COMM 1311 - Foundations of Communication
Department of Communication/Media
Texas A & M University – Corpus Christi
Spring 2017

COMM 1311.180 MWF 11-11:50 BH128

Instructor: Laura Day BH 374B Phone: __________________ fax 361.825.2250
Email: laura.day@tamucc.edu

Course Description: This course examines a breadth of topics fundamental to the study of communication and works to improve students’ communication skills in three primary contexts: interpersonal relationships, group/teamwork, and presentational speaking.

Learning Objectives:
1) Apply principles of effective oral, written, and visual communication to interpersonal, small group, and audience-centered communication contexts
2) Work with a group to gain experience in collaboration and meeting shared goals
3) Engage in organized research processes for the purpose of evaluating and synthesizing information to support ideas
4) Deliver presentations using oral, written, and visual evidence that supports specific purposes and includes messages tailored to specific audiences

The content will address Texas Higher Education Coordinating Board categories:
• Critical Thinking:
  o Generate and communicate ideas by combining, changing, or reapplying existing information.
• Communication Skills:
  o Develop, interpret, and express ideas through written, oral, and visual communication.
• Teamwork:
  o Integrate different viewpoints as a member of a team.
  o Work with others to support and accomplish a shared goal.
• Personal Responsibility:
  o Evaluate choices and actions, and relate consequences to decision making.

Required Materials:
* Computer with Internet access and word processing software

REVEL: online supplementary material provided by the textbook publisher.
**Major Course Requirements:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Project</td>
<td>200</td>
</tr>
<tr>
<td>Interpersonal Reflection</td>
<td>200</td>
</tr>
<tr>
<td>Ind. Persuasive Assignment</td>
<td>200</td>
</tr>
<tr>
<td>Exams</td>
<td>200</td>
</tr>
<tr>
<td>Participation</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

**Interpersonal Reflection—200 points**
You will be asked to show your ability to apply course concepts and theories to face-to-face conversations in which you were a participant to help you make more sense of those events, to help you understand why you and others communicate in certain ways, and to help you be proactive in future interactions.
This assignment will require submission of 3 preliminary summaries and a final reflection of at least 5 full pages, double-spaced, exclusive of an APA reference page.
You will be required to find and cite a minimum of 4 sources (1 may be the textbook + 3 journal articles) for this assignment.

**Collaborative Informative Presentation—200 points**
Students will work in groups to develop a 20-minute presentation related to a topic from large lecture.
This assignment supports the university’s mission of preparing graduates for lifelong learning and responsible citizenship in a global community.
This assignment will require the groups to produce outlines, research documents, meeting agendas, meeting minutes, visual aids, and a presentation. Project pieces may include various due dates.
This assignment grade will be carried across the FYS and large lecture classes.
Projects will be presented at the FYS end-of-semester research event.

**Individual Persuasive Presentation—200 points**
You will be asked to develop a 4-6 minute persuasive presentation based on a set of criteria to be explained by the instructor (this may integrate material from your large lecture).
This assignment will require you to construct an outline, a research synthesis chart, and a presentation using a slide-based visual aid.
You will also give and receive peer feedback on this presentation.

**Tests—200 points**
There will be an online test at the end of every unit. These will be considered open-book, open-note, but limitations will be set in Blackboard to minimize time spent searching for answers and/or collaboration.

**Participation—200 points**
Throughout each unit you will be asked to complete supplemental activities designed to help you engage with your classmates and gain a deeper understanding of course material.
**Final Grading Scale:** This scale is based on a point system. All grades are final unless a miscalculation has occurred. Grades will be regularly updated on Blackboard throughout the session.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1000-900</td>
</tr>
<tr>
<td>B</td>
<td>899-800</td>
</tr>
<tr>
<td>C</td>
<td>799-700</td>
</tr>
<tr>
<td>D</td>
<td>699-600</td>
</tr>
<tr>
<td>F</td>
<td>599 and below</td>
</tr>
</tbody>
</table>

We will use a variety of instructional strategies - discussions, workshops, readings, lecture, and presentations. You will learn the process by which effective speeches are conceived, prepared, and delivered. It is also my goal to increase your confidence in your public speaking abilities as well as your interpersonal skills.

Two types of learning occur in this course: cognitive or knowledge-based learning and skill development. The course will combine a cognitive approach together with skill-building experiences so that you can attempt to convert what you know about communication into how you act when you communicate.

Therefore, considering the scope of this course, I pledge to you that this will be a learning laboratory where:
- you will have a safe environment in which we can all learn together
- you will not be ridiculed or humiliated
- you will be given the opportunity to improve your personal competence, your social development, and your professional growth

**Attendance**
A record of attendance will begin the first day of class. (there are no “excused” or "unexcused" absences unless excused by TAMUCC policies)
You may accumulate three absences without penalty. This includes doctors' appointments, emergencies, illnesses, mental health days, family emergencies, or whatever. I strongly support you in scheduling these various appointments at a time other than our class time; however, it is always your choice.

