

Comm 1010-06 Introduction to Communication

Instructor: Lyle Goulding

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Office Hours: T 3:00 – 4:00 PM, W 12:00 PM – 2:00 PM, TH 3:00 – 4:00 PM

Classroom: MC 110

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 relationship termination and the role it plays in identity construction in personal relationships.
4. 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.

Course Policies:

Participation: Your active participation in the class drastically increases the value of the course. Although I cannot force you to participate in the class discussions I will definitely try. Your perspectives and opinions are valuable assets in understanding the material so don't be afraid to share them. Your regular attendance and participation in every class impacts everyone. A portion of your final grade will be based on participation and in-class quizzes. These quizzes are not designed to force you to regurgitate information, although some concepts from class and the book will be included. They are designed to make you think for yourself and grapple with your own opinions and ideas.

Attendance:

You are expected to attend every class. If you miss class on the day that an assignment is due, you are responsible for turning it in anyway. If you miss the day you are scheduled to speak you will be unable to make up the speaking part of the assignment, but you may receive credit for the outline provided it is turned in on time. The weekly quizzes cannot be made up. The only exceptions are in the case of legitimate and documented illness, family emergency or school approved function. Vacations, weddings and other such events are not considered emergencies.

If you know you are going to be absent for a non-emergency event, you need to contact me in advance. Excused absences for illness or personal emergency must be accompanied by appropriate documentation and a direct conversation with me. I will deal with these situations on a case-by-case basis and I reserve the right to make the final judgment about excused absences. Late work will receive a non-negotiable 10% grade reduction for each calendar day it is late (weekends count as 2 days) unless your situation falls under the excused category above. Late assignments must be turned in no later than one week after they are due or you will receive a zero. All assignments are due by 5 pm.

Tardiness:

Please be on time to class. This shows respect to me and to your fellow classmates. If you are late on presentation days please wait outside the classroom until you hear applause.

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. 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.

Cell Phones/ Laptops:

Please be courteous and respectful with use of cell phones and laptops. Please do not answer your phone, text, play games, IM, surf the web, e-mail, check facebook, or do anything that is not class related in class. Using laptops can enhance your learning experience by allowing you to take notes and reference class topics when appropriate. If you do not understand what is meant by asking you to be respectful in regards to these devices, you will be asked to not bring them to class. Hopefully you all understand the appropriate use of cell phones and laptops. Please don't make me add to this section.

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, accommodations, 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:

You can plan to meet with me during office hours as regularly posted. I recognize that these hours won't accommodate all schedules so if they do not work for you please set up an appointment with me. I am always happy to meet with students individually or in smaller groups to help explain assignments or clarify anything from class or from the book.

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.

Grading Standards

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

Who Am I?	15
Outside Speech Evaluation	50
Group Presentation	75
Informative Speech	100
Informative Speech Outline	50
Persuasive Speech	100
Persuasive Speech Outline	50
Impromptu Speech	25
Participation	60
Quizzes	100
Final Exam	100
TOTAL	725

*** Up to 20 extra credit points will be awarded to students who go into the Speech and Presentation Center seeking help with their speeches for this class. Five points per visit for help on group presentation, informative speech, informative speech outline, persuasive speech, or persuasive speech outline.**

Class Schedule:

<u>Day/Date</u>	<u>Topic</u>	<u>Due</u>
Mon. 1/9	Syllabus/Introduction	
Wed. 1/11	What is communication?	
Fri. 1/13	Who Am I?	Who Am I?/Quiz 1
Mon. 1/16	No Class/MLK Day	
Wed. 1/18	Ch. 1: Introduction	Read Ch. 1
Fri. 1/20	Ch. 1: Introduction	Quiz 2
Mon. 1/23	Ch. 2: The Self & Perception	Read Ch. 2
Wed. 1/25	Ch. 2: The Self & Perception	
Fri. 1/27	Ch. 7: Group Communication Assign groups and topics	Read Ch. 7/Quiz 3
Mon. 1/30	Ch. 7: Group Communication	
Wed. 2/1	Speech Packet	Read Speech Packet
Fri. 2/3	Speech Packet	Quiz 4
Mon. 2/6	Group 1 Presentation	
Wed. 2/8	Group 2 Presentation	Informative Speech Topics
Fri. 2/10	Group 3 Presentation	Quiz 5
Mon. 2/13	Group 4 Presentation	
Wed. 2/15	Ch. 3: Listening	Read Ch. 3
Fri. 2/17	Ch. 3 Listening	Speech Evaluation/Quiz 6
Mon. 2/20	No Class/President's Day	
Wed. 2/22	Ch. 4: Verbal Communication	Read Ch. 4
Fri. 2/24	Ch. 4: Verbal Communication	Quiz 7
Mon. 2/27	Informative Speeches	
Wed. 2/29	Informative Speeches	
Fri. 3/2	Informative Speeches	Quiz 8
Mon. 3/5	Persuasion	Reading Assignment
Wed. 3/7	Speech Evaluation	
Fri. 3/9	Informal Communication	No quiz
Mon. 3/12 – Fri. 3/16	SPRING BREAK	
Mon. 3/19	Ch. 5: Nonverbal Communication	Read Ch. 5
Wed. 3/21	Ch. 5: Nonverbal Communication	Persuasive Speech Topics
Fri. 3/23	Ch. 5: Nonverbal exercise	Quiz 9

