Communications 1311
Fundamentals of Communication

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OFFICE HOURS: Monday/Wednesday: 8am-9am; 2pm-3pm
Tuesday/Thursday: 9am-11am; 2pm-3pm
Friday: by appointment only

COURSE DESCRIPTION
This is an introductory and survey course exploring theory and practice of interpersonal communication across various contexts. The purpose of this class is to teach you skills related to human communication in a variety of contexts including interpersonal, small group, organizational, and intercultural. This course is intended as a broad survey of the discipline and consequently places equal emphases on theory as well as the various aspects of communication as a field.

COURSE GOALS
This course is structured so that students will be able to:
1. Define and explain basic terms, principles, and theories that serve as a basis for engaging in and analyzing communication interactions in a variety of contexts (interpersonal, intercultural, workplace, small-group, and technology-mediated).
2. Identify research-based strategies for improving communication effectiveness in different communication contexts with people from diverse cultures and backgrounds.
3. Engage in and critically analyze communication interactions in written, oral, and digital form.
4. Explain the importance of engaging in ethical communication with others and produce ethical messages.
5. Identify barriers to listening, strategies for becoming a more effective listener, and use critical thinking strategies to evaluate interactions.
6. Produce cultural sensitive messages.

REQUIRED COURSE MATERIALS
- Flash/Jump Drive,
- Access to Blackboard,
- Angelo State E-mail
ASSIGNMENTS
We will explore the various contexts of communication through the following assignments. Additional instructions (including the length of presentations, required visual aids, outlines to turn in, etc.) will be provided to you throughout the course of the semester.

Quizzes: (300 points) You will be given 3 quizzes throughout the course of the semester, each worth 100 points for a total of 300 points. Quizzes will vary in combination of multiple choice and short answer.

Group Presentation: (200 points) You will have the opportunity to select your group and present concepts from the book to the class. Your grade will consist of 100 points from me awarded for your group presentation as a whole, and the other 100 points will be earned by the averaged total that your peers give you at the end of the project.

Communication Professional Interview: (100 points) One of the goals of this course is to familiarize you with various professions within the communication field. You will select a communication area of interest (i.e. journalism, public relations, teaching, television, etc.) and you will interview a professional in that field.

Communication Professional Presentation: (200 points) Once you have gathered information from your professional interview and from other sources you will write a paper on that field and will present your findings to the class (100 points for the written work and 100 points for the oral presentation).

Resume & Cover Letter: (100 points) Part of your college education consists of being prepared for the workforce once you graduate. For this reason you will create a resume and cover letter that adheres to the norms of the job field of your interest.

Participation Points: (100 points) In class, you are expected to participate in discussion, lectures, assignments, and other activities. I may also ask you to complete additional written work, video viewings, and other related exercises outside of class. No make-ups will be granted for participation activities.

GRADING
A= 1,000 – 900; B= 899 – 800; C= 799 – 700; D= 699 – 600; F= 599 and below
I reserve the right to alter your participation points if I feel that you are not present in class. Being present in class means that you leave your cell phone OFF, your laptop is for note-taking ONLY, and you are not reading or working on assignments for other classes.

Grades are determined on a straight percentage scale based on the number of points earned out of a maximum of 1,000 points. There will be no further rounding or curving of grades. Final grades are calculated as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Quiz #1</td>
<td>60</td>
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<tr>
<td>Quiz #2</td>
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<td>Quiz #3</td>
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<td>Quiz #4</td>
<td>60</td>
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<tr>
<td>Quiz #5</td>
<td>60</td>
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<tr>
<td>Group Presentation</td>
<td>200</td>
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<tr>
<td>Comm Professional Interview</td>
<td>100</td>
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<tr>
<td>Comm Professional Presentation</td>
<td>200</td>
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<tr>
<td>Resume &amp; Cover Letter</td>
<td>100</td>
</tr>
<tr>
<td>Participation</td>
<td>100</td>
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<tr>
<td>TOTAL COURSE POINTS</td>
<td>1,000</td>
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Discussion of Graded Assignments: A student wishing to contest a grade must present me with a typed (either e-mail or paper), well thought out case regarding the evaluation within one week of having received the evaluation of the assignment in question. The argument must be related to the assignment as presented, and based on how it compares with the criteria for the assignment (not how it compares with someone else’s work or how it will affect a student’s GPA). Once the student has submitted his or her argument to me, I will respond in writing within 7 days. Then we may meet face-to-face to view the speech in question, and discuss ways to improve future papers/presentations.
COURSE POLICIES

Instructional Methods: A significant amount of the teaching in this course is done by you through the presentation, observation, and evaluation of in-class exercises and performances. You will learn communication skills by practicing them.

