



**BELLEVUE  
COLLEGE**

*Become Exceptional*

**Communication Studies CMST&101  
FUNDAMENTALS of SPEECH  
Sections  
Fall Quarter 2012**

**INSTRUCTOR:** Hank Sitko

**OFFICE:** R Building RM 230

**PHONE:** 425-564-2130

**e-MAIL ADDRESS:** [hank.sitko@bellevuecollege.edu](mailto:hank.sitko@bellevuecollege.edu)  
(best way to make contact)

**OFFICE HOURS:** 08:00am – 8:30am MWF (or  
by appointment)

**TEXT:** Adler, Ronald B. & Rodman, George  
(2009) *Understanding Human  
Communication* (11th ed.) Oxford  
University Press, Inc ISBN - 978-0-19-  
533612-2)

**CREDITS:** Five credit course

**CLASSROOM LOCATION:** **ODR, R201** Section C

**Class Times:** 12:30pm-02:40pm, TTh

**COURSE DESCRIPTION:** introduction to Communication (CMST&101) explores effective communication in one-to-one, small group, and one-to-many settings. Students analyze their communication skills and practice techniques to become more effective. Format includes public speaking experience.

**LEARNING OUTCOMES:**

After completing this course, students should be able to:

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.

### **EXAMINATIONS:**

Three multiple-choice examinations will be given. No make-up of examinations will be provided.

### **REQUIREMENTS:**

Three written examinations (100 points each)	300 points
Twelve Quizzes (9@ 10 points)	90
Attendance points	
In-class assignments	100
Homework assignments	120
Informative speech	100
Rough draft of speech outline	20
Self-review of informative speech	25
Small Group Presentation	70
Self Reflective paper	20
Peer Evaluation	10
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	855 total points

### **GRADING:**

**Points earned as a percentage of points available will determine your grade:**

Here is the grading schedule for the course.

Percent	Decimal	Letter	Percent	Decimal	Letter
95-100	4.0	A	77	2.2	C+
94	3.9	A	76	2.1	C
93	3.8	A-	75	2.0	C
92	3.7	A-	74	1.9	C
91	3.6	A-	73	1.8	C-
90	3.5	A-	72	1.7	C-
89	3.4	B+	71	1.6	C-
88	3.3	B+	70	1.5	C-
87	3.2	B+	69	1.4	D+
86	3.1	B	68	1.3	D+
85	3.0	B	67	1.2	D+
84	2.9	B	66	1.1	D
83	2.8	B-	65	1.0	D
82	2.7	B-	64	0.9	D
81	2.6	B-	63	0.8	D-
80	2.5	B-	62	0.8	D-
79	2.4	C+	61	0.7	D-
78	2.3	C+	60	0.6	D-
			59 & Below	0.0	F

**SUPPLIES:**

Scantron sheets

Access to a computer

**COLLEGE RESOURCES**

**Student Success Center:** The Student Success Center provides math, writing, reading and tutorial assistance. It is located in Building D Room 204. Please contact the SSR for hours and other information at <http://bellevuecollege.edu/asc/>. Their phone number is 425-564-2200.

**Bellevue College and Media Center:** Our library houses various resources that will be beneficial to your writing and learning. Make yourself familiar with the website. In particular cruise the tutorials and take note of how to cite your research in MLA and APA formats. The library website is, <http://bellevuecollege.edu/lmc/research.html>

**POLICIES:**

**Academic Honesty:** Students are expected to uphold the standards of Academic Honesty and Conduct set forth in the *Student Rights, Freedoms, and Responsibilities Handbook*. *Academic Honesty*, including but not limited to cheating, misrepresentation, or plagiarism is not tolerated at any level. *Plagiarism* means directly or indirectly using someone else's words or ideas as if they were your own--in other words, not explicitly identifying the outside source or not using quotation marks and/or parenthetical documentation to let your audience know that you are drawing on another source. In addition to using someone else's exact wording, plagiarism can also include summarizing or paraphrasing someone else's work without acknowledging the source. When in doubt, document and ask your instructor.

