

**CMST& 101 - Introduction to Communication (5 credits )**

Item # 0810

Course Outline and Syllabus

**SUMMER 2012 - (June 25th – Aug 9th)**

**MTWTh 9:30 am to 11:20 am**

Professor: Renee DeHeck  
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**Required Text:**

Adler, Ronald B. & Rodman, George (2008) *Understanding Human Communication* (11th ed.). Oxford University Press, Inc. (ISBN - 978-0-19-9747382)

**Course Description:**

This course is a lecture/discussion course designed to introduce you to fundamental concepts, theories, and processes of human communication, especially as they relate to the interpersonal small group, and public speaking arena. This course is also intended to provide you with the practical and relevant application of communication to your everyday life.

**Course Outcomes:**

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

**COURSE REQUIREMENTS**

**General Education Outcomes:**

- Think critically in reading and writing - and through other media.
- Work and communicate effectively in groups
- Deal constructively with information, ideas, and emotions associated with issues of diversity and conflict.

**Class Policies of Participation/Activities:** Because Each of you holds a distinctly unique and significant perception, it is vital to the quality of our combined classroom experience that every individual Attends, Participates and Completes all Speeches/Assignments. Regular class attendance is required and essential for success in this course, as is regular meaningful discussion. It is highly recommended that you have a college reading level. Please consult your English placement test scores.

**Attendance:** You are expected to attend. Points are given for attendance. If you are absent on any day, you are responsible for obtaining materials and information you missed from [other class members](#). It is best to send an email if you are ill. All speeches must be completed to pass this course. After 4 absences you risk losing points and Students with 7 or more absences will

not receive credit for the class. If you miss a speech day, you will receive a zero. The following pre-authorized adjustment may be made if:

- A. Traveling on an official Athletic Schedule.
- B. A serious illness or verifiable emergency and you call or email prior to your scheduled performance day. You should do everything you can to communicate with your instructor within 24 hours and possible documentation (Dr.'s note / accident report) Then if time allows and if circumstances merit rescheduling, the teacher will attempt to either re-schedule or accommodate a make-up assignment.

#### **Americans with Disabilities Act Statement:**

If you need course adaptations or other assistance because of a disability, if you have emergency medical information you feel you should share with me, or if you need special arrangements in case this building must be evacuated, please contact me as soon as possible, prior to undertaking any assignment for which you require an adaptation. Verification through Disability Resource Center may be required. Be sure to let me know of any concerns, emergencies, though out the quarter, so... don't wait until the end

**Special Needs:** If you need course modification/adaptation or accommodations because of a disability, I can refer you to our Disability Resource Center (DRC). The Disability Resource Center is located in B132 and can be reached at 425-564-2498.

**PLAGIARISM:** "The act of passing off as one's own, the ideas or writings of another."

**Statement on Academic Integrity:** You should know that plagiarism is a serious violation of your contract as a student and will be treated severely. It is important for you to understand that plagiarism is... any representation of another person's words or ideas in a manner that makes it seem as if they were your own, in either oral or written form.

\*Your may NOT copy another person's papers or speeches.

\*You should not use another person's unique phrases or organizational schemes without making it clear to your audience where those words or ideas originated.

\*Students caught cheating on an exam or assignment will not receive any credit for that portion of the class and will be reported to the Dean of Student Programs.

\*In addition, the same speech or other assignments may not be given for credit in more than one class. If you are taking (or have taken) some other course in the department with speech assignment, you may not recycle a speech by giving it in both classes.

**Classroom Conduct:** Use discretion and good judgment regarding visual aids, speech topics, and group presentations. You should not bring to class any item which is illegal or prohibited on campus (i.e. drugs, alcohol, firearms, pornography, any related paraphernalia, etc.) To win the respect of your audience, avoid saying things that are offensive to them. Be constructive in your comments both in the classroom and online. If you have any questions about what may or may not be appropriate, ask your instructor.

As we celebrate language diversity, we also ask that in a Group setting, the conversation in the group be in English.

#### **Behavior Expectations & Requirements:**

- It's your responsibility to visit **MyBC Web** for announcements and lecture notes.
- **NO emailed papers** please, I only accept printed copies,. And they **MUST be STAPLED BEFORE YOU TURN THEM IN** (No Paper clips). Points docked for Non-Stapled Papers.
- Not Arriving late to class – If you arrive 20 min. late +, to class, you are marked absent.
- Not Leaving before the end of class, please let me know in advance.
- No Multi-tasking Cell Phones, Surfing Web Sites, Texting or using I-Pods during class time.

- Talking during lectures or while another student is talking
- Not Walking into class during a presentation & Wait until the end to ask questions

## **COURSE EXPERIENCE & ASSIGNMENTS:**

### **Attendance And In-class Group Activities: (80 pts)**

\*We will occasionally break into groups during class time to work on exercises that relate to material covered during lectures. Points vary, approx. 10 - 20 pts. each.

(No Emailed Assignments or Papers accepted - only hard copies accepted)

\*Role sheet passed around & it's your responsibility to sign it. **You are absent if 20min late.**

**COLLAGE PROJECT (PUBLIC/PRIVATE SELF) (75pts)** Create a 12" x 12" Collage with pictures/items that represent who you are. (Instructions to be provided as hand out).

### **3 SHORT SPEECH ASSIGNMENTS**

**#1 Introduction Speech - (25 pt)** A brief time of introducing someone in class. You will ask questions from the rubric handed out in class. No Outline.