Academic Advising: The College of Arts and Sciences and Department of Communication and Mass Media require that students meet with a Faculty Advisor as soon as they are ready to declare a major. The Faculty Advisor will set up a degree plan, which must be signed by the student, faculty advisor, and the department chair. Communication and Mass Media majors who have questions about advising or declaring a major in the department, can call 942-2031. Undeclared majors are supported by ASU's Center for Academic Excellence located in Library A312, and can be reached at 942-2710.

Attendance: Attendance is required. You cannot do public speaking without a public. A roll sheet will be passed around each day during the first ten minutes of class. It is your responsibility to sign in (being present but not signing the roll is the same as being absent). The following policy will be enforced in this class:

1. Your first TWO unexcused absences are without penalty. If you do miss a class, it is your responsibility to get the information that was covered from Blackboard, your textbook and from one of your classmates. Do NOT ask me if you missed anything important.
2. Your third absence will lower your final course average by 50 points. (ex: If you have 820 points, you will be reduced to 770 points).
3. Each subsequent unexcused absence will lower your final course average by 50 points.
4. An unexcused tardy (ten minutes late or more) is considered an absence.

Absences on Exam and/or Presentation Days: Please note that an unexcused absences on exam or presentation days will result in a zero (0) being recorded for your grade. You must give your presentation/take your exam on the day it is scheduled. NO EXCEPTIONS.

Excused Absences: You will be given an excused absence when acting as an official representative of the University, provided you give me written verification from the faculty/staff supervisor of the event. For all other absences to be considered excused, official documentation must be submitted to me verifying the reason for your absence.

A student wishing to observe a religious holy day must notify me in writing at least 14 days prior to the classes scheduled on dates the student will be absent. For religious holy days that fall within the first two weeks of the semester, notice should be given on the first day of the semester.

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation. Angelo State University complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. If you suspect that you may have a disability (physical impairment, learning disability, psychiatric disability, etc.), please contact the Dean of Student Life and Student Services at 942-2191. If you need disability accommodations in this class, please see me as soon as possible.

Assignments turned in after class on the due date are considered late. Late assignments are not accepted. In addition, the tentative course schedule does not allow flexibility in rescheduling presentations. Don't miss class on a day you are scheduled to speak. Unexcused absences on presentation or exam days and will earn a grade of zero; no make-ups will be granted. If you miss an in-class activity for participation points, you will earn a zero for that assignment (unless you have a University excused absence).

Written Work (presentation preparation, essay assignments, etc.) must be typed. Failure to type any written portion of an assignment results in a zero for that assignment. Since peer evaluations are due at the end of class they may be hand written. Any assignments completed in class as part of class participation may also be hand written.

Visual Aid Backups: You will often be required to design and deliver presentations using PowerPoint software and computer projection systems. While every effort is made to keep the equipment in working condition, on occasion the equipment may not work properly. Please be prepared: back up any visual aids (email them to yourself, bring two flash drives, etc.). Please also be prepared to present even if technology fails you.
**Classroom Civility:** Please remember to turn off all cell phones or other noisy devices before entering the classroom each day. Distracting behavior during speech days (i.e., working on laptops, or talking) may result in a reduction of points on your own speech. On presentation days, please arrive on time or early and, if you’re late, please wait outside until the first presentation is completed.

**Freedom of Expression:** Each student is strongly encouraged to participate in class. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with me. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

**Academic Integrity:** University standards regulating academic integrity (e.g., cheating, plagiarism, etc.) are strictly enforced. Infractions may result in a zero for the assignment or a failing grade in the course.

**Plagiarism** is a serious offense in this course. Using the words and ideas of others is borrowing something from those individuals. It is always necessary to identify the original source of supporting information; you must cite the source of any material, quoted or paraphrased, used in your presentation. The absence of this documentation constitutes plagiarism – a serious academic and professional offense. Proper documentation requires a bibliography of any outside texts you have consulted including both traditional sources and on-line sources.

Putting your name on a piece of work in which any part is not yours, is plagiarism – unless the borrowed thought or wording is clearly marked and the work is fully identified. ALL presentations are to be your original work. Using speeches or presentations from previous semesters or other classes is still considered plagiarism. Unauthorized collaboration on presentations (with a student in your section or another student in a different section) is not allowed without prior approval from your instructor. If you are caught being dishonest, you will be given an “F” for the assignment and/or the course depending on the severity of the offense.

