

**COMM 1010 - 08:** Introduction to Communication (Fall 2010)  
**Class Meets:** MWF 8 - 8:50 am in MC Room 110  
**Instructor:** Erin Heuett  
**Office:** Leadership Engagement Center  
**Office Hours:** Tuesday 8 - 8:50 am, Thursday 8 – 8:50 am, or by appointment  
**E-mail:** erin.heuett@gmail.com

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**REQUIRED TEXT:** Berko, (2010). *Communication in Readings: SUU Comm 1010*. Boston: Pearson. ISBN #: 055877055X

Speaking Packet – Pay at Cashiers Office then pick up at Leadership Engagement Center. (\$10)

### 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 & ASSESSMENT

1. Students will develop an understanding of basic communication principles and concepts, including knowledge of verbal, nonverbal, interpersonal, group, and professional communication.
2. Students will develop an understanding of how communication is important in everyday life and they will develop the necessary skills to become more effective communicators.  
 Assessment: Students will take quizzes, and examination, and write research papers which assess their knowledge of course content.
3. Students will develop the skills necessary to deal with communication apprehension, specifically while delivering public speeches.
4. Students will be able to research, organize and deliver effective informative and persuasive speeches.  
 Assessment: Students will receive feedback from the instructor and classmates about the outcome of three in-class speeches.

### COURSE POLICIES

**Attendance and Participation:** Attendance is expected in this course. Come to class! The only way to completely learn the material and do well on quizzes, exams, and speeches is to attend class. We will frequently have in-class assignments and discussions that will count toward participation points. If you attend class regularly, and participate you will receive full participation points, which can only help your grade. Attendance will be taken on speech days and will count toward participation points.

**Tardiness:** Class begins at 8:00 am. I know it is early but do your best to be on time. If you need to come late, please find a seat at the back of the classroom so as not to disturb the other students.

### Missed or Late Work:

*Assignments and Papers:* LATE ASSIGNMENTS AND PAPERS WILL NOT BE ACCEPTED. If, and this is a BIG IF, there is an extenuating circumstance that disallows you to turn in an assignment on time please let me know BEFORE the assignment is due and we will work something out.

*Examination:* There is one exam day, be there. If there is an illness, family emergency, or school approved function on that day I will need documentation and prior notification in order to excuse you from the test date.

*Speech Days:* DO NOT miss your speech day. Speeches will be scheduled in advance so if you miss your speech you will not be able to make it up. Of course there are always emergencies and these will be dealt with on a case-by-case basis. It is also important for you to attend speech days where you are not speaking so that every class member can work on any speech apprehension by having a full and attentive audience. Attendance will be taken on speech days.

**NOTE:** I have a life outside of this class too and due dates help us all keep our sanity. Please realize that late work or missed exam and speech dates will only be tolerated for extenuating circumstances. Do not make up any flat tires or family deaths to get out of assignments. I reserve the right to handle each incident on a case-by-case basis.

**Final Examination:** Attendance on the final exam day is mandatory. Please do not schedule flights or other transportation home on the day of the final. If you do not attend the final, you will receive a final grade deduction.

**Cell phones and laptops:** Use your common sense and be courteous. Absolutely no texting! Cell phones should be turned off at the door. If you need to have your cell phone on (i.e. legit family or work reasons) please put it on vibrate and talk to me in advance. Laptops are great tools and yes, YouTube is fun but please only use your laptop to take notes. If cell phones or laptops become problems you will be asked to leave them at the door.

**Courtesy and Respect:** This class will be most effective if we can all share comments openly without the risk of stereotypical, demeaning, or offensive comments. Please be aware of and respect everyone's opinion – you don't have to agree, but you do have to tolerate. Anyone who is disrespectful in word or action will be asked to leave the class and will lose overall points.

**Academic Misconduct:** Each student is expected to complete his/her own work. Any student caught cheating in any way on the exams or submitting another person's work as his/her own (plagiarism) will receive an "F" for the assignment and further action may be taken if dishonesty becomes habitual. If you are unfamiliar with what constitutes plagiarism, please ask me in order to avoid any problems. Students who misrepresent excuses for missing class or turning in late work will also receive an "F" on that assignment.

**Academic Integrity:** Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood the current issue of the student handbook (published by Student Services) regarding student responsibilities and rights, and the intellectual property policy, for information about procedures and about what constitutes acceptable on-campus behavior.

**ADA Statement:** Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations or auxiliary aids will need to contact the Southern Utah University Coordinator of Services for Students with Disabilities (SSD), in Room 206F of the Sharwan Smith Center or phone (435) 865-8022. SSD determines eligibility for and authorizes the provision of services.

