unit Leadership Form prior to departing Cleveland.

☐ Submit final changes to Unit Call by April 20, 2012.

☐ Touch base with other unit leaders about possibility of co-sponsoring panels on or before May 11, 2012.

☐ Send reminder e-mail to unit members to encourage participation on or before August 1, 2012.

☐ Post your Unit Call to CRTNET (crtnet@natcom.org) between August 15 – August 30, 2012.

☐ Send second e-mail reminder to unit members that submission deadline is only one month away; also, follow up with other unit leaders about possibility of co-sponsored panels on or before September 3, 2012.

☐ Send an e-mail to reviewer volunteers to make sure that they are still able to help; also, send an e-mail to people who volunteered to serve as chairs, respondents, or facilitators at your business meeting and confirm that they are still willing to serve; finally, finalize any forms or letters that you plan to use for the review process on or before September 14, 2012.

☐ Send a final e-mail reminder to unit members about the rapidly approaching submission deadline on or before September 28, 2012.

☐ Check your email regularly for submissions. Be prepared to receive lots of e-mails with submission attachments on October 5, 2012.

☐ Send all submissions for review on or before October 8, 2012.

☐ Follow up with reviewers to make sure that they received all of their assigned submissions on or before October 10, 2012.

☐ Send a reminder e-mail to reviewers about approaching review deadline on or before October 22, 2012.

☐ Receive feedback from reviewers on or before October 26, 2012.

☐ Contact other unit planners to finalize co-sponsored panels from October 26 – November 5, 2012.

☐ Send the Panel Proposal Request Forms to Chad on or before November 5, 2012. Make sure to confirm the correct spelling of each person's name and affiliation. Remember to respond to Chad's e-mails regarding any members you wish to acknowledge in the program and your Top Paper awards.

□ Send decision message to all potential contributors to let them know about the outcome of the review process; also, send e-mails to all chairs, respondents, facilitators, and invited participants to let them know that they will be on the program on or after December 18, 2012.

      o Don't forget to send papers to panel respondents so that they definitely have manuscripts to review.

□ Return corrected program proof to Chad on or before December 20, 2012.

□ Remind participants to pre-register for the conference on or before February 1, 2013.

□ Please check with Executive Director Nancy Brule (csca.nbrule@gmail.com) to confirm food order for business meeting, if any, on or before February 15, 2013.

□ Send "last minute" reminder e-mail to respondents for your unit to confirm they have copies of papers to which they will respond; also, e-mail unit members encouraging them to provide respondents with revised papers, and remind members to attend any "special" unit programs and unit business meeting on or before March 15, 2013.

Program Format Possibilities

Competitive Paper Panel: Scholars work really hard on their research and they should be allowed to present it. However, all of us can benefit from building in time for all participants (including audience members) to share ideas, ask questions, and discuss connections (either between people or ideas).

Roundtable Discussion: This format would work well as a co-sponsored session, especially if the co-sponsors select presenters from diverse perspectives, but it doesn't have to be. Choose four or five individuals with unique viewpoints and invite them to briefly share their views on a topic (such as a social issue, communication challenge, professional concern, or ethical issue). A facilitator should keep a careful eye on the clock to allow ample time for discussion and dialogue among all participants, including "audience members."

Debate: A good, old-fashioned debate between two animated debaters (or two teams of debaters) could be fun, compelling, and intellectually-rewarding. This format could also function effectively as a co-sponsored event, and we could foster additional discussion by empowering the "audience" to discuss the merits of different perspectives after the closing arguments. This type of panel could also involve a town hall meeting.

Spotlight on Collaboration: If your planning unit agrees that a particular topic, issue, or concern merits discussion or could generate ideas for collaborative research, consider proposing a "Spotlight on Collaboration," a panel slot devoted to conversation on that particular area. Unlike the Roundtable Discussion, this panel would not necessarily begin with the "experts." Instead, guided by a facilitator, participants would gather to converse about the given topic. Notably, this session could include sharing perspectives on a common teaching or service matter, examining/sharing data, discussing possible collaborative research projects, and/or brainstorming about ways of handling professional issues, etc. Five or six people could serve as "key discussants" in order to ensure that the session includes individuals with expertise (as potential mentors). These scholars will not give formal presentations, per se, but they can help with starting conversation, encouraging participation from all attendees, and offering input and insights, as the conversation ensues. Given the nature of this session, it could also benefit from co-sponsorship to encourage diverse perspectives and potential contributions.

