

SUL ROSS STATE UNIVERSITY
COMM 1310
Fundamentals of Communication

COMM 1310-Z01
Fall 2021
10:00 am – 10:50 am MWF
Blackboard Collaborate
Office hours by appointment only

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COURSE DESCRIPTION

This course explores the fundamental principles, theories, and practical applications of oral and written communication in a variety of contexts. Throughout this course you will enhance your communication competence in small group, public, and business settings 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 and written communication skills needed to succeed in the remainder of students' college courses;
- 3) and to begin the lifelong process of becoming literate, critical consumers and producers of messages and develop the skills needed to succeed in the professional world.

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

COURSE 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 public presentations
- Prepare and participate in a professional interview
- Explain the role of communication in various work and personal situations

STUDENT LEARNING OUTCOMES

This course is designed to meet one or more of the following Student Learning Outcomes:

SLO 1: Students will be able to analyze communication content for argument, including identification of major elements, such as claim, warrants, and data.

SLO 2: Students will be able to effectively construct messages appropriate to audience, purpose, and context; including electronic media technologies.

SLO 3: Students will be able to apply Communication theories, perspectives, principles, and concepts to the analysis of communication situations.

Marketable Skills

1. Informative and Persuasive Speaking
2. Audience-centered Writing
3. Critical Analysis
4. Research
5. Effective Message Construction Using Technology

REQUIRED READINGS

There is no required textbook for this class. All required readings for the course will be posted on Blackboard or handed out in class.

YOUR RESPONSIBILITIES

Study time: Most college courses require that students spend a significant amount of time outside of class in individual study time. A typical guideline is to spend two hours per week for every class hour. This means, in a 3-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: You are 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.

Electronic Devices: While this is a virtual class, cell phone, tablet, and computer usage are strictly prohibited during class unless their use is specifically related to coursework. You are responsible for making sure that your personal devices not being used for class are turned off or silenced for the duration of the class.

Class Attendance and Participation: Students are expected to attend class and participate in class exercises and discussions. Your 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. **Arriving to class late or leaving early will be counted as an absence for the entire class period. If you accrue 9 unexcused absences, you will be dropped from the course with an “F.”**

ASSIGNMENTS & GRADING

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:

Informative Speech	15%
Persuasive Speech	20%
Special Event Speech	10%
Discussion Board Topics	20%
Final Exam	20%
Class Participation	15%

Speeches: Students will prepare and deliver **three** speeches throughout the semester. Details regarding the specific speech assignments and grading criteria for each speech will be posted on Blackboard and reviewed in class.

Discussion Board Topics: Students will respond to 6 discussion board topics. Each assignment consists of 3-5 questions that pertain to the assigned reading. All discussion board responses are due at 10 am on their respective due dates.

Final Exam: The final for this class is open book and will cover all assigned readings, viewings, and class discussions and will consist of multiple choice, short answer, and essay questions. The final exam will be available Friday, December 3 from 10:15 am – 12:15 pm and delivered on Blackboard.

REASONABLE ACCOMMODATION

Sul Ross State University (SRSU) is committed to equal access in compliance with Americans with Disabilities Act of 1973.

It is SRSU policy to provide reasonable accommodations to students with documented disabilities. It is the student’s responsibility to initiate a request each semester for each class. Students seeking accessibility/accommodations services must contact Rebecca Greathouse Wren,

LPC-S, SRSU's Accessibility Services Coordinator at 432-837-8203 (please leave a message and we'll get back to you as soon as we can during working hours), or email rebecca.wren@sulross.edu. Our office is located on the first floor of Ferguson Hall (Suite 112), and our mailing address is P.O. Box C-122, Sul Ross State University, Alpine, Texas, 79832.

ACADEMIC HONESTY

“The University expects all students to engage in all academic pursuits in a manner that is beyond reproach and to maintain complete honesty and integrity in the academic experiences both in and out of their classroom. The University may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials.” --Excerpt from the Sul Ross State University Student Handbook (2016-2018).

COURSE CALENDAR

The dates and topics on the following calendar are subject to change at instructor's discretion.