Plagiarism amounts to stealing someone else's ideas and does a disservice to that person, your audience and yourself. *Plagiarism, collusion in the writing of papers, and cheating on examinations will result in your failure for the assignment and, in all probability the course, and referral to the Associate Dean of Students for disciplinary action.*

**Classroom Etiquette:** It is the responsibility of every student to foster a respectful atmosphere for their peers. Cell phones and other electronic devices should be put on silent and stowed away while class is in session. **Students who must answer cell phones, text messages, listen to iPods, etc during the class period will be asked to leave the class for that session.** Students are also expected to behave in a manner that supports the learning of all students. Disruption of the course will not be accepted and students who are disruptive of their peers or the instructor will be asked to leave.

**Out of respect to myself and students, no recording of any kind of this class is permitted.**

**Civility Statement:** Bellevue College is required to provide a civil, productive atmosphere that fosters learning and growth. Please join me in creating this kind of environment by treating each other with courtesy, listening respectfully to each other, reflecting thoughtfully on each other's ideas (not just reacting to those ideas), expressing your views in a straightforward but diplomatic way (focusing on ideas, not personalities), and offering each other feedback.

**Disability Accommodations:** 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 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](http://www.bellevuecollege.edu/drc)

**Family Education Rights and Protection Act (FERPA):** FERPA laws preclude the instructor from discussing any aspect of your academic performance with anyone but you (this includes parents, spouses, siblings, and significant others).

**Running Start:** Running Start students are held to the same attendance, performance, and academic standards as all other students. This includes all FERPA protections and campus privacy concerns. ***High School events or activities are not acceptable excuses for missing a class or assignment.*** Running Start students should not feel the need to identify themselves to the instructor or class.

**Emergency Closure:** In case of an emergency closure (**in the case of weather, etc**), please access the following web site for information, <http://www.bellevuecollege.edu/publicsafety/status/> and/or call 425-401-6680. If a closure is necessary, it is your responsibility to check your e-mail for course assignments or updates.

- **Your email, phone or mobile device!** Students and employees may sign up to receive emergency email or text message alerts directly from BC as soon as changes are made to the campus status during emergency situations. Go to the BC Alert System sign-up page to learn more or sign in to edit your profile.
- **Use [Schoolreport.org](http://Schoolreport.org)**—BC also provides emergency information to this website during inclement weather-related closures. This resource also provides an email notification service you may sign up for if you are not eligible to use BC's Alert System. With Schoolreport.org you will receive emergency information for Bellevue College as well as 125 other Puget Sound-area schools and school districts.

If I am unable to make it to class I will correspond to you via email.

## **COLLEGE POLICIES**

Please refer to Bellevue College's Policies and Procedures website <http://bellevuecollege.edu/policies/> for information on the following college policies: Alcohol and Drug Policy, Equal Opportunity/Non-Discrimination, Limitation of Liability, Minor Children on Campus, Sexual Harassment, Smoking on Campus, Sex Offender Notification, and Weapons Policy.

### **Attendance**

Attendance will be taken daily. It is especially important not to miss class during oral presentations. Interaction and student response is an important part of this course. Absences will deprive you of important information and experiences. During oral presentations much of the learning results from practice but also from hearing other student's speeches.

**Attendance Points:** There are several types of points associated with attendance. There will be points associated with in-class assignments and there will be points associated with homework.

In-class points include communication activities related to the class as well as reviewing speech presentations.

In order to receive in-class points you must be present for the entire class period. Coming in late or leaving class early will nullify your points. In-class points cannot be made up.

Homework points are given for homework that is completed outside of class. It is due on the assigned day and cannot be submitted electronically, dropped off in my mailbox or by another student.

### **Presentations & Speech(es)**

If you miss your assigned date to deliver your speech fifty percent will be taken off every aspect of your speech assignment and you will deliver your speech during the last week of the quarter. **No excuses will be permitted for missing your presentation.**

If you are late for your assigned time to deliver your speech you will be assessed a late penalty. And finally, if the class is dismissed early and you arrive after the dismissal time you will have to make up your speech at another date and you will be assessed the fifty percent penalty as specified above.

