



**BELLEVUE  
COLLEGE**

*Become Exceptional*

**Communication Studies CMST&101  
Introduction to Communications  
Winter Quarter 2014**

**INSTRUCTOR:** Hank Sitko

**OFFICE:** R Building RM 230

**PHONE:** 425-564-2130

**e-MAIL ADDRESS:** Communicate via the Canvas site

**OFFICE HOURS:** 07:45am – 8:30am Daily (or by appointment)

**TEXT:** [\*Rothwell, J. Dan \(2013\) In the Company of Others 4th ed.\) Oxford University Press, Inc\*](#)

**CREDITS:** Five credit course

**CLASSROOM LOCATION:** **OC2, C 140** Section D Item 0806

**Class Times:** 11:30am-12:20pm, DAILY

**COURSE DESCRIPTION:** introduction to Communication (CMST&101) explores effective 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.

**LEARNING OUTCOMES:**

After completing this course, students should be able to:

Define 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 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.

### **EXAMINATIONS:**

Three multiple-choice examinations will be given. No make-up of examinations or quizzes will be provided.

### **REQUIREMENTS:**

One online examinations (100 points each)	100 points
Twelve Quizzes (12@ 10 points) drop 3	90
Participation points <b>2.5-29c's-75pt</b>	
In-class assignments	100
Homework assignments	120
Informative speech	100
Rough draft of speech outline	35
Selecting Speech Topic	10
Self-evaluation of informative speech	25
Small Group Presentation	75
SGC Self Reflective paper	40
SGC Peer Evaluation	10
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	705 total points

## GRADING:

Points earned as a percentage of points available will determine your grade:

Here is the grading schedule for the course.

Percent	Decimal	Letter	Percent	Decimal	Letter
95-100	4.0	A	77	2.2	C+
94	3.9	A	76	2.1	C
93	3.8	A-	75	2.0	C
92	3.7	A-	74	1.9	C
91	3.6	A-	73	1.8	C-
90	3.5	A-	72	1.7	C-
89	3.4	B+	71	1.6	C-
88	3.3	B+	70	1.5	C-
87	3.2	B+	69	1.4	D+
86	3.1	B	68	1.3	D+
85	3.0	B	67	1.2	D+
84	2.9	B	66	1.1	D
83	2.8	B-	65	1.0	D
82	2.7	B-	64	0.9	D
81	2.6	B-	63	0.8	D-
80	2.5	B-	62	0.8	D-
79	2.4	C+	61	0.7	D-
78	2.3	C+	60	0.6	D-
			59 & Below	0.0	F

## SUPPLIES:

Access to a computer

## COLLEGE RESOURCES

**Student Success Center:** The Student Success Center provides math, writing, reading and tutorial assistance. It is located in Building D Room 204. Please contact the SSR for hours and other information at <http://bellevuecollege.edu/asc/>. Their phone number is 425-564-2200.

**Bellevue College and Media Center:** Our library houses various resources that will be beneficial to your writing and learning. Make yourself familiar with the website. In particular cruise the tutorials and take note of how to cite your research in MLA and APA formats. The library website is, <http://bellevuecollege.edu/lmc/research.html>

## **COLLEGE POLICIES:**

**Academic Honesty:** Students are expected to uphold the standards of Academic Honesty and Conduct set forth in the *Student Rights, Freedoms, and Responsibilities Handbook*. *Academic Honesty*, including but not limited to cheating, misrepresentation, or plagiarism is not tolerated at any level. *Plagiarism* means directly or indirectly using someone else's words or ideas as if they were your own--in other words, not explicitly identifying the outside source or not using quotation marks and/or parenthetical documentation to let your audience know that you are drawing on another source. In addition to using someone else's exact wording, plagiarism can also include summarizing or paraphrasing someone else's work without acknowledging the source. When in doubt, document and ask your instructor.

