

**SUL ROSS STATE UNIVERSITY**  
**COMM 1310 – 1W1**  
**Summer 2024**  
**Fundamentals of Communication**

COMM 1310-1W1 Fundamentals of Communication Summer 2024 Web-delivered <b>This course satisfies 3 credit hours of component area core</b>	Marjorie Scott Associate Prof. of Communication & Theater Chair, Department of Visual and Performing Arts Office: FAB 106 p. 432-837-8039 mscott3@sulross.edu 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.

It's really the third goal driving 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, but there is plenty of required reading. All readings will be provided and posted to Blackboard by the instructor. Do your best to keep up with the reading.

## 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 “Reading Due” date is the date you need to have completed the assigned reading each day.**

**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:

Written Assignments (3)	15%
Informative Speech	25%
Wedding Toast	15%
Reading Quizzes (3)	30%
Discussion Topics (3)	15%

**Reading Quizzes:** There will be **three quizzes** that cover the required readings and viewings throughout the 5-week term. Quizzes will consist of multiple choice, fill-in-the blank, true/false, and short answer questions.

**Informative Speech:** You will research, write, and deliver **one 4 - 6-minute informative speech** during the final week of class. You will upload the written outline of your speech to Blackboard (use the format provided) by Tuesday, July 2<sup>nd</sup> and upload a video recording of you delivering your speech using a Dropbox File Request provided by the instructor by Wednesday, July 3 (last day of term). Assignment details, including grading criteria, on Blackboard.

**Wedding Toast:** If you have not already been tasked with delivering a wedding toast, you likely will at some point in the future. Your assignment is to write a wedding toast to someone close to you. Please note this person does not have to be getting married in real life. Use your imagination! Imagine your best friend, sibling, teammate, or cousin (or someone else in your life) is getting married, and you've been asked to deliver a wedding toast at the reception. What would you say? For the purposes of this exercise, imagine you like the person your loved one is marrying and are happy to see them getting hitched. Treat this as an opportunity to practice the art of the wedding toast and saying kind things to someone about whom you care. Your toast should be 3 minutes in length and should follow the basic guidelines of a wedding toast. This is not the time to roast your friend on their special day. Humor is fine of course, but make sure to keep it appropriate. Upload your typed speech in Word or pdf and a video recording of you delivering the speech to Blackboard by Wednesday, June 19<sup>th</sup>.

**Discussion Board:** You are expected to participate in class discussions on the Discussion Board (on Blackboard). There will be **three discussion topics** throughout the 5-week term and your task is to respond to each thread and engage in discussion with classmates.

**Written Assignments:** There will be **three short writing assignments** in this class. You will be asked to respond to a few questions based on material covered in the readings. Please double check all spelling and grammar before submitting your responses. Upload all assignments to Blackboard by the due date specified.

## **REASONABLE ACCOMMODATION**

SRSU Disability Services. 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. Alpine students seeking accessibility/accommodations services must contact Mary Schwartze Grisham, M.Ed., LPC, 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 [mschwartz@sulross.edu](mailto:mschwartz@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, SUI Ross State University, Alpine. Texas, 79832.

## **Libraries**

The Bryan Wildenthal Memorial Library in Alpine. Offers FREE resources and services to the entire SRSU community. Access and borrow books, articles, and more by visiting the library's website, [library.sulross.edu](http://library.sulross.edu). Off-campus access requires logging in with your LoboID and password. Librarians are a tremendous resource for your coursework and can be reached in person, by email ([srsulibrary@sulross.edu](mailto:srsulibrary@sulross.edu)), or phone (432-837-8123).

The Southwest Texas Junior College (SWTJC) Libraries at Uvalde, Del Rio, and Eagle Pass. Offer additional access to library spaces and resources. Del Rio, Eagle Pass, and Uvalde students may also use online resources available through SWTJC website, [library.swtjc.edu](http://library.swtjc.edu). The SWTJC Libraries serve as pick-up locations for InterLibrary Loan (ILL) and Document Delivery from the Alpine campus.

