

# Syllabus CMST&101

FALL 2011

## HIGHLIGHTS TO KNOW BY HEART

This is a very “Hands On” class your **prompt** attendance and your participation is VITAL to your success in this class. You will be taking part in Learning Groups, partnered discussion and solo discussion every day. You will need to bring the textbook to class every meeting.

The course starts with your taking a Likert Test to determine your self-evaluation of where you stand in your ability to communicate with others, and yourself. At the end of the course, on the day of the Final, You will retest, using the same scale. The rate and amount of improvement will count for 25% of your Total Grade. Only YOU know how much you utilize the material/ skills we have discussed in class.

You will need to have College-level reading comprehension and speed as well as English writing. There is a writing Lab here on campus and some of you may find it extremely helpful. It is meant for you to use whenever the case arises, so please feel free to do so.. If you have concerns about your proficiency in any of these areas please see me as soon as possible.

### Methods of Evaluation:

PUBLIC SPEAKING	20%
INTERPERSONAL	20%
GROUP PROJECT	15%
IMPROVEMENT ON THE PERSONAL LIKERT SCALE	25%
ATTENDANCE	<u>20%</u>
	100%

Late work **MUST** be submitted within **TWO WEEKS**, with a loss of grade to be determined, but **NOT LESS THAN ONE LETTER GRADE PER LATE SESSION. I Will Not Accept Work More Than Two Weeks After the due date.** Speeches missed because of absence may not be able to be completed in the time remaining. So plan to be there when you said that you would.

Assignments: **All written assignments will be typed, using Arial 12, standard margins and double spacing. Handwritten assignments will not be accepted and late penalties will**

**apply while they are redone.** All assignments of more than one page must be stapled or clipped together to insure full credit. All references must be cited in either APA or MLA styles. More about this will be discussed in class. An online version of these style manuals is available through the following sites: [http://owl.english.purdue.edu/handouts/research/r\\_apa.html](http://owl.english.purdue.edu/handouts/research/r_apa.html) and [http://owl.english.purdue.edu/handouts/research/r\\_mla.html](http://owl.english.purdue.edu/handouts/research/r_mla.html) Copies of all course assignments and evaluation documents are available on your MyBC site page.

Grading Criteria: Every grade you receive on an assignment in this class will be rendered as a letter grade. To ensure that you understand what these scores mean in this class, you should consider the following evaluative scale. For purposes of qualitative expression,

A = Outstanding, little to no room for improvement;

B = Good, high achievement;

C = Satisfactory;

D = Poor achievement, but passing;

F = Unsatisfactory, not passing.

**A+**=4.9- 5.0 (98 -100)    **A**=4.7-4.8    **A-** =4.5 -4.6 (90 – 92)

**B+** =4.4 (88-89)        **B** =4.1 - 4.3 (83 -87)    **B-** =4.0 (80-82)

**C+** = 3.8 -3.9 (78 -79) **C** 3.61- 3.7 (73-77)    **C-** =3.51- 3.6

**D+**=3.41- 3.5 (67 - 69.9) **D** 3.01- 3.4(60 - 66.9) **F < 3.0 (60)**

Attendance It is the Division's policy that students who miss 2 weeks or more of classes will receive an "F". This is 4 absences, 8 tardies, or any combination of the two! You will be asked to cease attending class when you have had this amount of absence. Arriving late to class is disruptive and appears inconsiderate of those who are on time. Please see me for extenuating circumstances. See: <http://www.bcc.ctc.edu/Artshum/policy.html> for more detail.

Academic Integrity & Classroom Conduct: YOU SHOULD KNOW THAT PLAGIARISM IS A SERIOUS VIOLATION OF YOUR CONTRACT AS A STUDENT AND WILL BE TREATED SEVERELY WITH A FAILURE IN THAT ASSIGNMENT AND, A CANCELLATION OF ALL BONUS POINTS. You will be expected to act in a mature manner. Failure to do so will result in your being asked to leave the class.

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

<http://bellevuecollege.edu/about/goals/inclusion.asp>

Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to:

talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates.

The instructor can refer any violation of the Student Code of Conduct to the Vice President of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Vice President of Student Services." [A&H website

Academic Integrity & Classroom Conduct: 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. Obviously, this means that you may not copy another person's outlines, papers, or speeches. But it also means that 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. For more on plagiarism, classroom conduct, and all other issues of student behavior and responsibilities see:

<http://www.bcc.ctc.edu/Artshum/policy.html> and  
[http://www.bcc.ctc.edu/stupro/handbook\\_cd/catalog/2003-04.pdf](http://www.bcc.ctc.edu/stupro/handbook_cd/catalog/2003-04.pdf)

## **Student Code**

"Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Vice President of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Vice President of Student Services." The Student Code, Policy 2050, in its entirety is located at: [http://bellevuecollege.edu/policies/2/2050\\_Student\\_Code.asp](http://bellevuecollege.edu/policies/2/2050_Student_Code.asp)

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: <https://bellevuecollege.edu/sam> .

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the [Computing Services website](#).

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)

The Bellevue College (BC) Public Safety Department's well trained and courteous non-commissioned staff provides personal safety, security, crime prevention, preliminary investigations, and other services to the campus community, 24 hours per day, 7 days per week. Their phone number is 425.564.2400. The Public Safety website is your one-stop resource for campus emergency preparedness information, campus closure announcements and critical information in the event of an emergency. Public Safety is located in K100 and on the web at: <http://bellevuecollege.edu/publicsafety/>

The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

- Enrollment Calendar - <http://bellevuecollege.edu/enrollment/calendar/deadlines/>. On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- College Calendar - <http://bellevuecollege.edu/enrollment/calendar/holidays/0910.asp>. This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.

**CMST 101 Calendar: *Subject to Change***  
**FALL 2011**

**WEEKS #1,2**

**VOLUME 1: Principles of Communication**

**1.1 FOUNDATIONS OF HUMAN COMMUNICATIONS**

**Pages 1-30**

**WEEKS #3,4**

**1.2 SELF - AWARENESS AND COMMUNICATION**

**Pages 35-66**

**SPEECHES BEGIN**

**WEEKS #4,5**

**1.3 UNDERSTANDING VERBAL MESSAGES**

**Pages 70-98**

**WEEKS #6,7**

**1.4 UNDERSTANDING NONVERBAL MESSAGES**

**Pages 104-134**

**WEEKS #8,9**

**1.5 LISTENING AND RESPONDING**

**Pages 139-174**

**WEEKS #10,11**

**1.6 ADAPTING TO OTHERS BRIDGING CULTURE AND GENDER  
DIFFERENCES**

**Pages 177-215**

**FINAL EXAM: DATE, TIME AND CONTENT TO BE DETERMINED**

**ATTENDANCE AT THE FINAL IS MANDATORY!!**