CONSIDER: You can have your achievements or you can have your excuses. You are the only person in charge of your abilities. There is no accomplishment without risk. Each person has unlimited potential – you can improve the quality of your life and the lives of others…or not.

**TEXTS**

- UNDERSTANDING HUMAN COMMUNICATION, Adler & Rodman, 13th edition (required)
- Online Material: will be sent to your campus e-mail MyBC [www.bellevuecollege.edu](http://www.bellevuecollege.edu)
- BC Campus Read Book: *Hotel on the Corner of Bitter and Sweet*, by Jamie Ford

**Online Information:** [http://www.bellevuecollege.edu/artshum/student-information/](http://www.bellevuecollege.edu/artshum/student-information/)

**How to set up your student e-mail account**

**STUDENT RESPONSIBILITIES**

**SPEECH** Informative Speech & In-Class Presentations 25%

**GROUP PRESENTATIONS AND PROJECTS** 25%

**STUDENT PARTICIPATION** (guidelines below) 12.5%

**EXAMS** (short and long essay, T/F & M/C, pop quizzes) 25%

**WRITTEN** Speech Communication Analysis Paper 12.5%

All major assignments must be completed to pass CMST& 101
ATTENDANCE POLICY
CMST& 101 deals with both knowledge ABOUT communication theories, generalizations, principles, research results, etc.—and knowledge of communication—actual experience, practice. Knowledge can be gained from reading, lectures, writing, etc., some of which may well be done alone and at out of the class. But knowledge OF can be developed and evaluated in the classroom context, where expectations are appropriate, feedback is available, and everybody’s “in it together.” Consequently attendance is very important. If you’re absent, your evaluation will suffer.

The CMST 101 attendance requirements are defined this way: Any person may miss five hours of class without penalty. Any absences beyond five class hours will result in that person’s grade for the course being lowered – 10 hours (20% of the class) missed will render you unable to receive a grade.

GENERAL GOALS
- To develop an understanding and increase skills in interpersonal communication, public discourse, small group decision-making, intercultural communication and mass media.
- To develop an insight into communication theory as it impacts us as individuals, as communities and as a culture.
- To increase critical thinking and responsibility in reading, writing and speaking

GUIDELINES FOR PARTICIPATION
To participate, you must come to class….PREPARED.

Participation involves SHARING INFORMATION. You have lives a number of years. During those years, you have amassed a store of experience through dealing with other people. You have a great deal of intuitive knowledge of how people relate and communicate with each other. Participation involves sharing those experiences.

Participation involves SHARING FEELINGS. You have a reaction now and then to what other people say and do. You have some topics which are quite important to you. Sharing those feelings in class, expressing why you feel as you do, or asking why others feel as they do is part of participation.

Participation INVOLVES LISTENING. You have to be able to listen actively to participate in this class. That means you have to attend to what your colleagues are saying and check you perceptions of what they are saying. You listen well if you can repeat what has been said in your own words. You listen well if you can provide examples of your own which related to the content or feelings of what has already been said.

Participation involves ASKING ME QUESTIONS AND CHALLENGING MY OPINIONS. I do not claim absolute and final knowledge of interpersonal communication. My experience of communication will be different from yours. If you do not challenge me when I am vague, question me when I am obscure or tell me when you think the material is groundless, you are not participating well. I cannot teach effectively if you do not actively participate.

