



Text: *Essential Communication*, Ronald Adler, George Rodman, and Athena du Pre

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Course Number: SPCH 1311.2C1

Course Title: Introduction to Communication

Course Description: Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

Course Credit Hours: 3

Lecture Hours: 3

Schedule:

Placement Assessment(s): Assessment: Placement in ENGL1301; College-Level Reading.

*Consult the Testing Center Director if you have questions about an assessment level.

Student Learning Outcomes:

- State Mandated Outcomes: Upon successful completion of this course, students will:
- Apply the principles of human communication including: perception, verbal communication, nonverbal communication, listening, and audience analysis. (Critical Thinking; Communication Skills; Personal Responsibility)
- Demonstrate how to establish and maintain relationships through the use of interpersonal communication. (Critical Thinking; Communication Skills)
- Apply small group communication skills including: problem solving, group roles, leadership styles, and cohesiveness. (Teamwork)
- Develop, research, organize, and deliver formal public speeches. (Communication Skills; Personal Responsibility)
- Recognize how to communicate within diverse environments. (Critical Thinking; Communication Skills)

Additional Collin Outcomes: Upon successful completion of this course, students should be able to do the following:

- Demonstrate understanding of the relevance of cross-cultural, co-cultural, gender, and age influences on human communication. (Critical Thinking)
- Effectively apply communication theories in the analysis and evaluation of communication interactions. (Critical Thinking; Communication Skills)
- Effectively participates in dyadic and/or group interactions. (Personal Responsibility)

Collin College Academic Policies: See the current Collin Student Handbook.

Americans with Disabilities Act:

Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodation as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. PRC ACCESS office: F118 or 972 377-1785. See the current Collin Student Handbook for additional information.

Supplies: Bring something to write with for each class, be it a pen or a pencil. I will supply the rest.

Grading: There is a 24-hour waiting period after you receive your grades, during which I will not discuss them. Additionally, I do not discuss grades over the phone, and I will not discuss them in detail via email. If you would like to discuss your grades in detail, please make an appointment to meet in person.

Grades are final. I will provide thorough and comprehensive feedback to sufficiently explain the evaluation process. I will not engage in arguments about grades unless a well-reasoned and thoroughly thought-out explanation is presented.

Assignments, Tests, and Deadlines: You will receive a detailed description of all assignments before they are due. All written and textbook assignments must be submitted via Blackboard by the deadline specified on Blackboard. Spoken word and oral assignments are due on the day you are scheduled to speak.

For speaking assignments: if you are absent or more than 20 minutes late on the day you are scheduled to speak, you will receive a failing grade for that assignment unless you provide legitimate and verifiable documentation.

There is no rescheduling in this class. If you are not prepared to speak on your scheduled day, you will fail the assignment. Emergency situations will be handled at the instructor's discretion.

On-Campus Exams: if you are more than 20 minutes late, you will have three business days to take a make-up test. The make-up test will be significantly more difficult than the original. If you do not take the make-up test within the allotted three business days, you will receive a zero. The make-up test will be available in the testing center for three days.

Classroom Expectations:

- **Arrive to class on time and ready to go.** We have limited time in the classroom, so we need to maximize the time we spend together. I do not appreciate late arrivals, as they are distracting to both me and your fellow classmates. **DO NOT BE LATE. EVER.** Arriving late or unprepared puts you at a disadvantage and may delay the class for others.
- **Check your Cougarmail and Blackboard regularly.** All students are provided with a Cougarmail account, which should be checked frequently for messages from instructors

and the college. If you prefer not to log in every day, I recommend forwarding messages to your personal email account.

- **Participate.** Participation is strongly linked to satisfaction with group membership—the more you engage, the more enjoyable your experience will be. Discussions and activities are better for everyone when you contribute.
- **Be respectful to the instructor and your classmates.** The classroom is a professional space shared by many. Everyone is welcome to share their perspective. While it's perfectly acceptable to disagree, you must do so respectfully. Disruptions, disrespectful language, or rude behavior will not be tolerated. You will receive one warning; continued behavior will result in a referral to the Dean of Students.
- **Keep an open mind.** Some topics in the field of communication may challenge your worldview or include sensitive subject matter. I ask that you approach these discussions with curiosity and openness.
- **Seek help if you need it.** If you're confused, need clarification, or require additional support, I'm here to help. Don't hesitate to ask questions in class, send an email, or visit during office hours. I want to see you succeed!
- **Take responsibility.** Own your successes—and your mistakes. If you make a poor decision, acknowledge it and take steps to improve. Excuses won't fix the situation, but accountability will.

A Note on Electronics: Cell phones, tablets, and laptops can be disruptive to the classroom environment. Please place cell phones on silent during class and keep them out of sight, except in cases of family emergencies or if required by an employer. If you need to have your phone out during class, please notify the instructor in advance.

