

SYLLABUS

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OFFICE HOURS: By appointment
TEXTBOOK: *COMM2* by Verderber/Verderber/Sellnow

COURSE DESCRIPTION: Students will translate basic communication theory into practical methods for developing effective communication skills. Major communication variables and their impact on the human communication process will be studied. Principles of message development and delivery will be examined with opportunities for students to present speeches before an audience.

LEARNING OUTCOMES: After completion of Communication 101, the student will be able to

1. understand the human dimension of interpersonal communication: personification vs. objectification.
2. assess personal communication styles and develop effective verbal and nonverbal interpersonal communication skills.
3. understand and appreciate culture differences in communication.
4. organize informative, persuasive and impromptu speeches which include the key elements of an effective speech: attention-getting opening, well-developed body, strong conclusion, clear transitions, and appropriate research data.
5. deliver speeches using an emphatic voice, a conversational style, meaningful eye contact, and appropriate facial and body gestures.
6. develop and effectively incorporate into a speech appropriate visual aids, including powerpoint.

COMMUNICATION 101 POLICIES

1. Attendance and promptness at all class sessions are expected. Three consecutive class absences without a valid excuse can result in a failing grade.
2. If you are unable to attend class, you are still responsible for all information presented during that session.
3. There will be four tests and two speeches. A written outline is required for each speech and will be turned in one week prior to the speech. Outlines turned in later than one day will be evaluated but will result in a one grade deduction in the overall grade for the speech.
4. Everything in the textbook can be on the test regardless if it was covered in class. Everything covered in class may be on the test regardless if it was in the textbook. Bottom line: read the book AND come to class and you'll be fine.
5. All assignments submitted should be your own work. Other sources should be properly attributed. Plagiarism will not be tolerated. Communication department policy requires that, on first offense, plagiarized assignments will be given a grade of zero and the student's final grade will be reduced by one letter grade. A second offense mandates automatic failure.
6. You may make up a test or a speech with verification that circumstances were beyond your control. In such cases, please notify me before class, if possible. (Nursing a common cold, a doctor's appointment, doing an errand, meeting with a professor or advisor, or not being ready for an assignment are not considered legitimate excuses.)
7. Turn off your cell phone. If it makes noise (including buzzing) during class it will result in a two point penalty off the overall grade.

COMMUNICATION 101 CLASS SCHEDULE

Part I - Foundations of Communication, Chapters 1-5

August 29 - September 26
 September 28
 October 1

Class Activities
 Test Prep
 Test I

Part II - Public Speaking, Chapters 11-16

October 3 - 22
 October 24
 October 26

Class Activities
 Test Prep
 Test II

Informative Speeches

October 22
 October 29 & 31

Outlines Due
 Speeches

Part III - Interpersonal Communication, Chapters 6 -8

November 2 - 9
 November 9
 November 14

Class Activities
 Test Prep
 Test III

Persuasive Speeches

November 9
 November 16 & 19

Outlines Due
 Speeches

Part IV - Group Communication, Chapters 9 & 10

November 26 - 30
 December 3
 December 5

Class Activities
 Test Prep
 Test IV

Important Dates to Note:

September 3Labor Day Holiday
 September 5-7NO CLASS
 September 14.....Practice Test
 October 1Test I
 October 8Discoverer's Day Holiday
 October 22Outlines Due
 October 26Test II
 October 29-31Speeches
 November 9Outlines Due
 November 12Veteran's Day Holiday
 November 14.....Test III
 November 16-19Speeches
 November 21NO CLASS
 December 5Test IV

Grading:

Tests (100pts each):	400 points	540-600 points	A
Informative Speech:	100 points	480-539 points	B
Persuasive Speech:	100 points	420-479 points	C
		360-419 points	D
		<359 points	F