Focus on QUALITY - not QUANTITY
<table>
<thead>
<tr>
<th>Week</th>
<th>TTH</th>
<th>Info Covered</th>
<th>Reading Assignment</th>
</tr>
</thead>
</table>
| 1    | Sept 18 | 1. Introduction to Communication Theories and Models  
2. “Getting to know you speeches & groups” | 1. Chapters 1 & 5 (“footprint” due Thursday) |
| 2    | Sept 25 | 1. Language: Verbal & Nonverbal Communication and Culture  
2. Learning goals due… Begin search for topics… | 1. Chapters 4 & 6  
2. Research on the Internet  
3. *Exam # 1 (1, 5 & lecture) next week |
| 3    | Oct 2 | 1. INTERPERSONAL COMMUNICATION Theories in Perception and Self Concept (Visual aid and self-portraits)  
2. Topics search | 1. Chapter 2 & 3  
2. Speech topics (focus) |
| 4    | Oct 9 | 1. INTERPERSONAL COMMUNICATION & RELATIONSHIPS (start speech prep)  
2. How is it going check?! | 1. Chapters 7 & 8  
2. Speech Plan due  
3. *Exam #2 (4 & 6) next week |
| 5    | Oct 16 | No classes on Monday on Campus | 1. Read as Reference - Chapters 11, 12, 13 |
| 6    | Oct 25 | 1. Research, outlines, peer responses  
2. PUBLIC DISCOURSE & CULTURE cont.  
3. 1st Round Begins-Speech Self-Analysis | 1. Chapter 14  
2. *Exam to be arranged (2, 3,)|
| 7    | Oct 30 | 1. DISCOURSE: PERSUASION & ETHICS Speeches continue | 1. ethos/logos/pathos |
| 8    | Nov 6 | 1. The nature of small groups & decision-making: MAKING A DIFFERENCE  
2. (& media, interpersonal, life style, intercultural themes)) | 1. Chapters 9 & 10  
2. Small group projects  
3. *Pre quiz on 9 & 10 November 10-no classes Veteran’s Day WHAT MAKES A GOOD GROUP? Chapters 7 & 8 |
| 9    | Nov 13 | 1. THE NATURE of SMALLGROUPS & PROBLEM SOLVING  
2. Leadership & Power | |
| 10   | Nov 20 | 1. Small Group Projects & Presentations In class work… | 1. Group process papers due  
2. *Exam 4 (9 & 10) |
| 11   | Nov 27 | 1. Small group presentations | 1. Communication Papers due in the final period |
| 12   |       |  | FINALS WEEK: Begins12/5-7 |
Dec 4        FINALS WEEK (12/4 no classes)       Final Dec 7 Thursday 1130-120
                                        MUST ATTEND FINAL PERIOD

Winter quarter begins January 2, 2018
Bellevue College Grading Policy

See: Grading Policy at http://www.bellevuecollege.edu/policies/id-3000/

POLICY ON CHEATING
You the students are expected to conduct yourselves with integrity. If you cheat, or aid someone else in cheating, you violate a trust. Cheating includes, but is not limited to, copying answers on tests or assignments, glancing at nearby test papers, swapping papers, stealing, plagiarizing, and illicitly giving or receiving help on exams or assignments. If you cheat, the following actions will be taken:

1. You will receive a grade of “0” on the work (exam, assignment, lab, quiz, etc.) where the cheating occurred. This grade cannot be dropped.
2. A report of the incident will be sent to the Dean of Students. He may file the report in your permanent record or take further disciplinary action such as suspension or expulsion from the college.

If you feel you have been unfairly accused of cheating, you may appeal. For a description of due process see WAC 132H-120. See Student Code and Policies

THE DISABILITY RESOURCE CENTER
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 them 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 all of your instructors to develop a safety plan within the first week of the quarter.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact asn@bellevuecollege.edu or call 425-564-2764. ASN is located in the Library Media Center in D125. https://www.bellevuecollege.edu/autismspectrumnavigators/

The DRC office is located in B132 or you can call the reception desk at 425-564-2498. Deaf students can reach them by TTY at 425-564-4110. Please visit their web site for application information into their program and other helpful links at: http://www.bellevuecollege.edu/drc/

NOTE: Because of the skills needed to accomplish the assignments in the course – College level English – in reading, writing, listening and comprehension are necessary to succeed in this course. If you have any concerns about your abilities in these areas – please see me in the first week of the quarter. If you have not taken you assessment testing in reading or writing you need to do so- see me for directions.
THE MYSTERIES OF GRADING AND WHAT YOU WILL BE DOING IN CMST 101

The advantage of this course is that as a student there will be a variety of evaluative processes that establishes your grade – some “traditional” that you are familiar with and some new. There will be handout packets for each major assignment.