Laptops and tablets are permitted in the classroom only for the purpose of taking notes. You should not be browsing the internet, texting, using social media, or engaging in any activity unrelated to class. If you are seen doing so, you will receive a warning to stop. After the initial warning, continued misuse will result in the loss of your privilege to use electronics in class and a deduction from your participation grade.

Email Etiquette: Please compose your emails in a professional manner appropriate for correspondence in a higher education setting. **Emails are NOT text messages.** Every email should include:

- A subject line
- A proper greeting
- An introduction stating who you are and which class section you're in
- A clearly written message using complete sentences and proper grammar
- A closing remark

If an email is unprofessional, you will be notified and may be asked to resend it in a more appropriate format before receiving a response.

The more specific you are in your message, the faster I can respond. Including details such as page numbers, terms, and assignment titles is helpful. I will try to respond to emails as promptly as possible. However, there may be days when I teach for the majority of the day and have limited email access. All emails will be answered within **24 hours**—please be patient and avoid sending duplicate emails with the same content.

Emails should relate to course content. Do not send forwards or non-class-related messages. To protect your privacy, **grades will not be discussed via email**. Please visit during office hours or make an appointment to discuss grade-related concerns.

Evaluation and Grades: It is the student's responsibility to keep track of their grades throughout the semester. All grades will be posted in the "My Grades" section of Blackboard. If at any time there is a discrepancy, the student must make an appointment to meet with me (the professor) to discuss the matter.

Please note: To protect your privacy, your professors will not discuss your grades or performance through the course management system. If you wish to talk about your grades, please visit during office hours. Grades will only be communicated through the Blackboard Grade Center or in a private discussion—not via email.

Grievances: Students are encouraged to ask for clarification or express disagreement with any score received on an assignment or project. To request a re-evaluation of a score, the student must observe a 48-hour grace period between receiving the grade and addressing the concern. After the 48 hours have passed, the student must schedule an appointment during office hours and submit their questions and/or concerns in writing. Grades and performance will never be discussed in the classroom.

Attendance Policy: The participatory nature of this course makes class attendance essential for the sessions to function effectively. Therefore, attendance at all classes is required. Once you miss more than 3 hours (equivalent to one class day), whether excused or unexcused, your final grade will be lowered by one full letter grade. There are no exceptions to this rule. It is your responsibility to sign the roll sheet at every class meeting.

Note: If you miss class, it is your responsibility to find out from your classmates what you missed and to obtain any notes or materials.

Academic Honesty: Do not cheat. Do not plagiarize. If you cheat or plagiarize on an assignment, the Dean of Students will be notified. If you are found responsible for academic dishonesty by the Dean of Students' Office, the academic penalty will be a zero on the assignment in question.

Cell Phone Use: Do not use your phone during class. If you use your phone in class, you will be asked to leave and will not receive credit for that class hour. (*If you need to monitor your phone due to an emergency, please notify the professor before class begins.*)

Common Sense: Students are expected to use common sense in both classroom behavior and the completion of assignments.

Method of Evaluation	Points Possible	Total
Textbook Chapter Quizzes	10x10	100
Video Evaluations	10x10	100
Informative Speech	100	100
Persuasive Speech	100	100
Final Exam	100	100
Attendance/Participation	(100) shadow grade	(100)
		Point Total
		500 (600)

Grading Scale

440-500	A
380-439	B
320-379	C
260-319	D
000-259	F

Description of Major Assignments:

- “Who Am I” Speech: 3-5 minute speech where students introduce themselves.
- “Persuasive” Speech: 3-5 minute speech where students persuade the audience to do something.
- Textbook Chapter Quizzes: Quizzes will cover the assigned chapter reading and will be taken at the beginning of class. Quizzes cannot be retaken.
- Video evaluations: the instructor will make video recorded speeches and presentations available on Blackboard. Students will evaluate the speeches/presentations and submit their evaluations. This accomplishes two purposes in that it allows students to identify and critique positive and negative attributes of oral presentations and it gives them examples of the different types of oral presentations and what kind of expectations each presentation requires.
- Exam - One in-class multiple choice tests based on text and discussion material will be administered during the semester.
- Applied Communication Assignment: Each student will be responsible for the development, organization and delivery of an original oral presentation based on their own design that can be delivered solo or as part of a group. Students are expected to prepare in advance, use visual aids, and deliver the speeches extemporaneously.
- Participation/Attendance: Students will receive an attendance/participation grade for the semester. This grade is based upon contribution to the class discussions, participation in classroom activities, behavior during speeches and class attendance. Student must be present at the beginning of class and remain until end of class to receive credit for attending. See attendance policy in this syllabus for further explanation. The attendance/participation can be voided upon instructor discretion and will not be factored into final grade calculation.

Dropping/Withdrawal Policies of Collin College:

For Summer I:

Dropping a class means that you remove yourself from the class up to the census date. Dropped classes do not appear on your official transcript. You may now drop online up to the census date. The last date to drop this class is Thursday, July 9th.