Spotlight Session: This type of panel could be a very powerful and special way to "spotlight" a scholar (especially one who is going to be retiring soon), a body of scholarship (including a research methodology or a line of research) or approach to teaching (including certain forms of pedagogy, ideas about advising, etc.), or a specific book or article (such as one that an interest group recognizes with an award or that has shown continual influence since its publication, say, 25 years ago). Such sessions tend to be very well-attended and offer a great opportunity to reflect on a career, an approach, or a classic work in our discipline. Usually, the panel consists of three or four speakers with strong connections to the subject of the spotlight (such as advisees, leaders in developing a methodology or teaching technique, or experts in the area of the classic work). However, the panel should also afford time for the subject of the spotlight (e.g., the scholar or author) to share a few comments as well as ample opportunity for others in attendance to share their memories, tributes, or perspectives.

Performance Session: We could put two time slots together and offer a chance to co-view a "performance" and then allow time to discuss and unpack it as a group. Notably, this type of session really lends itself to co-sponsorship because a "performance" might touch on topics relevant to multiple areas, and diverse individuals would likely be drawn to participating, especially in the discussion segment. Note that this will count as two panel submissions, however (but if co-sponsored each co-sponsoring unit would use only one session from their panel allotment for a two-session event).

Senior Scholar Roundtables: This format allows for networking and connections between scholars at various stages in their careers as well as for valuable conversation about research projects. Units could select 16-20 interested participants and divide them into four groups. During the panel slot, each group would rotate around to four different pairs of senior scholars. Group members would then have the opportunity to network with senior scholars and to obtain their ideas about research projects, teaching, professional development, etc. Ideally, the senior scholars would receive a brief description from each participant about his/her research and teaching interests before the conference, and all participants would receive a list of the senior scholars so that they could become more familiar with their work. The unit should schedule a facilitator to announce when the groups need to rotate.

Senior-Junior Scholar Master Classes: The master class format connects senior and junior scholars in a structured setting and provides an opening for newer scholars in our field to network and receive input from more seasoned scholars. Junior scholars could be selected on the basis of conference paper submission or other application whereas senior scholars would be invited based, of course, on their expertise and willingness to serve as a mentor to others in the discipline. Units could take a more traditional approach wherein the junior scholars would present their work and the senior scholar offers a response. They could also opt to construct the master class as a "work session" in which the junior scholars could ask questions, brainstorm about research projects, etc. and, perhaps, interact with two or three senior scholars during the session. Again, this type of panel would benefit from co-sponsorship, especially between the Graduate Student Caucus and other units.

Poster Session: In a traditional poster session, presenters create a visual representation of their work, and interested attendees visit the displays and chat informally with presenters. Although this format allows a great deal of flexibility and opportunity for conversation, presenters can feel isolated if their displays do not generate a good deal of interest. To reduce the possibility of this problem, arrange the poster areas in clusters (i.e., groups of related projects in semi-circles) so that presenters can share their research with each other as well as other attendees. Additionally, consider scheduling a team of respondents to visit the presenters and offer ideas and feedback.

2013 CSCA Conference--Unit Program Slot Projections

The following list contains an estimated number of slots per unit for the 2013 Kansas City conference. After I review the most recent membership data following our 2012 conference reflecting trends in unit membership, I will determine a final number of slots per unit and share with program planners by the October 5, 2012 submission deadline.

Unit	Slots
Adjunct/Temporary Faculty Caucus	2
Argumentation and Forensics Interest Group	6
Basic Course Interest Group	9
Communication Education Interest Group	12
Communication Ethics & Freedom of Expression Interest Group	3
Communication Theory Interest Group	10
Community College Interest Group	4
CSCA First Vice President	5
CSCA President	2
Federation Prize Presentation	1
G.I.F.T.	4
Graduate Student Caucus	8
Health Communication Interest Group	8
Instructional Resources Interest Group	8
Intercultural Communication Interest Group	10
Interpersonal & Small Group Communication Interest Group	12
Kenneth Burke Society	3
Media Studies	12
NCA Informational Panel	1
Organizational and Professional Communication Interest Group	9
Performance Studies & Theatre Interest Group	8
Political Communication Interest Group	11
Popular Culture Interest Group	X
Public Relations Interest Group	6
Rhetorical Theory & Criticism Interest Group	12
Sexual Orientation and Gender Identity Caucus	5
Short Courses	5
States Advisory Council	11
Undergraduate Programs Interest Group	3
Undergraduate Research Honors Conference	9
Women's Caucus	8

