

## Valdosta State University

Department of Communication Arts

College of the Arts

### COMM 1100 Human Communication Syllabus Fall 2013

#### Section I

**Title:** Human Communication

**Credit:** 3 Credit Hours

**Course Instructor:** Stacey Vincent, MA

**Communication:** As a part-time instructor, I have limited time that I am in my office. If you need immediate assistance, you should send me an e-mail or contact my departmental secretary.

Out of respect for your privacy, I will only discuss your grade(s) if we are face-to-face, and I will discuss them only with you. That means I will not e-mail or give out grades over the phone. I will post grades only on Blazeview or Banner.

I will use your valdosta.edu e-mail account to communication with you. Check regularly for communication from me. Written communication to me via email should be sent **ONLY** [sevincent@valdosta.edu](mailto:sevincent@valdosta.edu), and will only be answered if sent from your Valdosta.edu email account, as it properly identifies who you are. Do not write to me in Blazeview as I do not check that very often.

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Department office: Nevins Hall 1006

Department phone: 333-5820

#### Required Textbook:

Wood, Julia T. – Communication Mosaics, 7<sup>th</sup> edition ISBN-13: 978-0-840-02818-1

#### Course Description and Goals

COMM 1100 Catalog Course Description: A broad approach to oral communication skills including intrapersonal, interpersonal, small group, and public speaking.

No prerequisites are required.

“This is a lecture course with some performance elements. The skills you learn will enable you to become an effective communicator and to recognize the influence of such factors as cultural background, race, class, and gender among others. To accomplish this goal, this course incorporates a survey of the discipline of communication. Thus, you will improve communication skills; increase understanding of others behavior; increase understanding of own behavior; and improve social and professional skills. The communication theories discussed in class will enable us to reach these goals. Typically it will involve a group project, one or two speeches, and may involve an interview. Some instructors give chapter quizzes while others give several tests. Other graded materials may involve a paper and a comprehensive final exam. 3 semester hours.”

**VSU General Education Outcomes****Gen Ed Outcomes**

Students will analyze, evaluate, and interpret diverse forms of human communication.

**Departmental Outcomes**

1. The speech communication major will demonstrate skill in the use of the materials and methods of communication and expression appropriate to the area of emphasis.
2. The speech communication major will demonstrate understanding of the theories and practices of interpersonal, intercultural, small group, and public communication.
3. The speech communication major will demonstrate skill in the analysis of the communication.

**Course Objectives:** Upon successful completion of this course students will be able to:

1. Identify and discuss the basic elements of the communication process – sender, receiver, channel, message, feedback, and context;
2. Identify and discuss the concepts involved in intrapersonal, interpersonal, nonverbal and small group communication;
3. Identify and discuss concepts involved in language, meaning and listening;
4. Discuss the functions of language and nonverbal communication;
5. Demonstrate skills of intrapersonal, interpersonal, and small group communication as well as listening, interviewing, and public speaking;
6. Distinguish between informative and persuasive speaking; and
7. Present a well prepared, organized, supported, and delivered extemporaneous speech.

**Academic Student Conduct Code**

All COMM 1100 student work should be your own original work. Students are expected to abide by the Code of Ethics found in the Student Handbook including cheating & plagiarism. If you have any questions about what that means, see me or consult with the Student Handbook. If you are caught cheating/ plagiarizing, you will, at the very least, receive a zero on that assignment. Copying information off the internet, using speech test banks, or copying from current or former students is considered scholastic dishonesty.

**Withdrawal**

You can officially withdraw from the class by completing the appropriate form on Banner. If done before mid-term day (Oct 3) there is no penalty to your grade. It is your responsibility to complete this process. If you stop attending class after mid-term day without officially withdrawing you will likely receive a failing grade.

**The VSU Accommodations Statement**

VSU complies fully with the requirements of the Americans with Disabilities Act (ADA). If you believe you are covered under this act, and if you have need for special arrangements to allow you to meet the requirements of this course, please contact the Access Office for Students with Disabilities in **Farber Hall, 245-2498 or 219-1348 (TTY)**. Also, please discuss this need with me at the time you notify the Access office.

