

COMM 1310
Fundamentals of Communication
Fall 2016

Instructor: Dr. Esther Rumsey
Office: FAB 106
Office Hours: 2:00 pm to 5:00 pm Monday thru 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.

STUDENT 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:

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| Speeches | 50% |
| Group Work | 30% |
| Class Participation & Individual Exercises | 10% |
| Reading Quizzes | 10% |

Speeches: Students will prepare and deliver several speeches over the semester. 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.

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

| <u>Date</u> | <u>Topic</u> | <u>Reading</u> | <u>Assignment</u> |
|-------------|-----------------------------|----------------|----------------------------|
| 8/23/2016 | INTRO | | |
| 8/25/2016 | LISTENING | Reading 1 | |
| 8/30/2016 | SMALL GROUP | Reading 2 | Group project |
| 9/1/2016 | SMALL GROUP | Reading 3 | |
| 9/6/2016 | VERBAL | Reading 4 | |
| 9/8/2016 | NONVERBAL | Reading 5 | |
| 9/13/2016 | Group Project | Presentation | Group project presentation |
| 9/15/2016 | CREATIVE THINKING | Reading 6 | |
| 9/20/2016 | CRITICAL THINKING | Reading 7 | |
| 9/22/2016 | Interviewing | Reading Ten | |
| 9/27/2016 | Interviewing | | Group presentation |
| 9/29/2016 | Self Concept/Esteem | Reading 17 | |
| 10/4/2016 | Pitching | Reading 11 | |
| 10/6/2016 | | | Elevator Speeches |
| 10/11/2016 | INFORMATIVE SPEAKING | Reading 8 | |
| 10/13/2016 | INFORMATIVE SPEAKING | Reading 9 | |
| 10/18/2016 | INFORMATIVE SPEAKING | | Outline Exercise |
| 10/20/2016 | | | Informative speech outline |
| 10/25/2016 | | | Informative speaking |
| 10/27/2016 | | | Informative speaking |
| 11/1/2016 | Persuasion | Reading 12 | |
| 11/3/2016 | Persuasion | | |
| 11/8/2016 | Intercultural Communication | Reading 14 | |
| 11/10/2016 | | | Sales speech outline |

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| 11/15/2016 | | | Sales speech |
| 11/17/2016 | | | Sales speech |
| 11/22/2016 | Interpersonal Communication | Reading 13 | |
| 11/24/2016 | Thanksgiving | | |
| 11/29/2016 | Communication at Work | Reading 16 | |
| 12/5/2016 | Final Exam 8:00 am | | |

ADA Accommodations: Sul Ross State University is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is the student's responsibility to initiate a request for accessibility services. Students seeking accessibility services must contact Mary Schwartze, M. Ed., L.P.C., in Counseling and Accessibility Services, Ferguson Hall, Room 112. The mailing address is P.O. Box C-122, Sul Ross State University, Alpine, Texas Telephone: 432-837-8691. E-mail: mschwartze@sulross.edu .