

SUL ROSS STATE UNIVERSITY
COMM 1310 – 01
Fall 2024
Fundamentals of Communication

COMM 1310-01 Fundamentals of Communication Fall 2024 This course satisfies 3 credit hours of component area core	Marjorie Scott Associate Prof. of Communication & Theater Chair, Department of Visual and Performing Arts Office: FAB 106 p. 432-837-8039 mscott3@sulross.edu FAB 106. Office hours Mon/Wed 1:00 – 3:00 pm
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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

Communication: Principles for a Lifetime (8th edition), Beebe, Steven A. Beebe, Susan J. and Ivy, Diana. Pearson, 2022.

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 (5)	25%
Informative Speech	20%
Group Project #1	15%
Group Presentation (Final)	25%
Class Participation	15%

Informative Speech: You will research, write, and deliver a 4 - 7-minute informative speech on a topic of your choosing (and approved by instructor) as the midterm project for your class. Written outline also required. Informative speeches begin Oct 21.

Group Project #1:

You will be assigned to a group and given a task to complete as a group. **Presentations in class on Monday, October 14.**

Group Presentation (Final):

For your final in this class, you will be assigned to a group and given a presentation topic/task. You will work together as a group to research, write, and present a speech. Details TBA. All groups will present on the day of the final, which is **Tuesday December 10 at 10:15 am.**

Written Assignments: There will be **five writing assignments** throughout the semester. 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 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. 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), 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. 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.

DATE	TOPIC/CLASS ACTIVITY	READING DUE (Readings tab on Blackboard)	ASSIGNMENT DUE
Mon Aug 26	Welcome to COMM 1310!	Review Syllabus	
Wed Aug 28	Communication Fundamentals	Reading #1: "Identifying Foundations of Human Communication"	Discussion Board #1: Introduce yourself! Your first assignment is to introduce yourself on Blackboard. Due by 10:00 pm CDT.
Mon Sep 2	Labor Day - NO CLASS MEETING		
Wed Sep 4	Communication and the self	Reading #2: "Exploring Self- Awareness and Communication"	
Mon Sep 9	Communication and the Self (continued)		Written Assignment #1: Self-Image. Submit on Blackboard.
Wed Sep 11	Verbal Communication	Reading #3: "Understanding Verbal Messages"	
Mon Sep 16	Verbal Communication Assign groups for group project #1		Written Assignment #2: On the topic of language (under "Assignments" tab on Blackboard). Due by 10:00 pm
Wed Sep 18	Nonverbal Communication	Reading #4: "Understanding Nonverbal Messages"	Written Assignment #3: Nonverbal Messages. Due on Blackboard.

Mon Sep 23	Listening	Reading #5: “Listening and Responding”	
Wed Sep 25	Listening		Written Assignment #4: Listening for Meaning Exercise. Due on Blackboard.
Mon Sep 30	Informative Speaking	Reading #6: Speaking to Inform”	
Wed Oct 2	Informative Speaking	Reading #7: Delivering Your Speech	
Mon Oct 7	Organizing and Outlining Your Speech	Reading # 8:	Submit Specific Purpose Statement and Central Idea for your informative speech Due in class.
Wed Oct 9	Critical Thinking and Credible sources	Reading #9: TBA	Submit Gathering Information Worksheet Due at end of class.
Mon Oct 14	Group Project #1 presentations in class		
Wed Oct 16	Peer Evaluation Exercise in pairs.		Bring typed draft of speech outline to class.
Mon Oct 21	Informative Speeches		
Wed Oct 23	Informative Speeches		
Mon Oct 28	Informative Speeches		
Wed Oct 30	Informative Speeches		
Mon Nov 4	Assign Groups for Final Project		
Wed Nov 6	Interpersonal Communication	Reading #10: Interpersonal Communication	
Mon Nov 11	Group Communication	Reading #11:	

		Understanding Group & Team Performance	
Wed Nov 13	Group Communication	Reading #12: Enhancing Group & Team Performance	
Mon Nov 18	Intercultural Communication		
Wed Nov 20	Conflict Management		
Mon Nov 25	TBA		
Wed Nov 27	Thanksgiving Holiday – No class meeting.		
Mon Dec 2	Work on final group project		
Mon Dec 4	TBA		
FINAL Dec 10th 10:15 am – 12:15 pm	Group Presentations in class.		Final group presentation