

## CMST 101: Intro. to Communication

Winter 2013 - MW at 5:30pm-7:40pm

**Instructor:** Dr. Whitney Anspach

**Office Hours:** By appointment

**Email:** [wanspach@bellevuecollege.edu](mailto:wanspach@bellevuecollege.edu); Canvas mail tool

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### Required Readings

Adler, R., & Rodman, G. (2012). *Understanding Human Communication* (11th ed). Oxford University Press: New York.

Additional readings will be available as pdfs on the Canvas class site.

*Note:* The assigned readings are critical to your understanding and appreciation of course concepts. I have tried to select a textbook that will provide concrete examples of issues related to introductory theories of communication. The reading will provide valuable background for issues we will address further in class.

*Optional Resource:* [http://www.oup.com/us/companion.websites/9780195336122/student\\_resources/?view=usa](http://www.oup.com/us/companion.websites/9780195336122/student_resources/?view=usa)

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### Departmental Learning Outcomes for This Course

By the end of this course, students will be able to do the following.

- Define the process of communication
  - Explain communication competence and identify your own personal strengths and areas of needed improvements 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.
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### Course Format and Expectations

#### Format:

You will be engaged in activities and discussions designed to aid your understanding of the concepts explored in this class. Computer use is required to access the courses materials on the class site hosted on Canvas. Please note that this area of study contains complex theories and difficult jargon. I will do my best to assist you, **but a college reading level and college writing level in English is needed to succeed in this course.**

#### Expectations:

Your active participation in the learning process is expected and valued. We will address a variety of topics, many involving controversies that touch upon our personal values and beliefs. I encourage you to share your thoughts, concerns, and opinions in class—we will have a stimulating learning environment and a richer learning experience if we can discuss a wide range of perspectives. At the same time, the issues we will address can be highly emotional ones and we won't always agree with one another. It is vital that everyone feels safe to air her or his ideas and opinions. Please be sensitive and respectful to other viewpoints when making comments and contributing to discussion.

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## Learning Assessment

In order to earn a passing grade in this course you will need to submit **all** of the assignments listed below and take all exams. Submission of all assignments and exams constitutes a necessary, but insufficient condition for passing the course. Unfortunately, I am unable to offer incompletes for this course.

### Assignments

#### *Small Group & Interpersonal Communication*

- Group Presentation & Outline =200pts
- Participation in Your Group (evaluated by group members) =75pts
- Completion of Group Members' Participation =50pts
- Short Homework Assignments =100pts

#### *Public Speaking*

- Show & Tell Speech =25pts
- Guest Introduction Speech, Outline, & Note cards =100pts
- Peer Evaluations =50pts

#### *Participation*

#### *Exams (3 X 100)*

#### **Total**

=100pts

=300pts

**=1000pts**

### Grading Scale:

94-100 = A	73-75 = C
90-93 = A-	70-72 = C-
86-89 = B+	66-69 = D+
83-85 = B	60-65 = D
80-82 = B-	0-59 = F
76-79 = C+	

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### **Assignment Descriptions**

*(More detail will be provided for each of these assignments in class and on our class site.)*

### **Exams (3 X 100 Points):**

We will have three multiple choice exams that are intended to test your knowledge of course concepts. You will all receive an exam review/study guide at least one week prior to the first day the exam will be available. **You are required to bring a pencil and a Scantron sheet to each exam.** Scantron sheets can be purchased at the BC bookstore.

### **Attendance (100 Points):**

Bellevue College's standard attendance policy will be utilized for this course (see <http://bellevuecollege.edu/artshum/policy.html>). To summarize this policy, any student missing more than 20% of total class meetings will automatically fail this course. Twenty percent of our class meetings equal four absences. **More than four absences will cause you to earn an 'F' for this course.** In addition, one letter grade will be deducted from your participation grade for the second, third, and fourth absences. There is no deduction for the first absence.

### **Short Homework Assignments (100 Points):**

You will be expected to complete a number of short homework assignments for this course. These assignments consist of a few short answers on a handout to be passed in at the beginning of the next class meeting, or taking workbook or online surveys related to course content.

### **Final Group Project Presentation (150 Points) & Outline (50 Points):**

You will be assigned to work with 4-5 of your classmates on a group project (details provided in class). Your group will have time to work in-class on this project during the last five weeks of this quarter. Some groups in previous quarters have used this time to great advantage and have not had to meet outside of class. Others have not. Depending on your group, it is possible to complete this project with great success without undue stress on your obligations outside of this course.

### **Group Participation & Evaluation of Group Members (75; 50 Points):**

Given that some groups do work outside of class on their projects, it is impossible for me to reliably evaluate each member's participation in their group. This is why you will all be tasked with evaluating the other members in your group.