Plagiarism amounts to stealing someone else's ideas and does a disservice to that person, your audience and yourself. *Plagiarism, collusion in the writing of papers, and cheating on examinations will result in your failure for the assignment and, in all probability the course, and referral to the Associate Dean of Students for disciplinary action.*

**Classroom Etiquette:** It is the responsibility of every student to foster a respectful atmosphere for their peers. Cell phones and other electronic devices should be put on silent and stowed away while class is in session. **Students who must answer cell phones, text messages, listen to iPods, etc during the class period will be asked to leave the class for that session.** Students are also expected to behave in a manner that supports the learning of all students. Disruption of the course will not be accepted and students who are disruptive of their peers or the instructor will be asked to leave.

**Out of respect to myself and students, no recording of any kind of this class is permitted.**

**Civility Statement:** Bellevue College is required to provide a civil, productive atmosphere that fosters learning and growth. Please join me in creating this kind of environment by treating each other with courtesy, listening respectfully to each other, reflecting thoughtfully on each other's ideas (not just reacting to those ideas), expressing your views in a straightforward but diplomatic way (focusing on ideas, not personalities), and offering each other feedback.

**Disability Accommodations:** 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)

DRC has moved temporarily to the Library Media Center (D126)

**Family Education Rights and Protection Act (FERPA):** FERPA laws preclude the instructor from discussing any aspect of your academic performance with anyone but you (this includes parents, spouses, siblings, and significant others).

**Running Start:** Running Start students are held to the same attendance, performance, and academic standards as all other students. This includes all FERPA protections and campus privacy concerns. ***High School events or activities are not acceptable excuses for missing a class or assignment.*** Running Start students should not feel the need to identify themselves to the instructor or class.

**Emergency Closure:** In case of an emergency closure (**in the case of weather, etc**), please access the following web site for information, <http://www.bellevuecollege.edu/publicsafety/status/> and/or call 425-401-6680. If a closure is necessary, it is your responsibility to check your e-mail for course assignments or updates.

- **Your email, phone or mobile device!** Students and employees may sign up to receive emergency email or text message alerts directly from BC as soon as changes are made to the campus status during emergency situations. Go to the BC Alert System sign-up page to learn more or sign in to edit your profile.
- **Use [Schoolreport.org](http://Schoolreport.org)**—BC also provides emergency information to this website during inclement weather-related closures. This resource also provides an email notification service you may sign up for if you are not eligible to use BC's Alert System. With Schoolreport.org you will receive emergency information for Bellevue College as well as 125 other Puget Sound-area schools and school districts.

If I am unable to make it to class I will correspond to you via email.

**College Calendars:** 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.
- Final Exam Calendar <http://bellevuecollege.edu/classes/exams>

**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. 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/>

## **CLASS POLICIES**

Please refer to Bellevue College's Policies and Procedures website <http://bellevuecollege.edu/policies/> for information on the following college policies: Alcohol and Drug Policy, Equal Opportunity/Non-Discrimination, Limitation of Liability, Minor Children on Campus, Sexual Harassment, Smoking on Campus, Sex Offender Notification, and Weapons Policy.

### **Attendance**

Attendance will be taken daily. It is especially important not to miss class during oral presentations. Interaction and student response is an important part of this course. Absences will deprive you of important information and experiences. During oral presentations much of the learning results from practice but also from hearing other student's speeches.

**Participation Points:** There are several types of points associated with attendance. There will be points associated with in-class assignments and there will be points associated with homework.

In-class points include communication activities related to the class as well as reviewing speech presentations.

In order to receive in-class points you must be present for the entire class period. Coming in late or leaving class early will nullify your points. In-class points cannot be made up. If attempt to turn in papers after the day they are due you will not receive any credit.

Homework points are given for homework that is completed outside of class. It is due on the assigned day and cannot be submitted electronically, dropped off in my mailbox or by another student.

## **Presentations & Speech(es)**

If you miss your assigned date to deliver your speech fifty percent will be taken off every aspect of your speech assignment and you will deliver your speech during the last week of the quarter. **No excuses will be permitted for missing your presentation.**

If you are late for your assigned time to deliver your speech you will be assessed a late penalty. And finally, if the class is dismissed early and you arrive after the dismissal time you will have to make up your speech at another date and you will be assessed the fifty percent penalty as specified above.

