

# Spring 2017 Introduction to Communication

## Spch1311 – 001

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Office Hours T 1:30-3:30 pm  
W 1:30-2:30  
TR 1:30-3:30pm  
F 9:30am-12:00pm  
Or by appointment

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**Textbook:** Communicate! By Verderber, Sellnow and Verdeber, 15<sup>th</sup> edition.  
This textbook is required and should come bundled with Mindtap access. The code will be inside your book. Do NOT lose it! You must have Mindtap access to get the lecture notes and complete assignments.

### Supplies:

1. Your book!
2. Choice of sensory aid materials for oral presentations
3. Access to the Internet. Access to Google Docs would also be helpful.
4. Notebook for notes, pens, pencils and highlighters

### Description:

This course is a beginning course in speech communication which clarifies general principles of communication common to all settings. The course applies communication concepts and skills improvements to intrapersonal, interpersonal and public speaking settings.

### Course Requirements:

1. To read the information assigned in the text; you will be tested on this material, in addition to class lecture/discussion materials on scheduled exams.
2. To take thorough notes and study all lecture material, informational handouts, and assigned readings.
3. To prepare assignments/presentations in a language understood by the instructor and students of the class (English).
4. To actively participate in class discussions and group activities.
5. To show maturity and professionalism in preparation of assignments and in classroom behavior.
6. To show respect to fellow classmates/speakers.
7. To initiate consultations with the instructor whenever assistance is needed regarding class assignments or when class has been missed.
8. To initiate withdrawal from the course if absences become excessive.

## Class Attendance

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

### Finley's Attendance/Tardy Policy:

- -A student may be dropped from the course on his/her 4<sup>th</sup> absence. If you are not dropped, you will lose 10 points on your 5<sup>th</sup> absence and 5 points for every absence after that. This will be deducted from your overall points.
- -Two tardies equal one absence. Arriving more than 10 minutes late is considered a tardy.
- -Sleeping in class constitutes an absence.
- -**Missing a major or final grade—Speeches or Exams- will result in lowering the grade by 25 points.**
  - **If you do not complete two major or final grades, you will be dropped from the class or take an F at the end of the semester.**

### Make-up policy:

- -SPEECHES or Exams may be made up on a specified day IF the absence is excused (school trip, death in the family, sickness with a doctor's note)...this is up to the instructor's discretion and is done on an individual basis only. ONLY 1 Speech can be made up.
- -Late papers will NEVER receive more than half credit. If you are absent and an assignment is due, it still must be received by the deadline date and time. Assignments are due by 3 pm on the designated due date. All late work must be turned in before the last week of regularly scheduled class (the week before finals week) or it will not be accepted.

## **Disability Statement**

ADA Statement - Levelland Campus

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability. For more information, call or visit the Disability Services Office in the Student Health & Wellness Office, 806-716-2577.

## **Diversity Statement**

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

## **Important Notes:**

- Students with perfect attendance will be exempt from the Final.
- Students that have earned 800 pts and have no more than 3 absences will be exempt from the Final.
- Students need to bring their material to class and take notes.
- Cell phones should be off and out of sight.
- No tobacco products are allowed in the classroom.
- The last day to drop is November 16<sup>th</sup>.
- I DO NOT use Blackboard to communicate with my students so email me directly at [kfinley@southplainscollege.edu](mailto:kfinley@southplainscollege.edu)!

## **Course Evaluation:**

Grades are calculated on the basis of assigned material. See the Tentative Daily Schedule & the Grade Assignment Sheet for assignments, due dates and point values for assignments.

Course units are as follows:

Unit I = Foundations of Communication

Unit II = Interpersonal Communication

Unit III = Group Communication

Unit IV = Public Speaking

Core Objectives satisfied:

• Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

• Critical Thinking - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

• Team Work - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

•Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

•Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making

### Course Purpose & Student Learning Outcomes:

The purpose of this course is to introduce principles and concepts of human communication and to provide opportunities to practice skills associated with those principles and concepts. The Student Learning Outcomes include building understanding and skills in the areas of intrapersonal, interpersonal, and public communication. Upon completion of the course the student should have a full understanding of:

#### 1. The Nature of Human Communication

- 1.1 recognize how to communicate within diverse environments.
- 1.2 distinguish the differences of intrapersonal, interpersonal (including group) and public communication.
- 1.3 learn the essential communication process components.