**Attendance—from the VSU Bulletin**

“The University expects that all students shall regularly attend all scheduled class meetings held for instruction or examination.... It is recognized that class attendance is essentially a matter between students and their instructors. Instructors must explain their absence policy in the course syllabus. All students are held responsible for knowing the specific attendance requirements as prescribed by their instructors and for the satisfactory make-up work missed by absences. When students are to be absent from class, they should immediately contact the instructor. A student who misses more than 20% of the scheduled classes of a course will be subject to receive a failing grade in the course.”

In other words...Learning will take place as a result of class discussions, group projects, reviews, and other activities designed to enable you to master the course material. Attendance will be taken daily. **Any student missing more than 20% (6 class meetings) is subject to receive an automatic F.**

**Makeup Work**

Make-up for **any** graded assignment is allowed only with a documented, university-recognized absence. You must provide a copy for me to keep. Without this, you will receive a zero on the assignment. If you know about the excused absence ahead of time, inform me by e-mail before you miss class. If you do not know before, please e-mail within 24 hrs of missing class. No missed tests or speeches can be made up without an excused absence. A non-emergency doctor visit is NOT an excused absence from a graded assignment—only documentation of a serious illness or major emergency is considered to make up graded assignments.

**Teacher Tardiness/Absence**

If I am going to be absent for any unexpected reason, I will e-mail the class and/or call the departmental office to put a note up in the classroom. I will never no-show without doing one or both of these. If I am running a few minutes behind, out of respect for me, please wait in the classroom for at least 15 minutes (20 minutes if it is a speech or test day.) After that, if I have not shown up and you have not heard from a departmental representative, you may leave the class without penalty.

**Evaluation**

Course evaluation will be based on a series of quizzes, in-class exercises, self and peer evaluations, 2 written examinations and 4 oral presentations including two speeches. Attendance is required in keeping with college and departmental policy.

**Assessment, Grades, and Course Assignments**

**A** (900-1000 pts)    **B** (800-899 pts)    **C** (700-799 pts)    **D** (600-699 pts)    **F** (below 600 pts)

**Course Assignments**

- Chapter quizzes—15 @ 10 points each for 150 total
- In class activities/participation—26 classes @ 10 points each for 260 total (1st week & tests not included)
- Tests—2 @ 100 points each for 200 total
- Impromptu speeches—2 @ 35 points each for 70 total

- Individual Informative Speech—150 points  
Students will give a 4-5 minute speech informing the class about one of the following: (other topics are permitted with my approval)
  - Inform on the history and/or goals of an organization (fraternities/sororities are not allowed)
  - How to do a hobby or sport that we are not very familiar with
  - Explain a concept from your career or your major that isn't understood by most
  - Describe the life and impact that a person has had
  - Explain a career field, job, or major that isn't commonly understood or known
- Group Persuasive Speech—150 points  
After midterm, you will be placed in groups of 3-5 members. Your group's job will be to present a speech following Monroe's Motivated Sequence. You will convince the audience to get involved in something, to donate to something, to purchase something, or to vote for something. Speeches should be about a topic that is of interest to the audience. No crass or illegal topics will be tolerated. The speech length will depend on the group size.
- Self-evaluations—2 @ 25 points each for 50 total  
You will watch your speech and thoughtfully evaluate your performance

You are allowed to drop your lowest 3 grades from the chapter quizzes & in class participation sections.

All quizzes will be completed on-line and are due BEFORE class begins. Late quizzes will not be accepted.

Never tell me that you need a certain grade to keep your scholarship, get into your major, stay off probation... The grade you make is YOUR responsibility, not mine!

There are no other extra credit opportunities given in this class, so please don't ask for any.