Sample Call for Papers

Communication Education INTEREST GROUP

Call for Submissions 2012

Central States Communication Association Conference

Renaissance Cleveland Hotel
Cleveland, Ohio

"Connecting in Cleveland": Exploring Intersections that Unite a Discipline
March 28 – 31, 2012

The Communication Education Interest Group invites all members of CSCA to submit competitive papers, programs, and interactive panels to be considered for programming at the 2012 CSCA conference to be held in Cleveland. Our interest group focuses on the teaching and learning process. We welcome a range of topics, and we especially encourage members to develop provocative panels that focus upon the convention theme. For panel ideas, discussions about the convention theme, or to simply meet other members of the division, please see the division's Facebook group page at: http://www.facebook.com/group.php?gid=71002636769.

We welcome a variety of formats, including competitive paper panels, internet discussion groups for which papers are read prior to the conference and sessions focus on responding and discussing the papers, roundtable discussions, spotlight and dialogue sessions, debates, and high density programming. Possible topics for papers and panels include: experiential education (internships), connecting junior and senior faculty, methodological connections (quantitative, qualitative, rhetorical/critical), and the visibility of instructional communication research outside our discipline. In light of the conference theme, we strongly encourage the submission of panels that are co-sponsored with other CSCA units.

Awards: The Communication Education Interest Group presents several awards. The Gustav Friedrich Award is presented to the top student competitive paper and includes a certificate and a $50.00 prize. We also award certificates to the top three competitive papers submitted to the interest group.

Guidelines for Submission:

(1) Papers: Only completed papers will be accepted. Papers must conform to APA standards and include a title page that is a separate document from the paper, allowing author identity to be concealed. Remove all author references in the text of the paper. Students (including graduate students) should type "STUDENT" on the upper right-hand corner of the title page. Indicate if author(s) is/are CSCA Members. "Student" papers are those that are authored only by the student. Faculty mentors/advisors may not appear as an author on a "student" submission.

(2) Panels: Individuals proposing panels must complete and use the 2012 CSCA Panel Proposal Request Form available on the CSCA website. Panel submissions must also include the following: (a) title, (b) abstract, and (c) a complete list of participants along with their institutional affiliations, contact information (address, e-mail, and telephone), and if they are CSCA Members.

All papers must be submitted electronically using Microsoft Word. Documents sent using any other format will be returned to the sender. An e-mail acknowledging receipt of paper and panel proposals will be sent for each submission. All media requests must be made at the time of submission. Please only request media if it is absolutely essential to your presentation, as media requests will be closely examined before approval. Laptop computers will not be made available for presentations. Your submission implies that you agree to follow appropriate presentation guidelines if your paper/panel is accepted (i.e., it is generally unacceptable to read your paper to those in attendance).

Submissions must be received by **September 30, 2011.**

Send all submissions electronically to:

Joseph P. Mazer
Department of Communication Studies
Clemson University
Clemson, SC 29634
Office Phone: 864-656-5254
jmazer@clemson.edu

Process for Sending Submissions for Review

1. Develop clear instructions and form(s) that you will send to your reviewers. Remember that all of your reviewers must know the criteria for evaluating submissions to your unit so that they are all "on the same page." For example, if your unit wants to prioritize completed manuscripts (or documents of a particular length), you need to share that information with all reviewers. In advance, determine what criteria that the reviewers should use and be ready to share the list with them when the time comes.

2. Based on the number of submissions, you need to decide how many manuscripts/panel proposals that you will send to each reviewer. One reviewer should be able to handle around 6-8 submissions in the specified time period. I urge you to use three reviewers for each submission, if possible. Thus, Reviewers 1, 2, and 3 could review Submissions #1-8. Reviewers 4, 5, and 6 could review Submissions #8-15, and so on. If you send the same set of papers to three reviewers, their rank-orderings will mean something. If you scatter the papers, the rank-orderings will mean little because the reviewers ranked different submissions.