Mon. 3/26	Ch. 6: Interpersonal Comm.	Read Ch. 6
Wed. 3/28	Ch. 6: Interpersonal Comm.	
Fri. 3/30	Ch. 6: Interpersonal exercise	Quiz 10
Mon. 4/2	Ch. 8: Professional Comm.	Read Ch. 8
Wed. 4/4	Ch. 8: Professional Comm.	
Fri. 4/6	Professional interviews	Quiz 11
Mon. 4/9	Persuasive Speeches	
Wed. 4/11	Persuasive Speeches	
Fri. 4/13	Persuasive Speeches	Quiz 12
Mon. 4/16	Online communications	Reading Assignment
Wed. 4/18	Impromptu speaking	Reading Assignment
Fri. 4/20	Impromptu speaking	Quiz 13
Mon. 4/23	What is Communication?	
Wed. 4/25	In-Class Final Exam Preparation	
Fri. 4/27	No Class/Study Day	
Mon. 4/30	Final Exam 3 p.m. – 4:50 p.m.	

Who Am I?

This will be your first experience speaking in this class. You will prepare a 2 minute introduction about who you are. There are a few things that cannot be in this introduction including: Your name, hometown, major or what you do for a living. The assignment is to discuss briefly one or two things that make you tick. For instance, do you thrive on competition? Do you prefer being in groups or by yourself? Be specific in your descriptions.

Outside speech critique

Your assignment is to watch a speech in person or online and evaluate the effectiveness of the speaker. Look for verbal and nonverbal messages. Consider how well the speech is tailored for the audience receiving the message. The critique should be a 2-page double spaced assessment. Include both positive and negative aspects of the speech.

Group Presentation

Students will be separated into groups and will work together to choose a topic for the presentation. The purpose of this assignment is to allow students an opportunity to work together and present a topic that will be interesting to the remainder of the class. Every student in the group should participate in the planning and delivery of the presentation. Make them fun and include games, video clips, activities, etc. to support the point. Presentations will be 30-40 minutes and will be graded on content, information and creativity.

Informative Speech

For this assignment, students will deliver a 5-7 minute speech about a topic of their choice. The topic will be pre-approved by the instructor. Speeches should include at least one visual aid and two outside sources. The assignment includes creating an outline that can be used during the speech. The outline will be handed in and graded after completion of the speech. It should include the sources used during the speech. Remember the purpose is to inform.

Persuasive Speech

The persuasive speech will be a 5-7 minute presentation about a topic of the student's choice. The topic will be pre-approved by the instructor. Speeches should include at least two visual aids and three outside sources. The assignment includes creating an outline that can be used during the speech. The outline will be handed in and graded after completion of the speech. It should include the sources used during the speech. Remember the purpose is to persuade. Audience members should be able to easily identify what the speaker is encouraging them to do at the completion of the speech.

Impromptu Speech

Topics for the impromptu speech will be assigned in class the day of the speech. After selecting the topic, students will be given four minutes to prepare and two minutes to deliver their speech. The purpose is to give students an opportunity to think quickly and communicate effectively in a pressure situation.

Quizzes

Every Friday during the semester a quiz will be given at the first of class. Students should be on time and ready to take the quiz as class time begins. There will be 13 quizzes during the course of the semester. They are designed to test knowledge of the readings as well as the class discussions for the week. Make up quizzes will only be available in cases of legitimate emergency as outlined earlier in the syllabus. The top 10 scores will be used in final grading with the bottom three scores being tossed out.

Final Exam

Quizzes will replace a mid-term exam, therefore the final exam will be cumulative and will include information presented throughout the semester. Many of the questions will come from weekly quizzes, however some questions on the final also will be new. In order to do well on the final exam, students should remain current on their reading in the textbook and attend class regularly. The final will consist of 50 multiple choice questions worth two points each.