**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/ad/facilities/emergency-procedures.html>

**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>.

**COURSE ASSIGNMENTS & GRADING**

All assignments must be turned in on time. (See Missed or Late Work Section above) All papers will be written within the following parameters:

- Times New Roman 12 pt. Font
- Double- Spaced (unless otherwise noted)
- All citations will be in APA Style 6<sup>th</sup> Edition
- Heading will be single spaced and will include: student name, date, assignment name

**SUBMITTING ASSIGNMENTS**

1. Bring a hard copy of the assignment to class on the day it is due.
2. Email the assignment to me ([erin.heuett@gmail.com](mailto:erin.heuett@gmail.com)) before class on the day it is due. All email submissions should be sent in Microsoft Word format, with your name and the assignment in the subject line. **WARNING:** Emails are time stamped so I will know if they were sent before class on the day they are due.

Speaker Preview Paper	20
Informative Speech	100
Informative Outline	25
Group Presentation	100
Group Outline	25
Speaker Reflection Paper	20
Speech Analysis Paper	50
So What Paper #1	20
So What Paper #2	20
Intercultural Presentation	50
Quizzes (5 @ 10)	50
Participation	70
Final Exam	50
<b>Total Points</b>	<b>600</b>

<b>A</b>	<b>93% - 100%</b>	<b>C+</b>	<b>76% - 79%</b>
<b>A -</b>	<b>90% - 92%</b>	<b>C</b>	<b>74% - 78%</b>
<b>B+</b>	<b>86% - 89%</b>	<b>C-</b>	<b>70% - 73%</b>
<b>B</b>	<b>83% - 85%</b>	<b>D</b>	<b>69% - 69%</b>
<b>B-</b>	<b>80% - 82%</b>	<b>F</b>	<b>65% - Below</b>

**Total Points Earned/ 600 = Percentage Grade**

**Speaker Preview Paper:** This paper should be a brief 1 -2 page description of yourself as a speaker and your speaking experience. When writing this paper, ponder your attitudes about public speaking and about yourself as a public speaker. Consider these questions: Does the idea of speaking in public excite or scare me? What are my strengths as a speaker? What are my weaknesses as a speaker? What is my greatest apprehension about speaking? What do I want to improve about my public speaking during this course? **(20 Points)**

**Informative Speech:** (4-6 minutes) You will be required to research, write and deliver a short, informative speech on a topic of your choice. (Topics must be pre-approved) It is absolutely required that you stay within the 6 minute time frame, this means that you will need to practice your speech to gauge speaking rate and necessary information. This speech should include at least 1 visual aid and 3 outside sources. You will create a full sentence outline which will be turned in prior to your speech; this outline should include a list of your sources. You may also create a main-topic outline which may be used as speaking notes during your speech. **(Speech: 100 Points, Outline: 25 Points)**

**Group Persuasive Presentation: Group** Each of you will be assigned to a group the first week of class. These groups will deliver a 20 minute persuasive presentation on a topic developed in class. The presentation should incorporate persuasive principles discussed in class and also be creative. Each group member is expected to fully participate in the research and presentation of the group's topic. While the presentation will be given as an entire group, you will be graded on an individual basis. Assessment will be focused on accuracy of information, presentation flow, persuasiveness and creativity. You will also create a full sentence outline of your presentation which will be turned in the same day your group presents. Have fun with this project! Don't hesitate to ask for help or ideas and definitely use class interaction. The group voted most persuasive by the class will receive an automatic A on the assignment. **(Presentation: 100 Points, Outline: 25 Points)**

**Speaker Reflection Paper:** This paper should be a brief 1-2 page description of how you have changed as a public speaker during the course of this class. Refer back to your Speech Preview Paper and discuss how your attitude has changed, or maybe it hasn't, towards public speaking, any improvements you have made in your ability as a public speaking, and any key principles you have learned about public speaking during this course. **(20 Points)**

**Speech Analysis Paper:** In lieu of a final exam, you will write a final analysis paper. In this paper, you will select and analyze a public speech for the elements of speech that we discuss in class. It is important that you find a speech that you can watch in video form. (Check [americanrhetoric.com](http://americanrhetoric.com)) This speech can be given by anyone about anything, but make sure there is enough content to analyze. In your paper you should analyze the following elements: non-verbal use, organization, use of language, apparent apprehension, speaker connection to the audience, development of arguments, or any other elements of speaking we have discussed in class. You should also make a judgment about the effectiveness of the speaker. This paper should be 4-5 pages long and utilize at least 3 outside sources with references and a copy of the speech transcript attached. **(50 Points)**