25% - EXAMS: (250 pts) There are four (4) major exams plus pop quizzes...

They will come in all forms – true/false, multiple choice, short, long answer essay and possible oral exams. Grading is based on a curve and given directly as letter & decimal (for example B grade/3.0 – see page 3 of syllabus (under grading policy) enabling you to simply average your individual exam grades during the quarter to find out where you “are” in the exam portion of your grade. I try to be adaptive in scheduling exams. Make-up opportunities need to be scheduled in advance.

25% - INFORMATIVE SPEECH: (250 pts.)

The grade in the speaking portion of CMST 101 is developed with a point scale to letter grades assigned to the various skills demanded in public speaking not only as a SPEAKER, but as an AUDIENCE. The speech is recorded (so you will need a thumb drive) and the point elements are:

- Speech plan
- Rhetorical outline
- Structure & logic
- Content
- Delivery
- Annotated bibliography
- Speech self-analysis
- Peer responses

There is a time constraint in this assignment – due dates are critical so there is a point penalty for being late and “0” points or an F for not doing the assignments. All elements must be completed to receive a grade on the speech.

In class presentations are informal, are both individual & group, short and grow out of the topics generated by in class discussions and students generated interests and are designed to be a relaxed way to practice the art of “thinking & speaking on your feet.” Grading in these cases are “pass/fail points.” Just do it 😊

25% - GROUP PROJECTS AND PRESENTATIONS: (250 PTS)

Part of this course is designed to focus on HOW groups successfully accomplish TASKS. There will be one major project based on a variety of options that will be point graded on group PROCESS as well as group PRESENTATION. As a class throughout the quarter we will be using groups informally to practice the variety of skills that are demanded in collaborative efforts and contribute to this part of your grade.
12.5% - COMMUNICATION ANALYSIS PAPER: (125 pts.)

This assignment is designed to be highly individual. The PAPER is point graded and the ingredients are made up of your learning goals, of exercises, observations, experiments in testing theories in the text, your reflections, topics and issues that interest you, question and critical thinking opportunities TO INVESTIGATE THE NATURE OF COMMUNICATION. I will ask to see a rough draft during the quarter before it is due, but you can come in anytime and receive feedback. Creativity is encouraged!

The COMMUNICATION ANALYSIS PAPER is a summary that grows out of your overall work and is a 4-6 page discussion paper using specifics of text, lecture, discussion and your own research, observations and experiences on what you have learned about the nature of communication, how it impacts you as an individual and as a member of community and country.

% - Participation: (125 pts)

Participation is evaluated using the guidelines on the syllabus, attendance & discussion. Because of the participatory nature of the course-missing 20% of class will render you unable to receive a grade in Communication Studies 101.

All major assignments must be completed to receive a grade in the course.
Policies and Survival Tips

- Get yourself a copy of the Student Handbook or go online. You can pick one up in C 106 or C212. Have one by the beginning of week 2.
- Go to [http://www.bellevuecollege.edu/artshum/student-information/](http://www.bellevuecollege.edu/artshum/student-information/)
Read the Arts and Humanities Division statement of Students Procedures and Expectations. The objective of this document is to create an environment where all students feel that they have the opportunity to learn. DOWN LOAD A COPY FOR YOUR FILES BY THE END OF THE FIRST WEEK.
- Come to class—DO THE READING WHEN ASSIGNED!
- All major assignments must be completed to receive credit in the class.
- If you do not have a College Handbook for Writing, I recommend that you buy one.
- Take advantage of the “labs” on campus i.e. the (D Building) writing lab.
- Make sure that you visit one of the computer labs and activate your e-mail account so that you can access and download course materials & connect with your colleagues.
- Come see me. Talk to me. If the office hours do not fit your schedule-make an appointment-just give me some lead time. Problems with the material, an assignment, just curious, need to know about programs available on campus-I am a good resource for you.
- Turn off cell phones AND put them away while you are in the classroom.
- Some assignments have flexible due dates-others do not. If you are having difficulty meeting a deadline, see me before not after and we will try and work on some alternative.
- I rarely offer extra credit. There is enough work due in the quarter for you to “do better the next time.” Avoid the problem from the beginning and do your BEST the first time!
- Did I mention-COME TO CLASS? AND DO THE READING!

