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| <p>COMM 1010-04 Introduction to Communications</p> |
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Classroom: GC 405
Class time: MWF 10:00-10:50 AM

Instructor: Becky VanSleeuwen
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Office: Leadership and Engagement Center 106
Office hours: MTW 1:00-3:00 PM

Text: Communicate, Connect, and Understand: Readings in Communication. (2010).
Boston: Pearson ISBN-10: 055877055X

Course Description:

Introduces aspects of human communication that develop and implement presentation of speeches and investigates and executes strategies, principles, and theories of interpersonal communication. Students will learn the steps of building relationships, teamwork, interviewing skills, and research skills.

Course Objectives:

1. Students will be able to research, organize, and deliver effective informative and persuasive speeches.
2. Students will be able to locate and identify credible sources aiding them in informing or persuading an audience to a preconceived end.
3. Students will be able to understand and explain basic communication theories and concepts directly related to relationship development and maintenance in personal and professional contexts.
4. Students will be able to recognize essential verbal and non-verbal cues in day to day interpersonal communication.

Course Policies:

Your education is your responsibility. You will be expected to come to class prepared to put forth a full effort in all class activities, discussions, assignments, and presentations. A lack of participation, preparation, and effort on your part will affect not only you, but also the rest of the class. Although I cannot force you to participate in class discussions, your input and respectful comments are invaluable. Participation points will be awarded as a motivating factor to help you share your perspectives and opinions with the class. Please respect the opinions of others and help create a positive classroom experience. The more you put in to this class the more you will get out of it.

Attendance:

You are expected to attend every class period. Please show respect by being to each class on time. Your education is your responsibility; please take it seriously. If you miss class on a day that an assignment is due, you are still responsible to turn it in to me on time. If

you miss class on a day you are scheduled to speak you will be unable to make up the speaking part of the assignment (outlines may still be turned in for credit). Exams must be taken on exam day unless previously discussed with me. If you know you will be absent for a certain class day, you need to contact me in advance. In addition to assignments due to be turned or newly assigned during your absence, it is your responsibility to copy notes or gather other information for the class you missed.

Attendance will be taken sporadically throughout the semester and unexcused absences on these days cannot be made up. Exceptions for missing class or absences may be made in the case of documented illness, family emergencies, or school approved functions. Vacations, weddings, etc. are not considered emergencies. Situations will be dealt with on a case-by-case basis. If you have any questions, please ask me. I understand that life keeps happening even while we are in school and I'll work with you when possible. I will trust you unless you give me a reason not to. **If you are late on a speech presentation day, please wait outside the door until you hear applause.**

Cell Phones/Laptops:

Please be courteous and respectful with use of laptops and cell phones. Do not answer your phone, text, Google, play games, IM, surf the web, e-mail, check Facebook, blog, or do anything of this nature while in class. Although using laptops can enhance your personal learning experience, they can be a distraction to others. Laptops are not to be used in class while others are presenting. Cell phones should be kept silent or off while in class. Please be courteous in using these devices. If laptops or cell phones become a distraction, students may be asked not to bring them.

Academic Misconduct:

All students are expected to do their own work. Any student caught cheating in any way (on assignments, speeches, tests, quizzes, etc.) or submitting another person's work as his/her own (plagiarism) will receive an "F" for that assignment. If you are unsure about this in any way, please ask me to avoid potential problems. Students who misrepresent excuses for missing class or for turning in late work will also receive an "F" on that assignment. Students caught cheating more than once will fail the course. There will be no other warnings and no exceptions on this policy. Check the student handbook for the university's statement on academic misconduct.

Student Support:

In compliance with the Americans with Disabilities Act, please be familiar with the following statement. Students with medical, psychological, learning, or other disabilities desiring academic adjustments, accommodation, or auxiliary aids must contact the Disability Support Center, Room 205D, Sharwan Smith Center, phone (435) 865-8022. The Disability Support Center determines eligibility for and authorizes the provision of these services and aids.