#### 2. The Basic Intrapersonal and Interpersonal Concepts of Understanding One's Self and Relationships between Self and Others

- 2.1 define and understand the development of self-concept, self-image and perception and how each impacts interpersonal relationships.
- 2.2 define self-disclosure and identify its purpose and proper use.

2.3 evaluate one's own interpersonal communication, with particular interest in effective listening and plan ways to improve.

2.4 realize the value of effective verbal and nonverbal communication in the overall communication process.

2.5 understand the stages of relationship development and deterioration.

2.6 explain what interpersonal conflict is and how to resolve it.

#### 3. The Importance of Group & Team Communication

3.1 demonstrate effective problem solving in group communication.

3.2 recognize the importance technology plays in the enhancement of group communication.

3.3 identify roles and responsibilities of group members.

3.4 establish the importance of cohesiveness in small group interactions.

3.5 identify leadership styles and their application to real-world situations.

#### 4. The Development, Organization and Delivery of a Formal Presentation

4.1 define differences in informative and persuasive speaking.

4.2 understand the importance of audience analysis.

4.3 construct an effective introduction, body and conclusion.

4.4 construct and use a correct key word/phrase outline.

4.5 judge effective delivery and use of sensory aids by self and others.

4.6 define, identify and manage his/her own communication apprehension.

4.7 construct and deliver effective presentations.

## Intro to Communication Fall 2017

M 8/28 Syllabus	T 8/29	W 8/30 Team Building	Tr 8/31
M 9/4 <b>Labor Day</b>	T 9/5	W 9/6 Ch 1-Foundations of Comm	Tr 9/7
M 9/11 Ch 2-Perception of Self & Others	T 9/12	W 9/13 Ch 3- Intercultural Communication	Tr 9/14
M 9/18 Ch 4- Verbal Messages Ch 5- Nonverbal Messages	T 9/19	W 9/20 Ch 6- Listening Team Activity	Tr 9/21
M 9/25 <b>Unit I Exam</b>	T 9/26	W 9/27 Workshop Day	Tr 9/28
M 10/2 <b>Past, Present, Future Speech</b> <u>Outline Due</u>	T 10/3	W 10/4 Ch 11-Topic Selection	Tr 10/5
M 10/9 Ch 12- Organizing your Speech	T 10/10	W 10/11 Ch 13- Presentation Aids	Tr 10/12
M 10/16 Ch 14- Language and Oral Style Ch 15-Delivery	T 10/17	W 10/18 Ch 16-Informative Speaking	Tr 10/19
M 10/23 Ch 17-Persuasive Speaking Team Activity	T 10/24	W 10/25 <b>Unit IV Exam</b>	Tr 10/26
M 10/30 Workshop Day	T 10/31	W 11/1 <b>Persuasive Speech</b> <u>Outline Due</u>	Tr 11/2
M 11/6 <b>Persuasive Speech</b> <u>Outline Due</u>	T 11/7	W 11/8 Ch 9- Comm in Groups	Tr 11/9
M 11/13 Ch 10- Group Leadership	T 11/14	W 11/15 Group Work	Tr 11/16
M 11/20 <b>Group Speech</b>	T 11/21	W 11/22 <b>Thanksgiving</b>	Tr 11/23 <b>Break</b>
M 11/27 Ch 7- Interpersonal Relationships	T 11/28	W 11/29 Ch 8- Interpersonal Communication	Tr 11/30
M 12/4 <b>Unit II &amp; III Exam</b>	T 12/5	W 12/6 <b>CA Paper Due</b>	TR 12/7
M 12/11 <b>Final @ 8am</b>	T 12/12	W 12/13	Tr 12/14

Unit 1 Intrapersonal Communication

Team Building 25 pts

Speech Outline 25 pts

Past, Present, Future Speech 50 pts

Speech Attendance 10 pts

Unit 1 Exam 100 pts

Total 210

Total points available 1000

Grading Scale

900-1000 pts = A

800-899 pts = B

700-799 pts = C

650-699 pts = D

0-650 pts = F

Unit IV Public Speaking

PRCA 20 pts

Persuasive 10 pts

Persuasive 10 pts

Outline 50 pts

Peer Review 50 pts

Self Review 50 pts

Speech 100 pts

Unit IV Exam 100 pts

Total 390

Unit II & III Interpersonal & Group Comm.

Group Speech 100pts

Group evaluations 50pts

Unit III & III Exam 100pts

CA Paper 50 pts

Total 300

Final Exam 100 pts