

**Welcome to
COM 110: Section
Introduction to Communication
3 Credit Hours/3 Contact Hours**

Course Description

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 also placed on communication theories and techniques used in interpersonal, group, public, intercultural and mass communication situations.

Upon completion, 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: RED 090 **Co requisites:** None

Instructor Information:

Instructor: Andrew Gall, MA
Telephone Number: 828-775-7710
Email: agall@parkwayplayhouse.com
Office Hours: By appointment

Course Information

This section (Y2) of COM 110 will meet on Mondays from 6:00 PM to 8:50 PM in room 122 at the Yancey Campus. 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. (2004). *Communication: Principles for a Lifetime*. 2nd Ed. Boston, MA: Allyn & Bacon

LRC Resources: The LRC (Learning Resource Center) at the Mayland Community College Main Campus offers students an array of print and electronic resources related to communication. Please ask one of the librarians for assistance.

Myspeechlab.com: Students will have assignments related to this site over the course of the semester. A CD-ROM is included with your text.

LEO: LEO is Mayland Community College’s student/faculty interface. Students should be fluent and familiar with how to use LEO for maximum success in this course. Students are responsible for any/all postings, emails, or announcements made by the instructor via LEO that are related to this course.

Required Supplies: Have (1) a note book to house lecture materials/notes, completed assignments, and handouts plus (2) a blank VHS video tape on which to store your class presentations.

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. Study critical factors related to communicating across cultures.
4. Analyze your perceptions and discover how they impact communication.
5. Describe the listening process and what helps and hinders the process.
6. Demonstrate effective, appropriate communication in intrapersonal settings.
7. Use effective and appropriate verbal and nonverbal skills in a given communication situation.
8. Demonstrate competent interpersonal communication skills in the personal and professional realms.
9. Describe and practice effective small group communication skills.
10. Identify successful organizational and leadership communication strategies.
11. Describe and analyze the demographic and personal characteristics of a given audience for a proposed presentation and then target your message appropriately.
12. Prepare a well organized, audience-centered agenda, outline, or executive summary for a presentation.

13. Design a presentation with understandable, meaningful, and memorable words.
14. Demonstrate quality public speaking delivery skills, to include effective voice projection, diction, pitch, variation, speaking rate, eye contact, and gestures.
15. Detail dynamics related to mass communication, especially now in the Digital Age.
16. Ultimately, fine-tune your sixth sense, your awareness of verbal and nonverbal messages/skills.

Academic Policy/Tardiness/Make-up Work

Attendance in this class is crucial for success. Effective student-centered, team-oriented communication and learning require that all class members be present during class time.

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

Five points will be given for each day in attendance. These points will be totaled and averaged in at the end of the term; the average score will be calculated into your overall grade. Two tardies, two early departures, or a tardy plays and early departure equal one absence.

Grading Criteria/Tests/Projects:

Grades will be based on the following system:

Activity	Percentage of Grade
Tests/Quizzes	40%
Course Assignments	20%
Informative Presentation	20%
Attendance/Participation/Activities	20%
TOTAL SCORE	100%

It is recommended that students are prepared to (1) submit any course assignment; (2) engage in class activity/discussion; (3) complete any content assessment/exam; and (4) share a given presentation by the required due date and class time 6:00 PM.

There are *no* make-ups for content assessments. I will drop the lowest content assessment grade for everyone in the class. A “0” from a missed content assessment can count as the lowest grade.

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

NOTE: For any work to be “excused”, the instructor must be (1) contacted before 5:00 PM on the designated due date and (2) have a good reason for the work to be excused.

Examples of good reasons are *documented* illnesses or transportation problems, pre-planned vacations, family emergencies.

GRADING SCALE:	A= 90-100%
	B=80-89%
	C=77-84%
	D=69-76%
	F=0-68%

Inclement Weather Procedures

When inclement weather strikes our region, Mayland Community College may cancel classes or operate on a delayed schedule. This class will operate on either the regular class schedule or be cancelled. In the event of cancellation, assignments will be due at the beginning of the class period to follow.

If Mayland is operating on a regular schedule, and you believe conditions are too dangerous for travel, contact your instructor *before* your class gets together. You can receive information to ensure that you are prepared for the next class.

Academic Standards/Student Expectations/Ethics:

In addition to good academic performance, students should exhibit qualities of honesty and integrity. Any form of dishonesty, cheating, fabrication, the facilitation of academic dishonesty, and plagiarism will make students subject to disciplinary action. *At the minimum, these students will receive an "F" for the course.* Measures for 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:

September 25 2007:	Last day to drop (Unconditional Withdrawal)
November 1, 2007:	Last day to drop (Conditional Withdrawal)

If a student has not been in contact with the instructor and has not attended class for a consecutive two-week period, and administrative withdrawal will be submitted by the instructor.

Accommodation:

Any student requiring 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 which accommodations, if any, the student needs for success in this course.

Disclaimer:

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

Course Outline/Weekly Topics:

DATE	TOPIC	NOTES
August 20	Course Orientation/Chapter 1	
August 27	Chapter 2 & 3	
September 3	No Class Labor Day	
September 10	Chapter 4 & 5	
September 17	Chapter 6	
September 24	Test Chapters 1-6	
October 1	Discussion of Presentations/Developing your presentation/Chapter 11 Organizing and Outlining Your Presentation (Chapter 12)	
October 8	Fall Break- No Class	
October 15	Delivering your Presentation (Chapter 13) Speaking to Inform (Chapter 14)	
October 22	Test Chapters 11-14	
October 29	Understanding Interpersonal Communication (Chapter 7)	
November 5	Enhancing Relationships (Chapter 8)	
November 12	Veterans Day- No Class	
November 19	Understanding and Enhancing Group and Team Performance (Chapters 9&10) Final Outlines for Presentations Due	
November 26	Test Chapters 7-10	
December 3	Informative Presentations	
December 10	Informative Presentations/Class Wrap-up	