Emergency Management Statement:

In case of emergency, the University's Emergency Notification System (ENS) will be activated. Students are encouraged to maintain updated contact information using the link on the homepage of the *mySUU Portal*. In addition, students are encouraged to

familiarize themselves with the Emergency Response Protocols posted in each classroom. Detailed information about the University's emergency management plan can be found at <http://www.suu.edu/emergency>

HEOA Compliance Statement:

The sharing of copyrighted material through peer-to-peer (P2P) file sharing, except as provided under U.S. copyright law is prohibited by law. Detailed information can be found at <http://www.suu.edu/it/p2p-student-notice.html>

Office Hours and Student/Instructor Communication:

Students are encouraged to meet with me during office hours as regularly posted. I recognize that these hours may not accommodate all schedules. If the posted office hours won't work for you please feel free to set up another appointment with me. I will do my best to meet with you individually or in smaller groups to answer questions, help explain assignments, or clarify anything from class. Email is also a great way to reach me, though the response time may occasionally be delayed. Assignments may not be turned in via email. I am here to help you learn and I will do what I can to help, but please also be respectful of my time.

Note:

This course syllabus is to serve as a guide for this COMM 1010 class. Information and guidelines contained herein are subject to change with advance notice as deemed appropriate by the instructor.

Grading Standards:

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|----|---------|----|--------------|
| A | 93-100% | C+ | 76-79% |
| A- | 90-92% | C | 74-78% |
| B+ | 86-89% | C- | 70-73% |
| B | 83-85% | D | 65-69% |
| B- | 80-82% | F | 65% or lower |

Grading Breakdown:

| <u>Assignment</u> | <u>Points available</u> | <u>Points earned</u> |
|-------------------------------|-------------------------|----------------------|
| <i>What is Communication?</i> | 25 | |
| Group Presentation | 75 | |
| Informative Speech | 100 | |
| Informative Speech Outline | 50 | |
| Persuasive Speech | 100 | |
| Persuasive Speech Outline | 50 | |
| Outside Speaker Critique | 50 | |
| Attendance & Participation | 60 | |
| Quizzes | 40 | |
| Test 1 | 100 | |
| Final Exam | 100 | |
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| Totals | 750 | |

Schedule:

| Week | Day | Date | Topic | Due |
|-------------|------------|-------------|-----------------------------------|--------------------------|
| 1 | M | 8/22 | Introduction and Syllabus | |
| | W | 8/24 | What is communication? | |
| | F | 8/26 | Ch. 1 Introduction | What is communication? |
| 2 | M | 8/29 | Ch. 1 Introduction | |
| | W | 8/31 | Ch. 2 The Self and Perception | |
| | F | 9/2 | Ch. 2 The Self and Perception | |
| 3 | M | 9/5 | Labor Day, No class | |
| | W | 9/7 | Assign groups and topics | |
| | F | 9/9 | Ch. 7 Group Communication | |
| 4 | M | 9/12 | Ch. 7 Group Communication | |
| | W | 9/14 | Ch. 3 Listening | |
| | F | 9/16 | Group work day | |
| 5 | M | 9/19 | Group presentations | |
| | W | 9/21 | Group presentations | |
| | F | 9/23 | Ch. 3 Listening | Group member evaluations |
| 6 | M | 9/26 | Ch. 3 Listening | |
| | W | 9/28 | Ch. 6 Interpersonal communication | |
| | F | 9/30 | Ch. 6 Interpersonal communication | |
| 7 | M | 10/3 | Review for test | |
| | W | 10/5 | Test 1 (chapters 1, 2, 7, and 3) | |
| | F | 10/7 | Intro to public speaking | |
| 8 | M | 10/10 | Informative speaking | |
| | W | 10/12 | Informative speaking | Speech topic due |
| | F | 10/14 | Informative speeches | Outline Due |
| 9 | M | 10/17 | Fall break, no class | |
| | W | 10/19 | Informative speeches | |
| | F | 10/21 | Informative speeches | |
| 10 | M | 10/24 | Informative speeches | |
| | W | 10/26 | Informative speeches | |
| | F | 10/28 | Intro to persuasive speaking | |
| 11 | M | 10/31 | Persuasive speaking continued | |
| | W | 11/2 | \$1 speeches | Speech topic due |
| | F | 11/4 | \$1 speeches | |

