

COMM 1310
Fundamentals of Communication

Instructor: Dr. Esther Rumsey

Office: FAB 203 A

Office Hours: 1:30 pm to 4:00 pm Monday, Tuesday, & Thursday

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Required Readings: All required readings for the course will be posted on Blackboard or handed out in class.

COURSE DESCRIPTION

This course explores the fundamental principles, theories and practical applications of oral communication in a variety of contexts. Throughout this course you will enhance your communication competence in small group, public and business setting by examining how various analytical frameworks covered in both text and lectures intersect with our personal experiences. The readings and assignments are designed to increase your skills at listening to messages, analyzing them internally, and making the private knowledge you gained public through various means of communication.

This course has three main goals:

- 1) to meet the state and university core curriculum oral communication requirement;
- 2) to develop the oral communication skills needed to succeed in the remainder of student's college courses.
- 3) to begin the lifelong process of becoming literate, critical consumers and producers of messages and develop the skills needed to succeed in the business world, with a particular focus on the gaming industry.

In case you couldn't guess, it's that last goal that will drive this entire course.

LEARNING OBJECTIVES

Upon completion of this course the student will be able to:

- Communicate effectively in small group discussions
 - Demonstrate effective conflict management processes
 - Demonstrate effective decision making processes
 - Demonstrate effective group reporting processes
- Organize and deliver a public presentation
- Prepare and participate in a professional interview
- Explain the role of communication in various work and personal situations

YOUR RESPONSIBILITIES:

Study time: Most college courses require that students spend a significant amount of time outside of class in individual study time. An often used guideline is to spend two hours per week for

every class hour. This means, in a three credit course, six hours of outside study per week would be expected. The actual in-class meeting time is short in college courses because it is expected that students can and will work independently outside of class in order to meet the requirements of the course.

Freedom of Expression: Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

All cell phones and pagers and ipods and any other electronic devices are not allowed to be used during class unless their use is specifically related to the class. You are responsible for making sure that they are turned off or on silence. Text messaging or playing electronic games during class will not be tolerated and may result in you being asked to leave the classroom.

GRADES

Your comprehension and mastery of the course material will be evaluated through a variety of methods. Grades for the class will be based on the following:

Speeches	30%
Informative Speech	
Persuasive Speech	
Group Work	40%
Group Online Project	
Interview Presentations	
Group Exercises	
Group Presentation	
Class Participation & Individual Exercises	10%
Reading Quizzes	10%

Speeches: Students will prepare and deliver two speeches, a research informative speech and a persuasive speech. Details regarding the specific speech assignments and grading criteria for each speech will be distributed in class when we are covering the relevant reading material. All three speaking assignments require outlines or prior written planning, These materials clearly communicate to the instructor if the student has prepared and researched the speaking assignment outside of class. These outlines and written research materials are a vital portion of the grade evaluation and are due on the day of the speech at the beginning of the class period in which the student speaks. They will not be accepted after the speaking presentation, at the end of the class period, or the next day. **A student who fails to hand in an outline or written research before a speaking assignment will not receive a grade higher than a D on that assignment.**

Group Work: Students will be assigned to a work groups several times during the semester. The group assignments will change with the various group projects, assignments and exercises, this will allow students the opportunity to experience varying group experiences and evaluate how different group dynamics affect group processes and outcomes. The grade for the group work will be based on specific group assignments and exercises.

Class Participation: Students are expected to attend class and participate in class exercises and discussions. Participation grade will be based on attendance, completion of in-class exercises and participation in class discussions. Just being in the classroom does not satisfy the participation requirement of this course! You are expected to be actively involved, verbally and nonverbally, in the various topic discussions and learning activities, showing interest and a willingness to share. **Coming to class late or leaving early will be counted as an absence for the entire class period.**

Reading Quizzes: Reading quizzes are short true and false or multiple choice quizzes covering the assigned reading material. The goal of the quizzes is to assess how well you have comprehended the assigned readings.

Reasonable Accommodation: Students who have a disability that may prevent them from fully demonstrating their abilities should contact the instructor as soon as possible so that accommodations can be made to ensure their full participation and to facilitate their educational opportunities.

Semester Schedule

Date	Topic	Reading Assignment
8/22/2014		
8/25/2014	INTRO	
8/27/2014	LISTENING	Chapter 5: Listening and Critical Thinking – Reading 1
8/29/2014	LISTENING	
9/1/2014	Labor Day	
9/3/2014	SMALL GROUP	Components of Small Group Communication – Reading 2
9/5/2014	SMALL GROUP	Solving Problems and Making Decisions – Reading 3
9/8/2014	Online Group Project	Assignment details posted on Blackboard
9/10/2014	Online Group Project	
9/12/2014	Online Group Project	
9/15/2014	Project Report	Group Presentation
9/17/2014	VERBAL	
9/19/2014	VERBAL	How we use language – Reading 4

9/22/2014	NONVERBAL	Nonverbal Messages – Reading 5
9/24/2014	NONVERBAL	
9/26/2014	CREATIVE THINKING	Creativity and it's importance in
9/29/2014	CREATIVE THINKING	business – Reading 6
10/1/2014	CRITICAL THINKING	Critical thinking skills, developing
		effective analysis and argument –
10/3/2014	CRITICAL THINKING	Reading 7
10/6/2014	INFORMATIVE SPEAKING	
10/8/2014	INFORMATIVE SPEAKING	Speaking to Inform – Reading 8
10/10/2014	INFORMATIVE SPEAKING	Speaking in Public: Speech Delivery –
		Reading 9
10/13/2014		
10/15/2014	SPEECHES	
10/17/2014		
10/20/2014	Interviewing	Interviews – Reading Ten
10/22/2014	Pitching	Pitch anything – Reading Eleven
10/24/2014	Interviewing & Pitching	
10/27/2014	Presentations	
10/29/2014	Persuasion	
10/31/2014	Persuasion	Speaking to Persuade – Reading Twelve
11/3/2014		
11/5/2014	Speeches	
11/7/2014		
11/10/2014	Interpersonal	Survey of Communication
	Communication	Study/Chapter 9 - Interpersonal
11/12/2014		Communication – Reading Thirteen
	Intercultural	Chapter 3 – Intercultural
11/14/2014	Communication	Communication - Reading Fourteen
11/17/2014		
11/19/2014	Communication at Work	Communication in Organizations –
		Reading Fifteen
11/21/2014	Conflict	Introduction to the study of conflict
11/24/2014		communication – Reading Sixteen
11/26/2014		
11/27/2014		THANKSGIVING
11/28/2014		
12/1/2014	Self Concept/Esteem	Communication and self concept –
12/3/2014		Reading Seventeen
12/4/2014		DEAD DAYS – PREPARE FOR FINALS
12/5/2014		
12/8/2014	10 am final	
12/10/2014	11 am final	