**So What? Papers:** These papers will answer the question, *So What?*, about a certain theory or principle discussed in class. You will choose a principle or theory we discuss and explain how it is applicable to your own life outside of class. Briefly discuss the principle using the definition discussed in class and then apply it to your own life by giving examples or stories of how and when you have seen or used it. 2 pages minimum, double spaced, 12 pt. font. **(2 @ 20 Points)**

**Intercultural Presentations:** Details will be given at a later date. **(50 Points)**

**Quizzes:** There will be five quizzes throughout the semester. Each quiz will consist of 5 questions worth 2 points each for a total of 10 points per quiz. Quiz questions will be based on class discussions for that particular week. If you come to class and pay attention you should not have any trouble with these quizzes. **(50 Points)**

**Final Exam:** The final exam will be based on the assigned reading and in-class discussion. The exam will consist of 50 multiple choice questions worth 1 point each. In order to do well on the exam, you will need to pay active attention in class and review quiz questions. This exam will also include 6 questions developed by your classmates about the group presentations. **(50 Points)**

**Participation/Attendance:** These points are an accumulation of mandatory speech day attendance **(8 days @ 5 points)** plus in class participation/activities **(30 points)**.

**CLASS SCHEDULE**

DATE	CLASS WORK	READING:	ASSIGNMENT DUE:
MON. 8/22	Course Introduction		
WED. 8/24	Why, What, How?		
FRI. 8/26	Group Project Discussion/Buy Packets		Bring Receipt for Packet
MON. 8/29	Introduction to Public Speaking	<b>Packet</b>	
WED. 8/31	Speech Organization	<b>Packet</b>	
FRI. 9/2	Outlining a Speech	<b>Packet</b>	
MON. 9/5	<b>Labor Day – No Class</b>		
WED. 9/7	‘To Do’ and ‘To Don’t’	<b>Packet</b>	
FRI. 9/9	Speech Apprehension	<b>Packet</b>	Speaker Preview Paper
MON. 9/12	<i>Informative Speeches</i>		Speech Outline
WED. 9/14	<i>Informative Speeches</i>		“
FRI. 9/16	<i>Informative Speeches</i>		“
MON. 9/19	<i>Informative Speeches</i>		“
WED. 9/21	<i>Informative Speeches</i>		“
FRI. 9/23	Persuasive Speaking	<b>Packet</b>	
MON. 9/26	Developing Arguments	<b>Packet</b>	Speaker Review Paper
WED. 9/28	Organizing Per. Speeches	<b>Packet</b>	
FRI. 9/30	Library & Research Day	<b>Packet</b>	
MON. 10/3	<i>Group Presentations</i>		Group Outline
WED. 10/5	<i>Group Presentations</i>		Group Outline
FRI. 10/7	<i>Group Presentations</i>		Group Outline/ <b>Speech Analysis Paper</b>
MON. 10/10	Communication Basics	<b>Chap 1</b>	
WED. 10/12	Perception Process	<b>Chap 2</b>	
FRI. 10/14	Perception of Self		

MON. 10/17	<b>Fall Break – NO CLASS</b>		
WED. 10/19	Perception of Others		<b>Quiz #1</b>
FRI. 10/21	Listening	<b>Chap 3</b>	
MON. 10/24	Listening Continued		
WED. 10/26	Verbal Communication	<b>Chap 4</b>	<b>Quiz #2</b>
FRI. 10/28	Verbal Cont.		So What Paper #1
MON. 10/31	Nonverbal Communication	<b>Chap 5</b>	
WED. 11/2	Nonverbal Cont.		<b>Quiz #3</b>
FRI. 11/4	Interpersonal Comm.	<b>Chap 6</b>	
MON. 11/7	Gender and Relationships		
WED. 11/9	Group Communication.	<b>Chap 7</b>	<b>Quiz #4</b>
FRI. 11/11	Group Cont.		
MON. 11/14	Professional Communication	<b>Chap 8</b>	
WED. 11/16	Professional Cont.		<b>Quiz #5</b>
FRI. 11/18	Mediated Communication		So What Paper #2
MON. 11/21	Extra Work Day		
WED. 11/23	<b>THANKSGIVING RECESS – NO CLASS</b>		
FRI. 11/25	<b>THANKSGIVING RECESS – NO CLASS</b>		
MON. 11/28	Intercultural Communication		
WED. 11/30	Intercultural Cont.		
FRI. 12/2	<i>Intercultural Presentations</i>		Presentation
MON. 12/5	<i>Intercultural Presentations</i>		Presentation
WED. 12/7	Final Exam Review		
FRI. 12/9	<b>STUDY DAY – NO CLASS</b>		
<b>12/13</b>	<b>7 – 8:50 am</b>		<b>Bring Scantron</b>

Note: Information contained in this syllabus, other than the grading, late assignments, and attendance policy, may be subject to change with advance notice, as deemed appropriate by the instructor.