3. Give each reviewer a reviewer number so that you can track reviews and ensure confidentiality.

4. After you receive the submissions, you need to prepare them for blind review. Before you email the submissions to your reviewers, you need to take the following steps:
    a. Delete all info on the cover page that refers to author name and affiliation.
    b. Save the document on your computer as another Word file. I suggest that you give each manuscript a number and then refer to it only by that number. Thus, you could re-name the first submission that you receive something like CSCA.ms.1 (for CSCA, Media Studies, first submission). NOTABLY, you need to keep careful records about which submission receives which number. I suggest that you create a tracking list (see #7 below) as well as print at least the title page of each submission and mark its submission number on it for your own purposes.
    c. After you create the new Word document by re-naming the submitted document, go to File and scroll down to Properties. Delete all information throughout each step of Properties and then SAVE. Go to File again, scroll down to Properties, and make sure that no information remains on properties.

5. Be sure to send all submissions out for review as soon as possible. Your reviewers will need time to read and review. Be sure to attach the review form, instructions, and all submissions.

6. Keep clear records. I urge you to keep a tracking or Excel sheet with the submission number, author names, date submitted, names of reviewers, date sent for review, and date received. Your unit members will want a report of number of submissions, etc., and you also want to be sure that you know which review belongs to which submission.

7. Be a strong, clear, and efficient communicator. No one likes to wonder what's going on with their work. ALWAYS send a quick acknowledgement of each submission. (You could even

use the same one recurrently by cutting and pasting. Again, let me know if you would like an example.) Similarly, ALWAYS send a decision letter/message when it is appropriate to do so. I've heard from members that they just never heard if their work was accepted or not. We should write to potential participants if we're going to program their work or if we're not.

Instructions for Submitting Unit Panels

STEP ONE:

Each unit planner should submit a **SUMMARY SUBMISSION SHEET** (see attached word file titled *Unit Summary Submission Sheet*) as a word document titled and saved as your "unit name" (or abbreviation) and "Summary" (e.g., BasicCourseSummary, or HealthCommSummary, or PoliCommSummary, etc.).

Your unit Summary sheet will contain your Unit Name at the top of the summary document, followed by a rank-ordered list (panel titles) of all of your program submissions (with #1 as your TOP ranked panel, #2 as your second ranked panel, etc.). Higher ranked panels will be slotted at more desirable times, and lower-ranked panels will be scheduled at less desirable times (such as an early morning time slot). You may wish to consider listing as your top-ranked panels your Top Paper panel, or panels featuring senior scholars, or topics of high interest to your members, etc. Remember, you do NOT need to list your unit's business meeting as part of your list of rank-ordered panels. You should list any co-sponsored panels (indicating which division you are co-sponsoring this submission / and thus this panel title will appear on both units' lists – even if the panel is ranked differently by each unit).

After your list of rank-ordered panels, and the total number of panels listed should correspond to the number of panels your unit received (along with any additional panel(s) due to co-sponsorship), you may also include requests in the section ADDITIONAL PANEL REQUESTS. Here, if you have an additional panel or two you'd like to recommend be included in the program — beyond the number of slots your unit has been awarded — you can list these programs (along with a short explanation – a sentence or two – indicating why you'd like to have these extra panels added, such as your unit received an unusually high number of submissions, these additional panels especially reflect the conference theme, etc.). Once I receive submissions from all units, I'll then evaluate requests for additional panel slots.

Finally, as part of your summary sheet, you might wish to provide additional programming details in the section SPECIAL PROGRAMMING REQUESTS. Here, please indicate any special requests you have regarding the programming of any of your panels. For example, if you wish to have a particular panel immediately before / following your unit's business meeting, please indicate. Sometimes units request two of their panels be programmed back-to-back (occurring during consecutive time slots). If so, please indicate which panel you'd like to go first, and which panel you'd like to follow. Another special request that is sometimes made is for a panel to occur at the end of the day (allowing a social event or other unit activity to follow the panel). While you may request particular panels be programmed on certain days / times due to participant availability (e.g., a particular panelist may not be able to arrive until Friday, etc.,), special requests regarding specific day / time slots may be difficult to honor. Finally, if a particular program you wish to schedule requires certain room accommodations (e.g., a "high density" poster session, or a larger room to accommodate presentations or performance beyond the typical panelists presenting papers, etc.), please indicate. In general, use this section of your Summary Submission Sheet to make any requests that I need to know when scheduling your unit's programs.

STEP TWO:

Format each of your unit's proposed panels according to the panel template files included as attachments. Panel program options (and templates) include:

> *Paper Panel without Description*
> This template is for the standard panel of papers, listing each paper title and author / institutional affiliation, along with the panel sponsor, chair and respondent.

