

COM 110/ Section 20

Introduction to Communication (3 credit hours/3 contact hours)

Fall semester, 2007

Wednesdays, 6-8:50 p.m.

Room: P204 (Located on the top floor of the Samuel L. Phillips Center for Business and Technology)

Course Description

Welcome! Per the college catalog, this course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal, group, public, intercultural, and mass communication situations.

Upon completion of this course, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication.

Prerequisites for this course: RED 090

Corequisites: None

Instructor Information

Instructor: Beth Morris

Office Location: Room 112, Samuel L. Phillips Center for Business and Technology

Phone: 828-765-7351 or 1-800-4-MAYLAND, ext. 305

E-mail: bmorris@mayland.edu or mbmorris@cc.mayland.edu

Office Hours: By appointment

Course Information

We will meet on Wednesdays at the College's Main Campus in Spruce Pine from 6-8:50 p.m.

In addition to meeting in the physical classroom, regularly check your LEO

(<http://leo.mayland.edu>) account for class exercises or announcements.

Please refer to the Course Outline in this syllabus for more details related to the COM 110 agenda.

Required text: Beebe, S. A., Beebe, S.J. and Ivy D. K. (2007). *Communication: Principals for a Lifetime*. 3rd edition. Boston, MA: Allyn & Bacon. ISBN: 0205467024

LRC Resources: Mayland Community College's Learning Resources Center is located on the college's Main Campus in Spruce Pine. This Center offers students an array of print and electronic resources related to communication. Librarians are available for assistance in the Center.

Additional Supplies: A notebook to hold lecture materials, your notes, and completed assignments; 3 x 5 inch ruled index cards, and a blank VHS tape or DVD that your presentations can be recorded on.

- *Also good to have on hand is a CD disk or jump drive in which you can store electronic data.*

COM 110 Course Objectives/Competencies

This class is designed to be both academic and empowering—to help you gain valuable knowledge and skills in the area of communication. This means that after this class you will be able to:

1. Define communication.
2. Identify, describe, and analyze your own strengths and weaknesses in communication.
3. Demonstrate effective, appropriate communication in intrapersonal settings.
4. Analyze your perceptions and discover how they impact communication.
5. Use effective and appropriate verbal and nonverbal skills in a given communication situation.
6. Describe and analyze the demographic and personal characteristics of a given audience for a proposed presentation and then target your message appropriately.
7. Prepare a well-organized, audience-centered agenda, outline, or executive summary for a presentation.
8. Design a presentation with understandable, meaningful, and memorable words.
9. Demonstrate quality public speaking delivery skills, to include effective voice projection, diction, pitch, variation, speaking rate, eye contact, and gestures.
10. Describe the listening process and what helps and hinders the process.
11. Study critical factors related to communicating across cultures.
12. Demonstrate competent interpersonal communication skills in the personal and professional realms.
13. Describe and practice effective small group communication skills.
Identify successful organizational and leadership communication strategies.
14. Detail dynamics related to mass communication, especially now in the Digital Age.
15. Ultimately, fine-tune your sixth sense, your awareness of verbal and nonverbal communication message/skills.

Attendance Policy/Tardiness/ Make-up work

Attendance in this class is crucial for success. Class participation is also an important component of this class. Effective student-centered, team oriented communication and learning require that all class members be present during class time, be prepared, and engage in class discussions/activities.

You are responsible for all material covered in the course, including lecture material and notes, material provided as handouts and assigned text materials. If you miss any classes, it is your responsibility to meet with other class members or the instructor to ensure you are receiving all the information you need to stay on track.

Five points will be given for each day of attendance/active class participation. These points will be totaled and averaged at the end of the term then the average score will be calculated into your overall grade. Two tardies, two early departures, or a tardy plus an early departure are equal to one absence.

- Please turn cell phones off during class time.

Grading Criteria/ Tests/ Projects

Grades will be based on the following system:

Class participation/discussion/activities:	20%
Content Assessments:	40%
Final Exam:	15%
Informative Presentation One:	10%
Informative Presentation Two:	15%
Total	100%

I recommend that you are prepared for class discussions/activities, for your content assessments/exam, and for your presentation dates and class time of 6 p.m.

