

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%
Group Work	40%
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. Both 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.

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. Reading quizzes will be posted in Blackboard and will be completed outside of class. You will be notified when quizzes have been posted and the due dates for completion.

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

Fundamentals of Communication

Date	Topic	Reading Assignment
1/21/2015	INTRO	
1/23/2015	LISTENING	Chapter 5: Listening and Critical Thinking – Reading 1
1/26/2015	LISTENING	
1/28/2015	SMALL GROUP	Components of Small Group Communication – Reading 2
1/30/2015	SMALL GROUP	Solving Problems and Making Decisions – Reading 3
2/2/2015	Group Project	Presentation
2/4/2015	VERBAL	
2/6/2015	VERBAL	How we use language – Reading 4
2/9/2015	Group Project	Presentation
2/11/2015	NONVERBAL	
2/13/2015	NONVERBAL	Nonverbal Messages – Reading 5
2/16/2015	CREATIVE THINKING	
2/18/2015	CREATIVE THINKING	Creativity and it’s importance in business – Reading 6
2/20/2015	Group Project	Presentation
2/23/2015	CRITICAL THINKING	

2/25/2015	CRITICAL THINKING	Critical thinking skills, developing effective analysis and argument – Reading 7
2/27/2015	Interviewing	Interviews – Reading Ten
3/2/2015	Interviewing	Interviews – Reading Ten
3/4/2015	INFORMATIVE SPEAKING	Speaking to Inform – Reading 8
3/6/2015	INFORMATIVE SPEAKING	
3/9/2015	INFORMATIVE SPEAKING	Speaking in Public: Speech Delivery – Reading 9
3/11/2015		
3/13/2015		
spring break		
3/23/2015		
3/25/2015	SPEECHES	
3/27/2015		
3/30/2015	Pitching	Pitch anything – Reading Eleven
4/1/2015	Self Concept/Esteem	Communication and self concept – Reading Seventeen
4/3/2015	Elevator Speeches	
4/6/2015	Persuasion	Speaking to Persuade – Reading Twelve
4/8/2015	Persuasion	
4/10/2015		
4/13/2015	Speeches	
4/15/2015		
4/17/2015		
4/20/2015		
4/22/2015		Survey of Communication
4/24/2015	Interpersonal Communication	Study/Chapter 9 - Interpersonal Communication – Reading Thirteen
4/27/2015	Intercultural Communication	Chapter 3 – Intercultural Communication - Reading Fourteen
4/29/2015		
5/1/2015	Communication at Work	Communication in Organizations – Reading Fifteen
5/4/2015	Conflict	Introduction to the study of conflict communication – Reading Sixteen
5/6/2015		
5/13/2015		

DEAD DAYS – PREPARE FOR FINALS