Your Informative Speech will require Power Point as a visual aid. If your power point presentation does not work or if you do not have a power point for an assignment that requires one you will not be given any credit. The amount of credit will be specified on the assignment and its corresponding rubric.

This is an institution of higher learning and requires a certain discourse. When you construct and present your speeches it is expected of you to adhere to the academic discourse of this institution. Therefore any speeches that deviate from this discourse will not be accepted. Any speech that does not adhere to the elements of critical thinking, or logical argumentation and focuses on promoting an individual's agenda or espousing his or her beliefs will not be accepted.

Should miss your group presentation you will not receive any credit for the assignment.

### **SGC Presentations**

If you miss your assigned date to deliver your presentation you will not receive any credit for the assignment. **No excuses will be permitted for missing your presentation.**

If you are late for your group presentation fifty percent will be taken off every aspect of your group assignment.

Your group will have the power to dismiss any member of the group. This must be done by consensus and three reasons need to be submitted in written form to the professor for each warning. The first warning will result in a 20 percent reduction in the group grade, a second warning will result in a 40 percent reduction and a third warning will result in dismissal from the group. If a member of the group is voted off the group, that member will not receive any credit for the assignment.

### **Use of tobacco products**

The use of tobacco products is not permitted in class.

### **Being on time**

Punctuality is important in this class especially during days when speeches are given. Consistently arriving late to class signals disrespect to the class and the instructor. It is expected that all students will make an effort to be punctual to class. Please do not

enter class while someone is doing their presentation. Wait outside the classroom until you hear applause and then enter. **If you arrive late for class you will not receive any attendance points.**

### **Early departure from class**

You are expected to stay for the entire class. **If you choose to leave early attendance points will not be assigned.** Also, if you have to leave the class while someone is doing a speech, please wait until there is a break between speakers before leaving.

## **ASSIGNMENTS**

**Late Papers:** Late papers will not be accepted. I will not accept any papers after the quarter has ended. There will be no "make-ups" of missed exams, quizzes or in-class activity. Assignments or papers which are submitted after the designated due date will have points deducted 40% each day late (not each class period, but each day including Saturday's and Sunday's). Therefore an assignment must be submitted the next class period in order to receive any points.

**Assignment Submissions:** Papers may not be submitted electronically or dropped off at my mailbox. All papers must be handed in during class on the day they are due. Another student may not hand in a paper for you.

**Format:** All assignments must be typewritten 12 pt, double spaced with one inch margins (top, bottom, left and right).

### **Electronic and Paper Dictionaries**

The use of electronic and/or paper dictionaries will not be allowed while taking quizzes or exams.

- a. **FAULTY TECHNOLOGY** (broken computers, printers, or cars, for example) or breakdowns in group process are not legitimate excuses for turning in work late. Successful students need to anticipate potential panic scenarios and develop contingency plan. **I DO NOT ACCEPT ASSIGNMENTS THROUGH EMAIL.**



## **VARIOUS AND SUNDRY ITEMS**

- The instructor reserves the right to modify the course schedule, grading structure and syllabus.
- Disagreements over grades should be resolved on the day the grade is assigned or shortly afterwards.
- Keep all your work till the end of the quarter
- For all written assignments you must have back- up copies

### **Important Dates, Fall 2012**

**September 18, 2012, Monday**  
**October 9, 2012, Tuesday**

**October 26, 2012, Friday**

**November 12, 2012, Monday**  
**November 22, 2012, Thursday**  
**November 23, 2012, Friday**  
**December 5-7, 2012**  
**December 6, 2012, Thursday**

**Classes Begin**  
**No Classes College Issues Day**  
**No Classes: Professional Development**  
**No Classes: Veterans' Day**  
**No Classes: Happy Thanksgiving**  
**Finals Week**  
**Class Final TIME 11:30am-1:20pm.**