Your Informative Speech will require Power Point as a visual aid. If your power point presentation does not work or if you do not have a power point for an assignment that requires one you will not be given any credit. The amount of credit will be specified on the assignment and its corresponding rubric.

This is an institution of higher learning and requires a certain discourse. When you construct and present your speeches it is expected of you to adhere to the academic discourse of this institution. Therefore any speeches that deviate from this discourse will not be accepted. Any speech that does not adhere to the elements of critical thinking, or logical argumentation and focuses on promoting an individual's agenda or espousing his or her beliefs will not be accepted.

Should miss your group presentation you will not receive any credit for the assignment.

## **SGC Presentations**

If you miss your assigned date to deliver your presentation you will not receive any credit for the assignment. **No excuses will be permitted for missing your presentation.**

If you are late for your group presentation fifty percent will be taken off every aspect of your group assignment.

Your group will have the power to dismiss any member of the group. This must be done by consensus and three reasons need to be submitted in written form to the professor for each warning. The first warning will result in a 20 percent reduction in the group grade, a second warning will result in a 40 percent reduction and a third warning will result in dismissal from the group. If a member of the group is voted off the group, that member will not receive any credit for the assignment.

## **Use of tobacco products**

The use of tobacco products is not permitted in class.

## **Being on time**

Punctuality is important in this class especially during days when speeches are given. Consistently arriving late to class signals disrespect to the class and the instructor. It is expected that all students will make an effort to be punctual to class. Please do not enter class while someone is doing their presentation. Wait outside the classroom until you hear applause and then enter. **If you arrive late for class you will not receive any attendance points.**

## **Early departure from class**

You are expected to stay for the entire class. **If you choose to leave early attendance points will not be assigned.** Also, if you have to leave the class while someone is doing a speech, please wait until there is a break between speakers before leaving.



## **ASSIGNMENTS**

**Late Papers:** Late papers will not be accepted. I will not accept any papers after the quarter has ended. There will be no "make-ups" of missed exams, quizzes or in-class activity. I will however accept only one late assignment (not related to speech or small group assignments) and assess a 50% penalty each day late (not each class period, but each day including Saturday's and Sunday's). Therefore an assignment must be submitted the next class period in order to receive any points.

**Assignment Submissions:** Many of your papers will be submitted electronically on Canvas. However, there may be times when papers need to be submitted in class these papers must be submitted at the beginning of class and may not be delivered by another student.

**Format:** All assignments must be typewritten 12 pt, double spaced with 1.5 inch margins (top, bottom, left and right).

### **Electronic and Paper Dictionaries**

The use of electronic and/or paper dictionaries will not be allowed while taking quizzes or exams.

- a. **FAULTY TECHNOLOGY** (broken computers, printers, or cars, for example) or breakdowns in group process are not legitimate excuses for turning in work late. Successful students need to anticipate potential panic scenarios and develop contingency plan. **I DO NOT ACCEPT ASSIGNMENTS THROUGH EMAIL.**

**CANVAS COMMUNICATION:** The majority of your work will be submitted in Canvas. If you have a problem with an upload make sure to contact the helpdesk. Your logical alternative will be to send me an email in Canvas and submit your assignment as an attachment.

Any problems with Canvas need to be sent to the helpdesk, then contact me via Canvas email.

## **VARIOUS AND SUNDRY ITEMS**

- The instructor reserves the right to modify the course schedule, grading structure and syllabus.
- Disagreements over grades should be resolved on the day the grade is assigned or shortly afterwards.
- Keep all your work till the end of the quarter
- For all written assignments you must have back- up copies
- The classroom is not a cafeteria, so eating in class is not permitted.

# Important Dates, Winter 2014

Quarter Starts	January 6
Holiday	January 20
Holiday/Professional Development Day	February 6
Holiday/Professional Development Day	February 17
College Issues Day	March 4
Final Exams	March 24-26
<b>CMST 101 Final Exam</b>	<b>March 24<sup>th</sup> at 11:30am</b>
Quarter Ends	March 26