There are **NO** make-ups for the class participation/discussion/activity points.

There are **NO** make-ups for the content assessments. The lowest content assessment grade will be dropped for everyone in the class at the end of the semester.

There is a one-week completion period for a missed final exam. If the missed exam is an *excused absence*, no penalty points will be deducted. An *unexcused* missed exam will receive a 25% automatic grade reduction.

There are **NO** make-ups for any class presentations *unless* there is extra time at the end of a given class. 25% will be deducted automatically from any unexcused make-up presentation.

NOTE: For any work to be excused, I must be contacted BEFORE 6 p.m. on the designated due date and a good reason for the work to be excused must be given. Examples of acceptable reasons are documented illness, family emergencies, pre-planned vacations, etc.

Grading Scale

A=	93-100%
B=	85-92%
C=	77-84%
D=	69-76%
F=	0-68%

Inclement Weather Procedures

When inclement weather strikes our region, Mayland Community College may cancel evening classes. This class will either operate on a regular schedule or be canceled. If the class is canceled, assignments will be due at the beginning of the class that follows.

Delayed and canceled schedules can be found on the college's main website at www.mayland.edu, on LEO at <http://leo.mayland.edu>, local television and also local radio stations. A new option is available for students who choose to opt in for a text message on their cell phones on closing or delays. If you are interested in this option, please see me for more details.

If Mayland is operating on a regular schedule, and you believe conditions are too dangerous for travel, please contact me BEFORE the class begins. You can receive information to help ensure that you are kept on track for the next class meeting.

Academic Standards/Student Expectations & Ethics

In addition to good academic performance, all students should exhibit the qualities of honesty and integrity. Any form of dishonesty, cheating, fabrication, the facilitation of academic dishonesty, and plagiarism will cause students to be subject to disciplinary action. *At minimum, these students will receive an F for any work violating academic honesty and integrity.* Measures leading to a failing grade in the course, probation, suspension, or expulsion may also result.

Withdrawal Dates

The following dates apply for withdrawal from this course or any course at Mayland Community College for the fall semester:

August 20-24: Drop/Add classes

Tuesday, September 25: End of unconditional withdrawal

Thursday, November 1: End of conditional withdrawal

If you have not been in contact with your instructor, and have not attended class for a two-week period during the semester, your name will be submitted for an administrative withdrawal per Mayland Community College's policy. It is not possible to re-enter a class once an administrative withdrawal has been processed.

Accommodations

Any student who requests special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.

Disclaimer

Course procedure may vary from this syllabus to meet the needs of this particular class.

Course Outline/ Weekly Topics

- Weekly speech evaluations

- Weekly website readings
(The evaluations and website readings count as part of the class activity/participation grade. To get the full credit for this you must complete the weekly activities).

August 22

Course Orientation

August 29

Chapter 1: Foundations of Human Communication

Chapter 2: Self Awareness & Communication

September 5

Content Assessment (Chps. 1 & 2)

Chapter 3: Understanding Verbal Messages

September 12

Content Assessment (Chp. 3)

Chapter 4: Understanding Non-verbal Messages

Chapter 11: Discussion & Developing Your Presentations

September 19

Content Assessment (Chps. 4 & 11)

Chapter 12: Organizing and Outlining Your Presentation

Chapter 13: Delivering Your Presentation

September 26

Content Assessment (Chps. 12 & 13)

Chapter 5: Listening & Responding

Outline of your first informative presentation due

October 3

Content Assessment (Chp. 5)

Chapter 6: Adapting to Others: Bridging Culture & Gender Differences

Additional Discussion on Presentations

October 10

First Informative Presentations

October 17

Content Assessment (Chp. 6)

Chapter 7: Understanding Interpersonal Communication

October 24

Content Assessment (Chp. 7)

Chapter 8: Enhancing Relationships
Outline for second informative presentation due

October 31

Content Assessment (Chp. 8)
Chapter 9: Understanding Group & Team Performance

November 7

Second Informative Presentations

November 14

Content Assessment (Chap. 9)
Chapter 10: Enhancing Group & Team Performance

November 21

No class
Happy Thanksgiving!

November 28

Content Assessment (Chp. 10)
Review for Final Exam

December 5

Final Exam

December 12

Class wrap up