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| 12 | M | 11/7 | Persuasive speaking | |
| | W | 11/9 | Persuasive speeches | Outline Due |
| | F | 11/11 | Course evaluations (FYI, this date will probably change.) | |
| 13 | M | 11/14 | Persuasive speeches | |
| | W | 11/16 | Persuasive speeches | |
| | F | 11/18 | Persuasive speeches | |
| 14 | M | 11/21 | Persuasive speeches | |
| | W | 11/23 | Thanksgiving Recess, no class | |
| | F | 11/25 | Thanksgiving Recess, no class | |
| 15 | M | 11/28 | Ch. 4 Verbal communication | Speaker Critique |
| | W | 11/30 | Ch. 4 Verbal communication | |
| | F | 12/2 | Ch. 5 Nonverbal communication | |
| 16 | M | 12/5 | Ch. 5 Nonverbal communication | |
| | W | 12/7 | Ch. 8 Professional communication | |
| | F | 12/9 | Campus study day, no class | |
| Finals week | Thurs | 12/15 | Final Exam 9-10:50 AM (Ch. 6, 4, 5, and 8) | |

Assignments:

All assignments are to be double spaced, typed, in 12pt Times New Roman font, with one inch margins. Headings should be single spaced and should include student name, date, and title of the assignment. Assignments are due in class and are to be turned in on or before the assigned due date. No emailed assignments will be accepted. References should be properly cited in APA formatting.

What is Communication?

For this assignment students will be asked to take an introspective look at what they consider to be effective communication. By drawing on real life examples and experiences, students will describe and explain how communication works best, how communicators are inhibited, difficulties with communication, etc. Outside sources are not required but if used should be properly cited in APA style. A well-written paper will effectively explain why the student feels (or does not feel) that Communications 1010 should be a required general education course. Length is not to exceed two pages.

Group Presentation

Each group will be asked to give a 15 minute presentation on a topic previously chosen by the class. Group members will be randomly assigned approximately one week before presentations are given. Content and composition of each presentation is largely up to the group's discretion but should be tasteful. Presentations should be supplemented by visual aids and all group members should plan to present for equal amounts of time. The purpose of this assignment is to learn and understand the importance of effective group communication and how it can affect a

group's overall performance. Group member evaluations will be turned in and will contribute to the overall group's grade as well as each individual's grade. Groups are encouraged to meet with the instructor prior to presentation day with any concerns or questions.

Informative Speech

Students will be required to research, prepare, and deliver a 4-6 minute informative speech on a current topic of political or social significance of their choosing. Speech topics will need to be approved no less than one week in advance. Creativity is encouraged. You will be required to stay within the 6 minute time frame so speeches should be well practiced. Visual aids are strongly encouraged but not required. At least two credible sources must be used and cited during the speech and should appear in the reference section of your outline. Students will create a full sentence outline to be handed in on the day of the speech. Students may use up to 3 notecards during the speech; these must be turned in with the outline. Further details of this assignment may be discussed in class.

Persuasive Speech

Students will be required to research, prepare, and deliver a 5-7 minute persuasive speech on a current topic of political or social significance of their choosing. The topic may be the same as your informative speech or you may opt for a new subject. Topics must be approved no less than one week in advance. Your goal in this address is to attempt to change or alter the audience's thinking about a topic or move them to some specific action. You will be graded on structure, evidence/reasoning, and delivery of your speech, not on whether or not your audience was persuaded. You will be required to turn in a full sentence outline the day you speak including a reference page of at least three credible sources. Visual aids are strongly encouraged but not required. Students may use up to 4 notecards during the speech which will be turned in with the outline. Further details of this assignment may be discussed in class.

Outside Speaker Critique

Becoming a proficient speaker includes being able to evaluate the efficacy of other public speakers. Students will be asked to attend or view a speech of their choice given in a public setting outside the classroom. In a 2 page paper, students will evaluate the speech, the speaker, and how effective the speech was. Using constructive criticism, students will determine the speaker's strengths and areas for improvement. Religious, political, or other speeches are acceptable however critiques should always remain objective focusing primarily on the speaker specifically rather than the speaker's topic. This may be turned in at any point in the semester before the assigned due date.

Attendance & Participation

Attendance and participation points will be awarded to those students who show they are putting forth a full effort in this course. Occasional short assignments, worksheets from the class workbook, in-class activities, etc. may all be used to take attendance or judge participation. These points are designed to reward you for your efforts.

Tests & Quizzes

Tests and quizzes will be used throughout the semester to encourage reading and concept comprehension. Class members will be forewarned of quizzes at least one class period in

advance. Questions will generally be multiple choice, short answer, fill in the blank, etc. and will be based on both the book readings and class discussions. Point values for quizzes will be determined as the semester progresses: the less you read the more quizzes we'll have. Tests will be worth 100 points each. In order to do well on exams and quizzes you will need to be up to date on reading, class notes, and in-class discussions.