*Learning is not always entertaining-it can be frustrating, confusing and “boring,” but that does not mean that learning cannot be fun and worth the effort! Do not give up; reaching the end of the quarter WITH THE KNOWLEDGE & EXPERIENCES FROM THIS CLASS is a goal worth achieving.*

### STUDENT GRADING ACTIVITIES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams: 4/5 major exams</td>
<td>25%</td>
<td>250</td>
</tr>
<tr>
<td>Informative Speech</td>
<td>25%</td>
<td>250</td>
</tr>
<tr>
<td>Group Projects</td>
<td>25%</td>
<td>250</td>
</tr>
<tr>
<td>Speech Communication</td>
<td>12.5%</td>
<td>125</td>
</tr>
<tr>
<td>Analysis Paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participation / Attendance</td>
<td>12.5 %</td>
<td>125</td>
</tr>
</tbody>
</table>

**Total Points**

<table>
<thead>
<tr>
<th></th>
<th>1000 – 940 = A</th>
<th>939-900 = A-</th>
</tr>
</thead>
<tbody>
<tr>
<td>899-860</td>
<td>= B+</td>
<td>859-830 = B</td>
</tr>
<tr>
<td>799-760</td>
<td>= C+</td>
<td>759-730 = C</td>
</tr>
<tr>
<td>699-660</td>
<td>= D+</td>
<td>659-630 = D</td>
</tr>
<tr>
<td>599-0</td>
<td>= F</td>
<td></td>
</tr>
</tbody>
</table>

All assignments must be completed to receive a grade in the course
Norms & Expectations

- **Participate**, be committed, and be involved in the class and with your colleagues. Be supportive and learn reciprocity. Be a participant observer and not a social loafer.
- **Accept Accountability** and be a Responsible classmate.
- **Take Risks** – if you want to learn something **NEW**. Along with that comes some stress and uncertainty. If you want to grow and accomplish your goals you must be an active learner – not passive. Just getting by does not build your self-esteem or confidence in your ability to be a self-directed student.
- **Be on time**: plan your time and turn assignments in on time.
- **Read the text**. Assigned reading should be completed at the beginning of the week, read ahead.
- **Take good notes**.
- **Be Ethical**. Practice honesty and be truthful. Keep your word and do not make agreements that you cannot keep. This diminishes your credibility and trustworthiness. Work on being open-minded and empathetic.

CMST& 101 OUTCOMES

http://www.bellevuecollege.edu/classes/All/CMST%26101

After completing this class, students should be able to:

- Describe the elements of 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 language, nonverbal, and listening skills in a variety of settings.
- Describe the elements of a supportive group communication climate.
- Describe effective decision-making and problem solving approaches in a group setting.
- Present a well-researched, organized, audience-appropriate speech.

YOUR CARBON FOOTPRING: Go to this site and follow the instructions-two options-do both!

http://www.earthday.org/footprint-calculator

…so how many earths do you need to maintain your lifestyle? 😊
Name: ____________________________________________________________

Address: __________________________________________________________________________________________

Phone: __________________________________________________________________________________________

E-mail: __________________________________________________________________________________________

Quarters at Bellevue College______________ Other Campuses? ________________________________

Have you taken English 101?_______ English/Writing Classes Taken ____________________________

__________________________________________________________

Science & Math Taken___________________________________________

Social Science Taken __________________________________________

Other Speech Classes Taken ____________________________________

Do you have a computer & printer at home, or easily available to you?    Yes_____ No _____

Is this class a requirement?_____ For? ________________________________________________

What are you expecting of this class? What do you hope to learn?

Learning Skills:
What do you consider to be your strengths as a student?

What areas do you need to improve?

On the back of this page…Tell me about yourself? Fill the entire page-Write legibly😊