**#2. Group Presentation: An Informative Speech-100 pts** -(TEAMS OF 5 -6) A group will present a topic to the class for the purpose of informing or teaching. Technical documentation through power point & visual aids will be required. Further instructions to follow. Max of 5min. For each member, and it's required you stay in touch with your team. Instructions/Handout provided. (\*1 Outline required) 1 source per student

**#3 Persuasive Speech - 100 pts** The focus is on changing or reinforcing the attitudes, beliefs values or behaviors of the audience. A detailed outline and visuals are required. I am looking for statistics in diagram form as well as cited on the outline and Spoken aloud during the speech. 5 - 6 min. 100 pts. (\* 1 Outline required)

\* **Outlines** - There are 2 speeches that require formal outlines to be turned in on the day you present. They must be **typed** in the same form as the **template** you will be given in class. The 2 speeches requiring an outline are the Group Speech #2 and the Persuasive Speech #3. It's 10% of that speech grade.

You turn it in on the day you present and it **cannot be emailed**. You lose points if it is late.

**Peer Critiques** - (20pts) Gaining feedback from the audience is important to all successful speakers. Students will evaluate one another's speeches, using a form provided by the instructor. You won't observe on the day you are assigned to speak. You attendance is required even on the days you do not Present.

**\*\*Special Note about Assigned Speech Dates:** The order of speech performances are assigned by the first letter of your last name. The course assignment schedule (page 5 of this syllabus will reflect the assigned dates by last name.

If you are absent on your date of presentation:

- A. You may only make up your speech if time allows on the next class time.
- B. Your highest possible score for a make up speech is a C.

**2 Exams:** (100 pts each = 200 pts)

ScanTron is used. There will be 2 in-class exams. Quizzes will be in multiple-choice, true/false, matching. A study guide will be provided before the quiz and you are allowed 1 note card to use during the quiz. No make-up quizzes given.

**Extra Credit:** (10pts) There will be opportunities for extra credit which is completely optional. These points cannot be used to replace a required speech, but can be used help a low exam score. (Assignment to be announced per instructor's approval)

**LATE OR MISSED ASSIGNMENT/EXAMS:**

There will be no "make-ups" of missed exams. Assignments or papers which are submitted after the designated due date will have points deducted 15% each day late.

**GRADING:**

Course graded A, B, C, D, F - with student's option to receive a Credit or No Credit Grade. Grades will be based on class participation, written assignments and exams. Credit will be apportioned in the following way:

Attendance/In-class Exercises	80pts
Public/Private Self Collage	75
Speech #1 Introduction Speech	25
#2 Group Presentation (Informative)	100
#3 Persuasive Speech	100
Peer Critiques	20
2 Exams (100 pts each)	<u>200</u>
-	Total 600 points

**GRADING SCALE:**

<u>Points</u>	<u>= Grade</u>	<u>Points</u>	<u>= Grade</u>
570 - 600	= A	438 - 461	= C
540 - 569	= A-	420 - 437	= C-
522 - 539	= B+	402 - 419	= D+
498 - 521	= B	378 - 401	= D
480 - 497	= B-	360 - 377	= D-
462 - 479	= C+	0 - 359	= F

*(Schedule is subject to revision per Instructors direction)*

**COURSE SCHEDULE****LECTURE & ASSIGNMENTS**

Week 1	<b><u>JUNE</u></b>	
M 25	Course Overview & <b>Introduction &amp; Ice Breaker</b>	
T 26	Human Communication, What & Why + <b>Interview SP#1</b>	Chapter 1
W 27	Finish Intro & Lecture Diversity in Communication	Chapter 1, 2
Th 28	Perception, The Self & Comm.+(Green Collage handout)	Chapter 3
Week 2	<b><u>JULY</u></b>	
M 2	<b>Bring Collage - Answer Worksheet in class &amp; complete</b>	Chapter 3
T 3	Language	Chapter 4
W 4	<b>NO CLASS – HAPPY JULY 4TH</b>	
Th 5	Listening + EXERCISE	Chapter 5
Week 3		
M 9	Non Verbal Communication	Chapter 6
T 10	Non Verbal - Exercise + Video	Chapter 6

W	11	Interpersonal Communication (Exam #1-Study Guide)	Chapter 7
Th	12	Exam Review Chapters 1 – 6	
		Interpersonal Cont. (Interpersonal Video)	Chapter 7
Week 4			
M	16	<b>Exam #1 Chapters 1 - 6 ScanTron</b>	
T	17	Conflict in Relationships	highlights of Chapter 8
W	18	Nature of Groups./ Leadership & Power	Chapter 9
Th	19	Problem Solving & Topic Choice + EXERCISE (Hand out for Speech #2 Groups- Blue & Orange)	Chapter 10
Week 5			
M	23	Informative Speaking (Permanent Groups Pick Topic)	Chapter 13
T	24	Organize & Outlining	Chapter 11 - 12
W	25	Group Meet (handout for Persuasion Speech – Yellow)	
Th	26	Group Meet	
Week 6			
M	30	<b>Speech #2 Two Groups Present</b>	
T	31	<b>Speech #2 Two Groups Present</b>	
		<b><u>AUGUST</u></b>	
W	1	Persuasion Lecture (Select your solo topic)	Chapter 14
Th	2	Persuasion (work on Outline)	
Week 7			
M	6	<b>Speech #3 Persuasion Speech (A-G) last names</b>	
T	7	<b>Speech #3 Persuasion Speech (H – M)</b>	
W	8	<b>Speech #3 Persuasion Speech (N – Z)</b>	
Th	9	<b>Last Day - Return Exams &amp; all papers</b>	