The evaluation form includes questions that are designed to assess your understanding of key small group communication concepts (e.g., small group roles). This is why your evaluation of other group members is worth so many points.

### **Peer Evaluations (50 Points):**

You will be assigned to critique your peers' speeches this quarter. Details about the criteria you will use to evaluate these speeches will be provided in class and on our course website.

### **Show & Tell Speech (25 Points) and Guest Introduction Speech (100 Points)**

You will craft and present two very short speeches (@3 minutes)

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## **General Policies**

### **Grade Appeals:**

You have the opportunity to appeal any grade that you are given in this class. All grade appeals must be typed, and state your reason for appeal. If you so choose, I will accept appeals via e-mail. *Grade appeals must be submitted no sooner than 24 hours after the grade has been issued. I will not discuss any grade on the day the grade is administered.* Grade appeals must be made **within 10 days** of receiving the grade from me.

### **Assignment Submission:**

For purposes of equity and fairness for all students, you will be given a reasonable amount of time to complete all written assignments. Deadlines for all assignments will be announced on the course website calendar and are listed in the syllabus. **All written assignments must be submitted via our Canvas site.**

In the event that you do not turn in your assignment on the day/time it is due, you will be assessed the following academic penalty: late assignments will receive a one point grade reduction for every day they are late (i.e. B+ to C+)\*. **All assignments submitted 10 minutes after the start of class on the due date will be marked as being one day late.**

**\*1 FREEBIE** – In order to be fair, I have always stuck to the whole you must have a doctor's note or other documentation to have a late penalty excused. This policy, however, makes much less sense to me today

than it did when I started teaching 13 years ago. Who goes to the doctor these days for a common head cold or nausea? Some of us do not even have health insurance, so we don't go to the doctor unless it is a life-or-death situation. Given all of this, I have decided to offer you all one freebie. You can pass in one (1) assignment [**Excluding Speeches & Quizzes!!!**] **up to 72 hours late without penalty** this quarter – no documentation or excuses required.

### **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. Obviously, this means that you may not copy another person's papers. **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.** For example, someone who plagiarizes a portion of their speech will earn a zero for that speech, the speech outline, the note cards, and the self-evaluation assignments.

If you do not know what constitutes plagiarism, please check out this handy [game/guide](#).

### **Special Needs:**

If you need course modifications /adaptations 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. Please meet with me if you have any questions.

### **Classroom Conduct:**

When engaged in your role as a student, please be constructive in your comments both in the classroom and online. Always treat your classmates with respect. Please consult with [www.bcc.ctc.edu/artshum/policy.html](http://www.bcc.ctc.edu/artshum/policy.html) to review the Arts and Humanities Division statement of Student Procedures and Expectations and/or contact your instructor should you have any questions or concerns.

## Tentative Course Schedule

The number of days needed for each speech round is dependent upon the number of speakers and groups. As such, this schedule will likely be adjusted to account for the final number of students in this class.

Week	Date	Topic	Reading
1	Wed. 2 Jan	Introduction to the Course Communication Basics	Chapter 1
2	Mon. 7 Jan	Self-concept	Chapters 2 & 3
	Wed. 9 Jan	Perception Listening	Chapter 5
3	Mon. 14 Jan	<i>Exam #1</i> Language	Chapter 4
	Wed. 16 Jan	Nonverbal Communication	Chapter 6
4	Mon. 21 Jan	<b>MLK Day – NO CLASS!</b>	
	Wed. 23 Jan	Self-Disclosure Communication Climate	Chapters 7 & 8
5	Mon. 28 Jan	Conflict <i>Small Group Com. Survey Due!</i>	See Canvas
	Wed. 30 Jan	<i>Exam #2</i> Group Project Details Group Work	Final Project Assignment Details (Canvas)
6	Mon. 4 Feb	Roles, Leadership, & Power	Chapter 9
	Wed. 6 Feb	Small Group Com. Activity	None

Week	Date	Topic	Reading
7	Mon. 11 Feb	Problem Solving	Chapter 10
	Wed. 13 Feb	Rhetoric & Delivery	Chapter 11
8	Mon. 18 Feb	<b>NO CLASS!</b>	
	Wed. 20 Feb	Visual Aids & Peer Critiques	Chapter 13
9	Mon. 25 Feb	<i>Show &amp; Tell Speech</i>	None
	Wed. 27 Feb	<i>Exam #3 Arrangement</i>	Chapter 12
10	Mon. 4 March	Research & Citing Sources	See Canvas
	Wed. 6 March	<i>Guest Introduction Speech</i>	None
11	Mon. 11 March	<i>Group Presentations – Part 1</i>	None
	Wed. 13 March	<i>Group Presentations – Part 2</i>	None
12	Wed. 20 March	(Pending) Final Presentations Concluded	