### **Class Norms and Rules of Expected Conduct**

- Make an effort to be on time. There are times when you can't avoid being late. Should this happen, enter the class as discreetly as possible. Never enter the classroom during a presentation of a fellow student.
- If you have to leave early position yourself in such a way that you can leave without being disruptive. Never leave the classroom during a presentation by a fellow student.
- Turn off ringers to cell phones once you enter the classroom. **No texting will be allowed during class.** If you must take a call, please go into the hallway to answer. If your cell phone is out for ANY reason during a test, it will be considered cheating and you will receive a zero for the assignment.
- Actions that disrupt your classmates or distract me will not be tolerated. This includes talking, laughing, shuffling papers, sleeping, and playing with electronic devices. If your actions are disruptive to the extent that I have to stop class, you will be dismissed for the remainder of the day and counted as absent.
- Keep track of all graded material that I hand back to you for the duration of the semester. If there is ever discrepancy between my grade book and your grades, you can use these to resolve that discrepancy.
- Laptop usage is permitted for taking notes in class. NOTE: Laptop usage will be governed; if usage is abused I obtain the right to stop the usage of laptops in class.
- All work, except in-class assignments, should be typed. As a rule, use 1" margins, 12 point Times New Roman font, double spaced.
- When giving speeches, I expect them to be given extemporaneously from a speaking outline...not read. A speech that is read cannot receive a higher grade than a C.
- On speech days, you are expected to dress conservatively, professionally, and appropriately! Points will be deducted for inappropriate dress during presentations.

• **COMM1100--Human Communication--Tentative Schedule**

Be sure to attend class regularly to note any changes

Week	Date	Topic(s)	Before Class Assignment	In-Class Activity
1	8/13	Syllabus and Intro	n/a	n/a
	8/15	Overview/Comm Models	Ch 1 quiz (10 pts)	n/a
2	8/20	Overview/Fields of Comm.	Ch 2 quiz (10 pts)	Participation (10 pts)
	8/22	Public Speaking & Anxiety	Ch 13 quiz (10 pts)	Participation (10 pts)
3	8/27	Public Speaking & Delivery	n/a	Participation (10 pts)
	8/29	Research	n/a	Library? Participation (10 pts)
4	9/3	<b>Introductions</b>	n/a	<b>Impromptu (35 pts)</b> & Participation (10 pts)
	9/5	Audience Analysis	n/a	Audience Analysis (10 pts); assign informative speech
5	9/10	Topics/Organization	n/a	Participation (10 pts)
	9/12	Perceptions	Ch 3 quiz (10 pts)	Participation (10 pts)
6	9/17	Self & Identity/Test Review	Ch 9 quiz (10 pts)	Participation (10 pts)
	9/19	<b>Test 1</b>	n/a	<b>Test (100 pts)</b>
7	9/24	Listening	Ch 6 quiz (10 pts)	Participation (10 pts)
	9/26	<b>Informative Speeches</b>	n/a	<b>Speech (150 pts)</b> Peer Eval (10 pts)
8	10/1	<b>Informative Speeches</b>	n/a	<b>Speech (150 pts)</b> Peer Eval (10 pts)
	10/3	<b>Informative Speeches</b>	n/a	<b>Speech (150 pts)</b> Peer Eval (10 pts))

9	10/8	Groups	Ch 11 quiz (10 pts)	<b>Self-eval due (25 pts);</b> Participation (10 pts)
	10/10	Groups	Ch 12 quiz (10 pts)	Participation (10 pts)
10	10/15	Persuasion	n/a	Participation (10 pts); assign group speech
	10/17	Verbal Comm.	Ch 4 quiz (10 pts)	Participation (10 pts)
11	10/22	Nonverbal Comm	Ch 5 quiz (10 pts)	Participation (10 pts)
	10/24	<b>Nonverbal Rules</b>	n/a	<b>Impromptu (35 pts) &amp;</b> <b>Participation (10 pts)</b>
12	10/29	Interpersonal Comm.	Ch 7 quiz (10 pts)	Participation (10 pts)
	10/31	Interpersonal Comm.	Ch 10 quiz (10 pts)	Participation (10 pts)
13	11/5	Intercultural Comm.	Ch 8 quiz (10 pts)	Participation (10 pts)
	11/7	<b>Group Speeches</b>	n/a	<b>Speech (150 pts);</b> Peer Eval (10 pts)
14	11/12	<b>Group Speeches</b>	n/a	<b>Speech (150 pts);</b> Peer Eval (10 pts)
	11/14	Mass Media	Ch 14 quiz (10 pts)	<b>Self-eval due (25 pts) -OR-</b> Participation (10 pts)
15	11/19	Digital Media/Test Review	Ch 15 quiz (10 pts)	Participation (10 pts)
	11/21	<b>Test 2</b>	n/a	<b>Test (100 pts)</b>
16	11/26	<b>Thanksgiving Break—No Class</b>		
	11/28			
Final		Final grade tally	Complete grade sheet	Final Grades

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