**CORE CURRICULUM STUDENT LEARNING OBJECTIVES**

1. To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.

2. To understand the importance of specifying audience and purpose and to select appropriate communication choices.

3. To understand and appropriately apply modes of expression, i.e., descriptive, expositive, narrative, scientific, and self-expressive, in written, visual, and oral communication.

4. To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.

5. To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.

6. To develop the ability to research and write a documented paper and/or to give an oral presentation.

**PROGRAM STUDENT LEARNING OBJECTIVES**

1. Evaluate communication competence of self and others.

2. Recognize and understand key issues related to communication theory and media/speech ethics.

3. Create original communication products (speeches, campaigns, papers, videos, etc.) both individually and in collaboration with other students and/or community partners.

**STUDENT LEARNING OUTCOMES**

1. Define and explain basic terms, principles, and theories that serve as a basis for engaging in and analyzing communication interactions.

2. Recognize the importance of culture, gender, class, race, geographic location, and other markers of culture as they influence the ways in which humans express, exchange, and interpret meanings.

3. Effectively use and interpret verbal and nonverbal messages.

4. Listen and appropriately/thoughtfully adapt response messages to others.

5. Be more knowledgeable about professions, requirements, and expectations of various professions within the communication field.
**Dailey Schedule:**
Changes to the schedule may be made at my discretion and if circumstances require. It is your responsibility to note these changes when announced. **Readings must be completed for the day they are assigned** on the course schedule. Be sure to read the book and take notes while reading; lectures are intended to complement (not duplicate) that information.

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<tr>
<th>WEEK</th>
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<th>Topics</th>
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| **WEEK 1** | **Aug 28-Sept 1** | Introduction to the course  
Introduce each other  
Chapter 1 – Competent Communication: Effective and Appropriate |
| **WEEK 2** | **Sept 4-8** | Chapter 12 – Preparing and Presenting you first speech  
Chapter 13 – Building Better Speeches  
Chapter 2 – Perception of Self & Others: Who Am I? Who Are They?  
Quiz #1 (Chapters 1, 12 & 13)  
Friday during class |
| **WEEK 3** | **Sept 11-15** | Chapter 3 – Culture & Gender  
Chapter 14 – Informative Speaking |
| **WEEK 4** | **Sept 18-22** | Guest Speaker – Julie Ruthenbeck True Colors  
Chapter 10 – The Anatomy of Small Groups Group Assignment  
Quiz #2 (Chapters 2, 3 & 14)  
Friday during class |
| **WEEK 5** | **Sept 25-29** | Workshop Learning about the Communication Field  
Group Workshop Day |
| **WEEK 6** | **Oct 2-6** | Chapter 6 – Listening to Others  
Learning about the Communication Field  
Friday: Workshop Day – I will be away at a conference, expect delays in email communication. |
| **WEEK 7** | **Oct 9-13** | Chapter 4 – Language  
Quiz #3 (Chapters 10 & 6)  
Chapter 5 – Nonverbal Communication: Sharing Meaning Without Words  
Quiz #3  
Friday during class |
| **WEEK 8** | **Oct 16-20** | Chapter 7 – Power  
Chapter 11 – Creating Effective Groups |
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<th>WEEK</th>
<th>Dates</th>
<th>Activities</th>
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| WEEK 9 | Oct 23-27 | Chapter 7 – Cover Letters, Resumes, and Thank-You Notes  
Guest Speaker – Julie Ruthenbeck  
Resume / Cover Letter Workshop |
| WEEK 10 | Oct 30-Nov 3 | Chapter 8 – Making Relationships Work  
Guest Speaker  
Learning about the Communication Field |
| WEEK 11 | Nov 6-10 | Chapter 9 – Interpersonal Conflict Management  
Communication Professional Assignment (CPA)  
Fields/Names identified |
| WEEK 12 | Nov 13-17 | Chapter 4 – Getting Started In Your Search  
Basics of Interviewing  
Quiz #5 (Chapters 8 & 9)  
Resumes/cover letters due at the beginning of class. |
| WEEK 13 | Nov 20-24 | Guest Speaker  
Learning about the Communication Field  
THANKSGIVING HOLIDAY |
| WEEK 14 | Nov 27- Dec 1 | Communication Professional Presentations  
(CPA=Communication Professional Assignment)  
CPA papers due at the beginning of class. |
| WEEK 15 | Dec 4-8 | Communication Professional Presentations |
| WEEK 16 | Finals Dec10-15 | FINAL – Monday December 10, 2018  
10:30am -12:30pm |