

**SUL ROSS STATE UNIVERSITY  
COMM 1310 – 2W1  
Summer II 2025  
Fundamentals of Communication**

COMM 1310-2W1  
Fundamentals of Communication  
Summer I\_ 2025  
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 interpersonal and professional settings by examining how various analytical frameworks 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. Please 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 assignment and quiz deadlines. 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) there are bound to be many differing viewpoints represented. 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)	30%
Informative Speech	20%
Reading Quizzes (4)	20%
Discussion Topics (5)	30%

**Reading Quizzes:** There will be **four quizzes**, each worth 50 points, or 5% of your overall course grade. Each quiz will cover the required readings and viewings throughout the 5 ½ -week term. Quizzes will consist of multiple choice, fill-in-the blank, and true/false questions.

**Informative Speech:** You will research, write, and deliver **one 5-7-minute informative speech** during the final week of class. Upload the written outline of your speech to Blackboard (use the format provided) by **Monday, August 11** and upload a video recording of you delivering your speech by **Tuesday, August 12**. Assignment details, including grading criteria, on Blackboard.

**Discussion Board:** You are expected to participate in class discussions on the Discussion Board (on Blackboard). There will be **five 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 **five 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.

### **Accommodations**

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 Schwartz 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, Sul 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 LobolD 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**

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.

## COURSE CALENDAR

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

DATE	TOPIC	READING DUE	ASSIGNMENT DUE
Mon, July 7	Welcome to COMM 1310!		
Tues, July 8	Communication Principles	<b>Reading #1:</b> "Identifying Foundations of Human Communication"	<b>Discussion Board #1:</b> Your first assignment is to introduce yourself. <b>Due by 11:59 pm CDT</b>
Wed July 9	Communication Principles (continued)		<b>Written Assignment #1:</b> Communication Principles and Communication Competency. Due by 11:59 pm CDT
Thurs, July 10	<b>Quiz #1</b>		<b>Reading Quiz #1</b> On Reading #1 Due by 11:59 pm CDT
Fri, July 11		<b>Reading #2:</b> "Exploring Self- Awareness and Communication"	
Mon, July 14	Communication and the Self (continued)		<b>Discussion Board #2:</b> Self-Image Due by 11:59 pm CDT
Tues, July 15	<b>Quiz #2</b>		<b>Reading Quiz #2</b> on Reading #2 Due by 11:59 pm CDT
Wed, July 16	Verbal Communication (continued)	<b>Reading #3:</b> "Understanding Verbal Messages"	
Thurs, July 17	Verbal Communication (continued)		<b>Written Assignment #2:</b> Language Skills Due by 11:59 pm CDT

Fri, July 18	Nonverbal Communication	<b>Reading #4:</b> “Understanding Nonverbal Messages”	
Mon, July 21	Nonverbal Communication (continued)		
Tues, July 22	Nonverbal Communication (continued)		<b>Written Assignment #3:</b> Nonverbal Communication Due by 11:59 CDT
Wed, July 23	<b>Quiz #3</b>		<b>Reading Quiz #3:</b> Verbal and Nonverbal Messages. Readings #3 and #4
Thurs, July 24	Listening and Responding	<b>Reading #5:</b> “Listening and Responding”	
Fri, July 25	Listening and Responding		<b>Discussion Board #4:</b> Listening
Mon, July 28	Listening for Meaning		<b>Written Assignment #4:</b> Listening for Meaning Exercise. <b>Due by 11:59 pm CDT</b>
Tues July 29	Informative Speaking	<b>Reading #6:</b> “Speaking to Inform”	N/A
Wed July 30	Informative Speaking	<b>Reading #7:</b> Delivering Your Speech	N/A
Thurs July 31	Informative Speaking		<b>First Part of Written Assignment #5:</b> Submit Specific Purpose Statement and Central Idea for your informative speech <b>Due by 11:59 pm CDT</b>
Fri, Aug 1	Critical thinking and credible sources of information	TBD	N/A

Mon, Aug 4			<b>Second Part of Written Assignment #5:</b> Submit Gathering Information Worksheet <b>Due by 11:59 pm CDT</b>
Tues, Aug 5	<b>Quiz #4</b>		<b>Quiz #4</b> on Readings #5-7
Wed, Aug 6	Communication & social media	TBD	<b>Discussion Board #5:</b> Social media <b>Due by 11:59 pm CDT</b>
Thurs, Aug 7	Informative speech outline (use format provided)		Submit a first draft of your informative speech outline. <b>Due by 11:59 pm CDT</b>
Fri, Aug 8	Work on speech		
Mon, Aug 11	Work on Speech		
Tues, Aug 12			Upload video file of informative speech. <b>Due by 12:00 pm CDT (noon)</b>
Wed, Aug 13	Last day of class – Grades posted by instructor.		