

**SUL ROSS STATE UNIVERSITY**  
**COMM 1310 – 2W01**  
**Summer II 2021**  
**Fundamentals of Communication**

COMM 1310- 2W1  
Fundamentals of Communication  
Summer II 2021  
Web-delivered  
**This course satisfies 3 credit hours of  
component area core**

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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.

## REQUIRED READINGS

There is no required textbook for this class. All readings will be posted to Blackboard by the instructor.

## YOUR RESPONSIBILITIES

**Reading:** 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.

**Deadlines:** Each student is responsible for meeting deadlines for assignments and quizzes. I will make every effort to communicate deadlines clearly and update students on any changes. If a student experiences an issue meeting a deadline, it is the student's responsibility to communicate and discuss arrangements with the professor.

**Freedom of Expression:** Each student is strongly encouraged to participate in discussions. In any classroom situation (even a virtual one) 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.

## 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 (final)	20%
Reading Quizzes (3)	30%
Special Event Speeches (2)	20% (10% each)
Discussion Board Topics (6)	30%

**Informative Speech:** Students will write and outline for and orally deliver a 4-7-minute informative speech. This project is the final for the course. Details and grading criteria for this assignment will be posted to Blackboard by Monday, June 7.

**Special Event Speeches (2):** If you have not already been asked with delivering a special event speech, you likely will someday. Examples of special event speeches are wedding toasts, eulogies, a speech of introduction, presenting an award, to name only a few. Your assignment is to choose two different types of special event speeches and write short (1-3 minutes) speeches for each of the types you select. Both speeches should be typed and submitted electronically by their respective deadlines (see syllabus calendar). Assignment details available on Blackboard.

**Discussion Topics/Assignments on Blackboard:** Students are expected to participate in class discussions on Blackboard. Discussion topics will be regularly posted to Blackboard throughout the 5-week term and students are required to post responses and respond to **at least one other classmate on each topic**. There will be six Discussion Board Topics, each worth 50 points for a total value of 300 points, or 30% of the overall course grade.

**Reading Quizzes:** Reading quizzes will cover the assigned readings. The function of these quizzes is for the instructor to assess how well students are comprehending the ideas in the reading. **Three quizzes** will be administered on Blackboard throughout the term. All quizzes will be comprised of multiple choice, true/false question, and short essay questions. Each quiz is worth 10% of the overall course grade.

## **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. Please contact me, Ms. Rebecca Greathouse Wren, M.Ed., LPC-S, Director/Counselor, Accessibility Services Coordinator, Ferguson Hall (Suite 112) at 432.837.8203; mailing address is P.O. Box C-122, Sul Ross State University, Alpine, Texas 79832. Students should then contact the instructor as soon as possible to initiate the recommended accommodations.

## **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/VIEWING DUE	ASSIGNMENT DUE
Wed July 7	Review Syllabus. The Communication Process & Listening	<i>Communication Skills:</i> Sections 1 & 2	
Thurs July 8			<b>Discussion Board Topic #1</b> Listening Due by 10pm
Fri July 9	Language	<b>Reading:</b> <i>How We Use Language</i> <b>Viewing:</b> Jackson Katz speech (video)	<b>Discussion Board Topic #2</b> Language Due by 10 pm
Mon July 12			<b>READING QUIZ #1</b>
Tues July 13	Social Media	Social Media Reading TBD	<b>Discussion Board Topic #3</b> Social Media Due by 10 pm.
Wed July 14	Non-verbal Communication	<i>Communication Skills: Section 3 &amp; Nonverbal Messages</i>	
Thurs July 15			<b>Discussion Board Topic #4</b> Non-verbal Communication due by 10 pm
Fri July 16	Special Event Public Speaking	<i>Public Speaking in Various Contexts</i>	
Mon July 19			<b>Email professor with your selected special event speech topics (pick two).</b>
Tues July 20	Critical Thinking	<i>Critical Thinking Skills</i>	

Wed July 21			<b>Discussion Board Topic #5</b> Critical Thinking Due by 10 pm
Thurs July 22			<b>Special Event Speech #1 due by 10 pm. Written speech only. Speeches <u>not</u> to be delivered orally.</b>
Fri July 23	Self-Concept/Self-Esteem	<i>The Self Concept and First Impressions</i>	<b>Discussion Board Topic #6</b> Self-Concept Due by 10 pm
Mon July 26			<b>READING QUIZ #2</b>
Tues July 27	Informative Speaking	1) <i>Preparing Your Speech</i> 2) <i>Speech Delivery</i>	
Wed July 28			<b>Special Event Speech #2 due by 10 pm. Written and oral presentation due.</b>
Thurs July 29			<b>Central Idea Statement for Informative Speech due by 10 pm.</b>
Fri July 30	Credible sources of information	Reading TBD	
Mon Aug 2			<b>Gathering Information for Informative Speech Due by 10 pm</b>

Tues Aug 3			<b>READING QUIZ #3</b>
Wed Aug 4			<b>Work on Speeches</b>
Thurs Aug 5			<b>Work on Speeches</b>
Fri Aug 6			<b>Work on Speeches</b>
Mon Aug 9	<b>Last day of Class – Final Due</b>		<b>Upload informative speech A Dropbox File Request will be posted to Blackboard. Speeches and outlines due by 10 pm</b>