DATE	TOPIC	READING DUE	ASSIGNMENT DUE
Monday 8/23	Review syllabus and course expectations		
Wednesday 8/25	The Communication Process & Listening	<i>Communication Skills: Sections 1 & 2</i>	
Friday 8/27	The Communication Process & Listening (continued)		Discussion Board #1: Listening for Meaning
Monday 8/30	Language	<i>How We Use Language</i>	
Wednesday 9/1	Language (continued)		Discussion Board #2: Language
Friday 9/3	Self-Concept/Self-Esteem	<i>The Self Concept and First Impressions</i>	Discussion Board #3: Self Concept and Impression Management
Monday 9/6	LABOR DAY – NO CLASS		
Wednesday 9/8	Self-Concept/Self-Esteem		

Friday 9/10	Non-verbal Communication	<i>Communication Skills: Section 3 & Nonverbal Messages</i>	Discussion Board Topic #4: Nonverbal Communication
Monday 9/13	Non-verbal Communication (continued)		
Wednesday 9/15	Special Event Public Speaking	<i>Public Speaking in Various Contexts</i>	
Friday 9/17	Special Event Public Speaking (continued)		
Monday 9/20	Critical Thinking	<i>Critical Thinking Skills</i>	
Wednesday 9/22	Critical Thinking (continued)		Discussion Board Topic #5: Critical Thinking
Friday 9/24			Special Event speeches
Monday 9/27			Special Event speeches
Wednesday 9/29			Special Event speeches
Friday 10/1	Informative Speaking	<i>Preparing Your Speech And Speech Delivery</i>	
Monday 10/4	Informative Speaking (continued)		
Wednesday 10/6	Review Specific Purpose and Central Idea Statements (bring worksheet to virtual class meeting)		Specific Purpose and Central Idea Statement worksheet due by 10 am to mscott3@sulross.edu
Friday 10/8	Review Specific Purpose and Central Idea Statements (bring worksheet to virtual class meeting)		

Monday 10/11	Review Gathering Information Worksheet (bring to virtual class meeting)		Gathering Information Worksheet due by 10 am to msscott3@sulross.edu
Wednesday 10/13	Speech Delivery	TBA	N/A
Friday 10/15	Informative speeches		Informative Speeches delivered in class
Monday 10/18	Informative speeches		Informative Speeches delivered in class
Wednesday 10/20	Informative speeches		Informative Speeches delivered in class
Friday 10/22	Informative speeches		Informative Speeches delivered in class
Monday 10/25	Informative speeches		Informative Speeches delivered in class
Wednesday 10/27	Interpersonal Communication	<i>Survey of Comm. Study/Chapter 9: Interpersonal</i>	
Friday 10/29	Interpersonal Communication (continued)		Discussion Board Topic #6: Interpersonal Communication
Monday 11/1	Persuasion	<i>Persuasive Speaking</i>	Persuasive Topic Selection DUE by 10 am on Discussion Board
Wednesday 11/3	Persuasion (continued)		
Friday 11/5	Persuasion (continued)		Central Idea and Specific Purpose Statement due by 10 am to msscott3@sulross.edu
Monday 11/8	Persuasion (continued)		Bring copy of Your Central Idea and Specific Purpose Statement to class

Wednesday 11/10	Persuasion (Continued)		Gathering Information Worksheet Due by 10 am to mscott3@sulross.edu
Friday 11/12	Persuasion (continued)		Bring copy of your Gathering Information worksheet to class
Monday 11/15	Persuasive Speeches		Persuasive speech presentations in class
Wednesday 11/17	Persuasive Speeches		Persuasive speech presentations in class
Friday 11/19	Persuasive Speeches		Persuasive speech presentations in class
Monday 11/22	Persuasive Speeches		Persuasive speech presentations in class
Wednesday 11/24	Thanksgiving Break – No class	N/A	N/A
Friday 11/26	Thanksgiving Break – no class	N/A	N/A
Wednesday, Dec 1	Finish Persuasive Speeches		Persuasive speech presentations in class
Friday Dec 3	FINAL from 10:15 am – 12:15 pm Final Exam delivered via Blackboard		