CMST 101 Introduction to Communication
Summer 2015 Course Syllabus
Item 0705

“Communication works for those who work at it.”
   - John Powell

Instructor: Amanda Jankus

Class Meeting: Monday – Thursday 9:30 am- 11:25 am in C168

Phone: Office – (425) 564.2120

Office Hours: Please email me to set up an appointment.

Email: Use the “Conversation” tool in Canvas to contact me

Required Text: Real Communication: An Introduction by Dan O’Hair & Mary Wiemann
   2nd edition. (New York: Bedford/St. Martin’s, 2012.)

Required Readings: There will be many additional readings required including books
   excerpts, newspaper, articles, and opinion columns. You will be responsible for obtaining
   these either in class (when available) or online.

Course Description and Objectives
This course explores 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. After completing this
   course, students should be able to:
   1. Define the process of communication;
   2. 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;
   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 Activities and Approach to Learning
Class experiences will include lectures, group discussions, activities, and intercultural simulations. Student participation in the classroom and online is essential to learning the course material.

You will be spending time in on-line weekly to complete tests, quizzes, and assignments online. You must have a solid understanding of how to use Canvas in order to successfully complete the course.

Sometimes technology doesn't quite cooperate to our liking. If this happens to you, the first step is to take a deep breath and not panic. Then, it is time to put a plan into action. I want you to be aware of available resources.

First, check out the Canvas Student Guide: [http://guides.instructure.com/m/4212](http://guides.instructure.com/m/4212) This should walk you through many common questions and hopefully give you some answers.

Second, Bellevue College's IR Department created this resource about using Canvas for students: [http://depts.bellevuecollege.edu/ir/students/studentguide/class-sites/](http://depts.bellevuecollege.edu/ir/students/studentguide/class-sites/)

Third, here's an orientation site that Bellevue College's Distance Education program created: [https://bc.instructure.com/courses/411354](https://bc.instructure.com/courses/411354)

Fourth, you can always check out the "Help" link in the upper right corner of the Canvas screen.

Finally, if you are unable to solve technology issues with these Canvas resources, I would encourage you to contact the Bellevue College Help Desk: [http://depts.bellevuecollege.edu/ir/submit-a-ticket/](http://depts.bellevuecollege.edu/ir/submit-a-ticket/)

**Important Links**

**Bellevue College E-mail and access to MyBC:**
All students registered for classes at BC 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. For your account: [https://bellevuecollege.edu/sam](https://bellevuecollege.edu/sam). Find current campus locations for all student labs by visiting the Computing Services website - [http://ac.bcc.ctc.edu/LabsInfo/ComputerLabs.aspx](http://ac.bcc.ctc.edu/LabsInfo/ComputerLabs.aspx)

**Public Safety:**
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. Public Safety is located in K100 and on the web at: [http://bellevuecollege.edu/publicsafety/](http://bellevuecollege.edu/publicsafety/)

**Academic Calendar:**
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/](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.
Assignments
ALL assignments will be submitted online through our CANVAS course site unless otherwise noted. There will be weekly in class writes that must be completed in class on the specified day. You will be given an appropriate amount of time to complete all assignments. Deadlines for all assignments will be announced in class and posted online. Assignments must follow assignment guidelines in order to be graded. **Late Assignments will not be accepted.** Seriously.

Behavior and Attitude
Respectful behavior is expected at all times during class. The purpose of this class is to embrace the diversity that comes from different communication styles with an open mind. Offensive language or behavior of any kind will not be tolerated.

Students are expected to come to class prepared and ready to participate. Any form of disruptive behavior will not be tolerated, including but not limited to: **cell phone use/texting, talking, sleeping, etc.** If you are doing something in class other than participating in the class you will be asked to leave, this will count as an absence.

If your behavior is in any way disrespectful to your classmates or myself you will be asked to leave class for the day, this will count as an absence.

I encourage you to share your stories as I will share mine. By analyzing real life situations we will be able to learn the material using both the text and ourselves.

Attendance
Attendance is mandatory for the successful completion of this course. Attendance will be taken daily at the beginning of class. You are responsible for signing in every class on the attendance sheet. Excessive tardiness is unacceptable and will not be tolerated; this includes arriving late and leaving early. **If you are more than 15 minutes late it is considered an absence.** In accordance with the Arts and Humanities attendance policy, **missing more than 3 classes will result in failure of the course.** If you are absent for a course period it is your responsibility to obtain the notes and assignments for the day.

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 and 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.

Students With Disability And/Or Special Needs:
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 the DRC website for application information into our program and other helpful links at www.bellevuecollege.edu/drc.

Please meet with me if you have any questions.

**Required Assignments**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (2 @100 points each)</td>
<td>200</td>
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<tr>
<td>Chapter discussion responses (6 weeks @ 30 points each)</td>
<td>180</td>
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<tr>
<td>Informative Speech</td>
<td>100</td>
</tr>
<tr>
<td>Class participation and attendance</td>
<td>100</td>
</tr>
<tr>
<td>Group Project</td>
<td>50</td>
</tr>
<tr>
<td><strong>I Am Speech</strong></td>
<td>25</td>
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<tr>
<td>Film Analysis Assignment</td>
<td>25</td>
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<tr>
<td>Various In Class Assignments</td>
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</tbody>
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An explanation of each assignment along with guidelines for completion will be available as assigned.

**You should check Canvas everyday, multiple times. The calendar will always be updated with current and future due dates.** It will be the place for you to: find assignments, get the lowdown for what went on in class, check due dates, get links to really cool material, find out if class is cancelled, etc.