

CMST 101 – Introduction to Communication
Winter 2013
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OFFICE HOURS: M--TH 11:30 & by appt.
Classes: 10:30 (D) & 12:30-2:40 M/W



Office/ Arts & Humanities/R230/ 425-564-2341



STUDENTS RESPONSIBILITIES

SPEECH: Informative Speech & In-Class Presentations	25%
GROUP PRESENTATIONS AND PROJECTS:	25%
STUDENT PARTICIPATION: (guidelines below)	12.5%
EXAMS: (short and long essay, T/F & M/C, pop quizzes)	25%
WRITTEN: Speech Communication Analysis Paper	12.5%

All assignments must be completed to pass CMST 101

TEXTBOOKS: Understanding Human Communication, Adler & Rodman 11th edition
Online Material: MyBC www.bellevuecollege.edu & <http://www.bellevuecollege.edu/artshum/materials/>
BC Read Book: Deep Economy by Bill McKibben (an option)

Consider: You can have your achievements or you can have your excuses. You are the only person in charge of your abilities. There is no accomplishment without risk. Each person has unlimited potential-you can improve the quality of your life and the lives of others...or not.

ATTENDANCE POLICY: CMST 101 deals with both knowledge about communication theories, generalizations, principles, research results, etc. – and knowledge of communication – actual experience, practice. Knowledge about can be gained from reading, lectures, writing, etc., some of which may well be done alone and at other than class times. But knowledge of can only be developed and evaluated in the classroom context, where expectations are appropriate, feedback is available, and everybody's "in it together." Consequently, attendance is very important. If you're absent, and if you miss a large part of the course, your evaluation will suffer. **The CMST 101 attendance requirements are defined this way: Any person may miss five hours of class without penalty. Any absences beyond five class hours will result in that person's grade for the course being lowered-10 hours (20% of the class) missed will render you unable to receive a grade.**

General Goals:

- To develop an understanding and increase skills in interpersonal communication, public discourse, small group decision-making, intercultural communication and mass media.
- To develop an insight into communication theory as it impacts us as individuals, as communities and as a culture.
- To increase critical thinking and responsibility in reading, writing and speaking.

GUIDELINES FOR PARTICIPATION

1. **To participate**, you must come to class "**prepared.**"
2. **Participation involves sharing information.** You have lived a number of years. During those years, you have amassed a store of experience through dealing with other people. You have a great deal of intuitive knowledge of how people relate and communicate with each other. Participation involves sharing those experiences.
3. **Participation involves sharing feelings.** You have a reaction now and then to what people say and do. You have some topics, which are quite important to you. Sharing those feelings in class, expressing why you feel as you do, or asking why others feel as they do is part of participation.
4. **Participation involves listening.** You have to be able to listen actively to participate in this class. That means you have to attend to what your colleagues are saying and check your perceptions of what they are saying. You listen well if you can provide examples of your own which relate to the content or feelings of what has been already said.
5. **Participation involves asking me questions and challenging my opinions.** I do not claim absolute and final knowledge of communication. My experiences of communication will be different from yours. If you do not challenge me when I am vague, question me when I am obscure or tell me when you think the material is groundless; you are not participating well. **I cannot teach effectively if you do not actively participate.**
6. **Focus on quality – not quantity.**

Week	CMST 101 TENTATIVE SCHEDULE	Reading Assignment
1 Jan 2	<u>Introduction to Communication Theories and Models</u> "Getting to know you speeches & groups"	Chapters 1 & 5 ("footprint") Listen
2 Jan 7	<u>Language: Verbal and Nonverbal Communication and Culture</u> Learning Goals due....  Begin search for topics.....	Chapters 4 & 6 Research on the Internet  Exam # 1 (1 & 5)
3 Jan 14	<u>Interpersonal Communication Theories in Perception and Self Concept</u> (Visual aid self portraits) Topics Search	Chapters 2, 7 & 8 Speech topics (focus) due
4 Jan 21 No class on 1/21	<u>Interpersonal Communication and Relationships (start speech prep)</u> ("How is it going check?!")	Chapters 2, 7 & 8 cont.+ 3 Speech Plan due Exam #2 (4 & 6)
5 Jan 28	<u>Public Discourse and Culture</u> (begin Informative speeches/ Groups) Research, outlines, peer responses	<u>Read as Reference</u> Chapters. 11,12,13,
6 Feb 4	<u>Public Discourse and Culture cont.</u> <u>1st. Round Begins-Speech Self Analysis</u>	Chapter 14 Exam # 3 (2, 7 & 8)
7 Feb 11	<u>Discourse: Persuasion and Ethics,</u> Pop quiz heads up.... (last day to withdraw- 2/15 in person-4:00pm, 2/17 online by midnight)	 ethos/logos/pathos
8 Feb 18 No class on 2/18	The nature of small groups and decision-making. "Biodiversity" Theme-making a difference (& media, interpersonal, life style, intercultural themes)	Chapters 9 & 10 Small group projects Pre quiz on 9 & 10
9 Feb 25	The Nature of Small Groups and Problem Solving (Leadership & Power)	 What makes a GOOD group?
10 March 4	<u>Small group projects & Presentations</u> In class work...	Group process papers due Exam #4 (9 & 10)
11 March 11	Small group presentations	Communication Papers due...In Final Period 3/20 Wednesday
12 March 18	FINALS Week- Note time differences: Wednesday 3/20 @ 9:30-11:20	Finals Week: Begins 3/18/2013 <u>Must attend Final session</u>

Spring quarter classes begin April 1st 2013-Monday. Enjoy your Break!