## **Academic Integrity**

Students in this class are expected to demonstrate scholarly behavior and academic honesty in the use of intellectual property. A scholar is expected to be punctual, prepared, and focused; meaningful and pertinent participation is appreciated. Examples of academic dishonesty include but are not limited to: Turning in work as original that was used in whole or part for another course and/or professor; turning in another person's work as one's own; copying from professional works or internet sites without citation; collaborating on a course assignment, examination, or quiz when collaboration is forbidden.

## **Classroom Climate of Respect**

Importantly, this class will foster free expression, critical investigation, and the open discussion of ideas. This means that all of us must help create and sustain an atmosphere of tolerance, civility, and respect for the viewpoints of others. Similarly, we must all learn how to probe, oppose, and disagree without resorting to tactics of intimidation, harassment, or personal attack. No one is entitled to harass, belittle, or discriminate against another based on race, religion, ethnicity, age, gender, national origin, or sexual preference. Still, we will not be silenced by the difficulty of fruitfully discussing politically sensitive issues.

## COURSE CALENDAR

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

<b>DATE</b>	<b>TOPIC</b>	<b>READING DUE (Readings tab on Blackboard)</b>	<b>ASSIGNMENT DUE</b>
Wed May 29	Welcome to COMM 1310!	Review Syllabus	
Thurs May 30	Communication Fundamentals	<b>Reading #1:</b> “Identifying Foundations of Human Communication”	<b>Discussion Board #1:</b> Introduce yourself! Your first assignment is to introduce yourself. <b>Due by 10:00 pm.</b>
Fri May 31	QUIZ #1		<b>Reading Quiz on Reading #1</b> Due by 10:00 pm
Mon June 3	Communication and the self	<b>Reading #2:</b> “Exploring Self- Awareness and Communication”	
Tues June 4	Communication and the self		<b>Discussion Board #2:</b> Self-Image. Due by 10:00 pm
Wed June 5	QUIZ #2		<b>Reading Quiz on Reading #2</b> Due by 10:00 pm
Thurs June 6	Verbal Communication	<b>Reading #3:</b> “Understanding Verbal Messages”	
Fri June 7	Language		<b>Written Assignment #1:</b> On the topic of language (under “Assignments” tab on Blackboard). Due by 10:00 pm
Mon June 10	Special Event Public Speaking	<i>Public Speaking in Various Contexts</i>	

Tues June 11	Special Event Public Speaking	View the sample wedding toasts on Blackboard	
Wed June 12	Nonverbal Communication	<b>Reading #4:</b> “Understanding Nonverbal Messages”	
Thurs June 13	Nonverbal Communication		<b>Written Assignment #2:</b> Nonverbal Messages. Due by 10:00 pm
Fri June 14	QUIZ #3		<b>Reading Quiz #3:</b> Covering Verbal and Nonverbal Messages. Readings #3 and #4
Mon June 17	Listening and Responding	<b>Reading #5:</b> “Listening and Responding”	
Tues June 18	Listening and Responding		<b>Written Assignment #3:</b> Listening for Meaning Exercise. <b>Due by 10:00 pm.</b>
Wed June 19	<b>Special Event Speech Due by 10:00 pm</b>		<b>Wedding Toast</b> Write and deliver a wedding toast. Upload typed speech to Blackboard and video recording to the Dropbox File Request. <b>Due by 10:00 pm.</b>
Thurs June 20	Informative Speaking	<b>Reading #6:</b> “Speaking to Inform”	
Fri June 21	Informative Speaking	<b>Reading #7:</b> Delivering Your Speech	
Mon June 24	Informative Speaking		Submit Specific Purpose Statement and Central Idea for your informative speech <b>Due by 10:00 pm</b>
Tues June 25	Credible sources of information and critical thinking	“Critical Thinking”	

Wed June 26	Credible sources		Submit Gathering Information Worksheet <b>Due by 10:00 pm</b>
Thurs June 27	Critical Thinking		<b>Discussion Board #3:</b> Critical Thinking <b>Due by 10:00 pm</b>
Fri June 28	Work on informative speech	Read the sample speeches posted to Blackboard	
Mon July 1	Work on informative speech	View the informative speeches posted to Blackboard	
Tues July 2	OUTLINE DUE		Submit your informative speech outline. <b>Due by 10:00 pm</b>
Wed July 3	SPEECH DUE		Upload video recording of informative speech using Dropbox File Request. <b>Due by 12:00 pm (noon)</b>