> *Discussion Panel with Description*
> This template is for a discussion panel that lists discussants or presenters with their institutional affiliations (without paper titles). All discussion panels should have a short description of the panel (no more than 75 words).

> *Paper Panel with Description*
> Often, a thematic panel that lists papers and authors (frequently proposed without completed papers) will have a short abstract describing the panel theme / goals. (Again, if a panel description is included as part of a thematic panel, it should be no more than 75 words).

These formatting templates can be found on the CSCA website under "Convention" and then click Program Planner Guide.

Once you have formatted your unit's panels, copy and paste each of your programs into a single word file (which may be several pages long), and save this document as your "unit name" (or abbreviation) and "Programs" (e.g., BasicCoursePrograms, or HealthCommPrograms, or PoliCommPrograms, etc.). Make sure that you include an appropriately formatted program for each program listed on your Summary Submission Sheet. Panels should be arranged in your unit's Programs file *in order of their rank* as indicated on your summary submission sheet.

Be sure to use the formatted panel templates (Paper Panel without Description, Paper Panel with Description, and Discussion Panel with Description). In fact, each time you create a formatted program, you might copy the appropriate template and simply replace the example type with your panel's information (as these templates are created with the font type / size that will appear as final program copy). For any panels that are co-sponsored, please list both sponsoring units in alphabetical order (e.g., Sponsors: Communication Education & Intercultural Communication)

As you are constructing your unit's programs, please attend carefully to paper titles as they have been submitted by members, along with correct spelling of presenter names and institutional affiliations.

By Monday, Nov. 5, 2012 each program planner should e-mail their panel proposal requests to csca-13@wmich.edu with two attachments: a summary submission sheet and a unit program file that contains each of the unit's proposed programs formatted according to the three panel templates.

CSCA UNIT SUMMARY SUBMISSION SHEET

Unit Name:

List of Rank-ordered panels:

RANK	PANEL TITLE	(Unit co-sponsor, if any)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

Additional panel requests:

Special programming requests:

Sample of Paper Panel without Description

Title Goes Here

Sponsor: Health Communication Interest Group
Chair: **Karen Braselton**, Vincennes University
Respondent: **Karen Braselton**, Vincennes University

"The Presence of Social Support Messages on YouTube Videos about Inflammatory Bowel Disease and Ostomies" (Top Paper)
      Dennis Owen Frohlich, North Dakota State University
      Anne Zmyslinski, North Dakota State University
"When the Solution Becomes the Problem: Providers' Assessment of Medical Interpreters in Clinical Practice"
      Meagan Araujo, University of South Florida
"Aligning Primary Goals in Chronic Pain Communication for Treatment Adherence"
      Jennifer S. Kramer, College of St. Benedict/St. John's University
      Alissa A. Mattison, College of St. Benedict/St. John's University

Sample of Discussion Panel with Description

Title Goes Here

Sponsor: Media Studies Interest Group
Chair: **Sara Drabik**, Northern Kentucky University
Respondent: **Jimmie Manning**, Northern Kentucky University

Presenters: **Brian Graves**, George Southern University
                Art Herbig, Indiana University-Purdue University Fort Wayne
                Aaron Hess, Indiana University-Purdue University Fort Wayne
                Elizabeth G. Tolman, South Dakota State University

The focus of the panel is to explore how documentary media can be used to further communication scholarship, enhance students understanding of complex issues and concepts, unite scholars across disciplines, and aid in translation to those outside of academia. It is hoped that through the discussion and presentations we can find new ways to make connections and create new opportunities for communication scholars and media creators.

Sample of Paper Panel with Description

Title Goes Here

Sponsor: Interest Group
Chair: **Sarah Turner McGowen**, Northeastern State University
Respondent: **Danielle M. Stern**, Christopher Newport University

"Investigative Journalism Exposed: The Worldwide Muckraking of WikiLeaks.org"
      Dustin Woods, Northeastern State University
"Al Jazeera English: Foreign Perspectives Invade American News"
      Amy Sanders, Northeastern State University
"'Goodbye to All That' Rat: Alternative Media's Role in the Feminist Movement"
      Sarah Turner McGowen, Northeastern State University

More and more frequently, media consumers are seeking to obtain information and news from sources outside mainstream channels. As a result, there has been a rise in the alternative media movement over the past few decades. This panel seeks to discuss various ways that alternative media sources are able to send their message to audiences within their own individual homes: whether through print, television or the Internet.