Buxton/CMST 101

BELLEVUE COLLEGE GRADING POLICY

Bellevue College utilizes the following grading system which reflects a student's achievement.

Outstanding Achievement

A = 4.0 points per credit hour
A- = 3.7 points per credit hour

Minimum Achievement

D+ = 1.3 points per credit hour
D = 1.0 points per credit hour

High Achievement

B+ = 3.3 points per credit hour
B = 3.0 points per credit hour
B- = 2.7 points per credit hour

Unsatisfactory Achievement

F = 0.0 points per credit hour

Average Achievement

C+ = 2.3 points per credit hour
C = 2.0 points per credit hour
C- = 1.7 points per credit hour

POLICY ON CHEATING

You, the students, are expected to conduct yourselves with integrity. If you cheat, or aid someone else in cheating, you violate a trust. Cheating includes, but is not limited to, copying answers on tests or assignments, glancing at nearby test papers, swapping papers, stealing, plagiarizing, and illicitly giving or receiving help on exams or assignments. If you cheat, the following actions will be taken:

1. You will receive a grade of "0" on the work (exam, assignment, lab, quiz, etc.) where the cheating occurred. This grade cannot be dropped.
2. A report of the incident will be sent to the Dean of Students. He may file the report in your permanent record or take further disciplinary action such as suspension or expulsion from the college.

If you feel you have been unfairly accused of cheating, you may appeal. (For a description of due process see WAC 132H-120.) http://bellevuecollege.edu/policies/2/2050_Student_Code.asp

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible. If you are a student with a documented autism spectrum disorder, there is a program of support available to you.

If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

The DRC office is located in B 132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at www.bellevuecollege.edu/drc



Bridges to a Common Ground

NOTE: Because of the skills needed to accomplish the assignments in the course- College level English- in reading, writing, listening and comprehension are necessary to succeed in this course. If you have any concerns about your abilities in these areas-please see me in the first week of the quarter. If you have not taken your assessment testing in reading or writing you need to do so-see me for directions.

The Mysteries of grading and what you will be doing in CMST 101

The advantage of this course is that as a student there will be a variety of evaluative processes that establishes your grade-some "traditional" that you are familiar with and some new. There will be handout packets for each major assignment.

25%-Exams: (250pts) There are 4 major exams plus pop quizzes...

They will come in all forms-true/false, multiple choice, short, long answer essay and possible oral exams. Grading is based on a curve and given directly as letter & decimal (for example B/ 3.0-see page 3 of the syllabus) enabling you to simply average your individual exam grades during the quarter to find out where you "are" in the exam portion of your grade.

I try to be adapted in scheduling exams and make-up opportunities need to be schedule in advance.

25%-Informative Speech: (250pts.)The grade in the speaking portion of

CMST 101 is developed with a point scale to letter grades assigned to the various skills demanded in public speaking not only as a speaker but as an audience. The speech is recorded (so you will need a thumb drive) and the point elements are:

a speech plan, rhetorical outline, structure & logic, content, delivery, annotated bibliography, speech self analysis and peer responses.

There is a time constraint in this assignment- due dates are critical so there is a point penalty for being late and "0" points or an F for not doing the assignments. All elements must be completed to receive a grade on the speech.

**In class presentations are informal, are both individual & group, short and grow out of the topics generated by in class discussions and students generated interests and are designed to be a relaxed way to practice the art of "thinking & speaking on your feet." Grading in these cases are "pass/fail points." Just do it! ☺

25%-Group Projects and Presentations: (250 pts) Part of this course is designed to focus on

how groups successfully accomplish tasks. There will be one major project based on a variety of options that will be point graded on group process as well as group presentation. As a class throughout the quarter we will be using groups informally to practice the variety of skills that are demanded in collaborative efforts and contribute to this part of your grade.

12.5%- Communication Analysis Paper: (125points) this assignment is designed to be highly

Individual. The Paper is point graded and the ingredients are made up of your learning goals, of exercises, observations, experiments in testing theories in the text, your reflections, topics and issues that interest you, question and critical thinking opportunities to investigate the nature of Communication. I will ask to see a rough draft during the quarter before it is due but you can come in anytime and receive feedback. Creativity is encouraged!

The Communication Analysis Paper is a summary grows out of your overall work and is a 4-6 page discussion paper using specifics of text, lecture, discussion and your own research, observations and experiences on what you have learned about the nature of communication, how it impacts you as an individual and as a member of community and country.