Withdrawal from a class means that you remove yourself from the class after the census date. Withdrawn classes appear as a W on your official transcript but are not calculated in your grade point average. Withdrawals are not permitted online. Please read the Summer 2016 Registration Guide or contact the admissions office for information on how to withdraw. The last date to withdraw is Thursday, July 21st.

For Summer III:

Dropping a class means that you remove yourself from the class up to the census date. Dropped courses do not appear on your official transcript. You may now drop online up to the census date. The last date to drop this class is Tuesday, July 14th.

Withdrawal from a class means that you remove yourself from the class after the census date. Withdrawn classes appear as a W on your official transcript but are not calculated in your grade point average. Withdrawals are not permitted online. Please read the Summer 2016 Registration Guide or contact the admissions office for information on how to withdraw. The last date to withdraw is Thursday, July 7th.

The professor reserves the right to make changes or modifications, if necessary, to this syllabus. Any major changes or modifications will be provided to the students in printed form during class time and made available on Blackboard.

Major Events and Happenings for SPCH1311.2C1

Week One

Monday, July 11th

Syllabus Review, What is Communication?

(Homework: read Chapters 1, 2, 3 and complete 2 Informative Speech Evaluations on Blackboard)

Tuesday, July 12th

Chapter 2. The Self, Perception, and Communication, Chapter 3. Communication and Culture Quizzes over Chapters 1, 2, 3.

Discussion of Informative Speaking

(Homework: read Chapters 4 & 5 and complete 2 Informative Speech Evaluations on Blackboard)

Wednesday, July 13th

Chapter 4. Language, Chapter 5. Listening

Quizzes over Chapters 4 & 5

Discussion of Informative Speeches

(Homework: read Chapter 6 and complete 2 Informative Speech Evaluations on Blackboard)

Thursday, July 14th

Chapter 6. Nonverbal Communication

Quiz over Chapter 6

Informative Speaking Workshop

(Homework: begin preparation for informative speeches)

Week Two

Monday, July 18th

Informative Speaking Workshop

Tuesday, July 19th to Thursday, July 21st

Informative Speeches

Week Three

Monday, July 25th

Let's Talk about Rhetoric, video evals

(Homework: read Chapters 7 & 8 and complete 2 Informative Speech Evaluations on Blackboard)

Tuesday, July 26th

Let's Talk about Persuasion, Part I, video evals

Quizzes on Chapters 7 & 8

(Homework: read Chapters 9 & 10 and complete 2 Persuasive Speech Evaluations on Blackboard)

Wednesday, July 27th

Let's Talk about Persuasion, Part II, with video evals

(Homework: 2 Persuasive Speech Evaluations on Blackboard)

Thursday, July 28th

Persuasive Speaking Workshop

Week Four

Monday, August 1st

Persuasive Speaking Workday

Tuesday, August 2nd

Persuasive Speaking Workday

Wednesday, August 3rd

Persuasive Speeches Round 1

Thursday, August 4th

Persuasive Speeches Round 2

Week Five

Monday, August 8th

Final Thoughts

Final Exam Review

Tuesday, August 9th

Final Exam (in-class)

Syllabus Signature Form

I, _____, a student in Professor Andrew Rosbury's **Introduction to Communication** class (SPCH 1311) at Collin College, I have read the syllabus and understand the rules and requirements for the course, including (but not limited to) the following:

Absence Policy:

If, for any reason, I miss more than **3 hours** of class, my final grade will be reduced by one letter grade.

Classroom Conduct: If I am more than **20 minutes late for a test**, I will not be allowed to take it. Instead, I will have **three business days** to complete a make-up test. The make-up test will be significantly more difficult than the original. If I do not take the make-up test within that time frame, I will receive a **zero** for the test. I understand there are **no exceptions** to this rule.

If I am more than **20 minutes late to class**, or if I am **absent on the day I am scheduled to give a speech**, I will lose **20%** of that speech grade. I will continue to lose **20% for each class meeting** until the speech is delivered. I understand that there are **no exceptions** to this rule.

Assignment Submission:

I understand that **non-speaking assignments** must be submitted **online by the due date**, with **no exceptions**. I have been advised by the professor to turn in assignments early to avoid last-minute emergencies.

Grading: I understand that my final grade will be based on the professor's evaluation of my overall performance, including (but not limited to) the **group project, speaking assignments, written textbook assignments, and class participation**.

I also understand that some assignments must be completed **in class**, and if missed, **those grades cannot be recovered**.

Classroom Behavior: I understand that if I use my **cell phone in class**, I will be asked to leave and will not receive credit for that class hour.

I understand that I am expected to behave **courteously and responsibly** at all times. The classroom is a **community** built on **mutual respect**, and I recognize that **education is an investment** in my future.

Print Your Name

Monday, July 6th 2016

Sign Your Name