12.5%-Participation: (125points) is evaluated using the guidelines on the syllabus, attendance & discussion. Because of the participatory nature of the course-missing 20% of class will render you unable to receive a grade in Communication Studies 101.

All major assignments must be completed to receive a grade in the course



Policies and Survival Tips

Accessing Course Materials: <http://bellevuecollege.edu/> click on MyBC which will take you to the log on site- then click on our class.

- Get yourself a copy of the Student Handbook or go online
You can pick one up in C106 or C212-Have one by the beginning of week 2.
 - Go to <http://www.bellevuecollege.edu/artshum/policy.html> and *review* the Arts and Humanities Division statement of Student Procedures and Expectations. The objective of this document is to create an environment where all students feel that they have the opportunity to learn. READ the document!
 - Come to class. DO THE READING WHEN ASSIGNED! That is being prepared.
 - All major assignments must be completed to receive credit in the class.
 - If you do not have a College Handbook for Writing I recommend that you buy one.
 - Take advantage of the “labs” on campus: i.e. the writing lab.
 - Make sure that you visit one of the computer labs and activate your e-mail account so that you can access and download course materials & connect with your colleagues.
 - Come see me. Talk to me. If the office hours do not fit your schedule-make an appointment-just give me some lead time. Problems with the material, an assignment, just curious, need to know about programs available on campus- I am a good resource for you.
 - Turn off cell phones and pagers while you are in the classroom. Put them away! Not on the desk or in your hand! 
 - Some assignments have flexible due dates-others do not. If you are having difficulty meeting a deadline, see me before, not after and we will try and work on some alternatives.
 - I rarely offer extra credit. There is enough work due in the quarter for you to “...do better the next time.” Avoid the problem from the beginning and do your BEST the first time!
- Did I mention-COME TO CLASS? AND DO THE READING!**
- Learning is not always entertaining-it can be frustrating, confusing and “boring,” but that does not mean that learning can not be fun! Do not give up; reaching the end of the quarter WITH THE KNOWLEDGE & EXPERIENCES FROM THIS CLASS is a goal worth achieving.

Welcome to the class



Student Grading Activities

- | | | |
|--|---------|------------|
| • Exams: 4/5 major exams: | (25%) | 250 points |
| • Informative Speech: | (25%) | 250 points |
| • Group Projects: | (25%) | 250 points |
| • Speech Communication Analysis Paper: | (12.5%) | 125 points |
| • Participation/Attendance: | (12.5%) | 125 points |
| • | | |

Total points	1000 -940=A	939-900=A-
	899-860=B+	829-800=B-
	859-830=B	799-760=C+
	759-730=C	729-700=C-
	699-660=D+	629-600=D-
	659-630=D	599-0=F

All assignments must be completed to receive a grade in the course

Norms & Expectations

- Participate, be committed, and be involved in the class and with your colleagues. Be supportive and learn reciprocity. Be a participant observer and not a social loafer.
- Accept Accountability and be a Responsible classmate.
- Take Risks- if you want to learn something NEW. Along with that comes some stress and uncertainty. If you want to grow and accomplish your goals you must be an active learner- not passive. Just getting by does not build your self esteem or confidence in your ability to be a self directed student.
- Be on time: plan your time and turn assignments in on time.
- Read the text. Assigned reading should be completed at the beginning of the week, read ahead.
- Take "good" notes in class.
- Be Ethical. Practice Honesty and be Truthful. Keep your word and do not make agreements that you can not keep. This diminishes your credibility and trustworthiness. Work on being open-minded and empathetic.

COURSE LEARNING OBJECTIVES

- Define the process of communication.
- Explain communication competence and identify your own personal strengths and areas of needed improvement in one-to-one, small group and one-to-many settings.
- Assess methods of language, nonverbal, and listening skills in a variety of settings
- Identify the characteristics of a group and methods of creating an effective group climate.
- Demonstrate decision-making and problem solving skills in a group project.
- Apply critical thinking skills in the research, writing, and analysis of a speech.
- Present a well-developed, audience-appropriate speech.

Your carbon foot print: **GO to this site and follow the instructions-two options –do both!**

<http://www.earthday.org/footprint-calculator>

...so how many earths do you need to maintain your lifestyle☺

Student Bio.

CMST: 101 Quarter: Winter Time: 10:30

Name: _____

Address: _____

Phone: _____

E-Mail: _____

Quarters @ BC _____ **Other Campuses?** _____

English/Writing Classes Taken (placement in writing _____ and reading _____
Have you taken Eng.101 _____)

Science & Math Taken _____

Social Science Taken _____

Other Communication Classes Taken: _____

Do you have a computer at home or easily available to you? Yes _____ No _____

Is this class a requirement? _____ If yes, for what program _____

What are you expecting of this class...Besides a "good" grade? What do you hope to learn?

Learning Skills:

What do you consider to be your strengths as a student?

What areas do you feel that you need to improve?

On the back of this page... Tell me about yourself! Fill the entire page...