There is no way you can make up missed lectures, in-class activities or the insights you may gain by participating in class, and listening to your classmates’ speeches.

<table>
<thead>
<tr>
<th>Class Days</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No impact</td>
</tr>
<tr>
<td>2</td>
<td>No impact</td>
</tr>
<tr>
<td>3</td>
<td>No impact</td>
</tr>
<tr>
<td>4</td>
<td>-10 points from total</td>
</tr>
<tr>
<td>5</td>
<td>-10 points from total</td>
</tr>
<tr>
<td>6</td>
<td>-10 points from total</td>
</tr>
</tbody>
</table>

Attendance will be taken by initialing a "sign-in sheet." It is your responsibility to sign in each class day. The intent of this sign-in sheet is to help you keep track of your absences.
Entering class late and leaving class early is not only distracting and disruptive; it is not advisable and may be counted as an absence.

When you are absent, I support you in keeping up with the daily schedule and **coming to class prepared the next day.**

Certain absences may be excused based on the following criteria:

- Serious illness or injury resulting in an emergency visit to a physician or hospital that is accompanied by a valid, signed doctor's note or other official medical document, and **results in the student’s physical inability to attend class.**

- The death of a family member or friend, which has been reported to the Dean of Students, and is appropriately documented as an official absence.

In order for your instructor to excuse you based on the aforementioned criteria, you must notify the instructor of your personal situation well in advance. For a serious medical situation that leaves you unable to satisfactorily attend class or complete coursework, you must notify the instructor as soon as physically possible. If you wait until the end of the semester to notify the instructor of a problem that arose earlier in the semester, no accommodations can be retroactively made to help you work through that situation.

Minute medical issues will not be considered excused absences and are not legitimate reasons for missing class. Assignments can be found on the course schedule. **It is your responsibility** to know what is expected from you each day of class.

All work must be completed and turned in at the end of class on the date it is due. Turning in an assignment on time means no later than the end of class the day it is due.

*All formal written work is to be submitted to Blackboard **BEFORE** class begins on the due date.* If you are going to be absent the day an assignment is due, you must have made previous arrangements with the instructor to turn it in early (or have notified the instructor of an absence that meets the previously mentioned emergency criteria and is accompanied by official documentation). **ABSOLUTELY NO assignments will be accepted via email unless you are directed by the instructor to turn something in this way.**

*Note: Computer/printer/software malfunction is not a valid excuse for late or missing assignments. The college provides computers that are available for your use and are compatible with most assignments you are given.*

**Speaking Days and Responsibilities**

The environment of our class is unique in that it is **not** a realistic speaker/audience situation. It is also different because we are supportive of each other and want each other to do well.

In fact, it is more like a speaking **lab** where we learn and apply techniques to effectively get our message across.
You must give your speech on the assigned day, or a grade of "0" will be given. In other words, please understand that you should not use an absence on a day that you have signed up to give a speech. If you miss a scheduled speech you may earn a zero. If you have an emergency that keeps you from this responsibility, then you will need to contact me before the next class meeting.

It is possible that you will be given the opportunity to make up the speech. Arrangements will need to be made for your speech to be taped and evaluated before the next class period. If you do not contact me before the next class period, you will be given a zero for that speech.

Simply not being prepared or running out of time does not fall under the category of "an emergency." Again, if you do not contact me before the next class period, you will earn a zero for that speech.

*Typed outlines and works cited are required and are due the day that you speak. You will not be able to speak if you do not have your outline and works cited.

*Sources are required for presentations and need to be orally cited during presentation.

*Additionally, a visual aid may be required for presentations.

*You must follow time limits for presentations. You are given 30 seconds “grace” on either side. Falling short or going over time will result in 10 points being deducted from your speech grade.

On the day you are scheduled to speak, you will need to bring your power point show or any other visual aids and/or materials you will need for your speech. Always email your Power Point to yourself. That way, if your storage device malfunctions, you will have a backup. If your planned visual aid malfunctions, you will need to proceed without it.

The presentations may be recorded. These recordings are important and may be needed for verification of grades or submission for awards. It also provides useful feedback and insight to the speaker.

ETHICAL STANDARDS:
Academic Dishonesty is representing another person's ideas as your own. Academic dishonesty will not be tolerated. It is expected that ideas and information used in your messages, which are not part of your own personal experiences, will be appropriately referenced. It is considered academically sound to use others’ ideas in your research - no one expects you to “reinvent the wheel.” On the other hand, acknowledging the origin of that material is part of your responsibility and privilege of using that information, and is expected.
In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in penalties ranging from a zero on that assignment up to and including a report filed with the Dean of Students.

**Examples of cheating in this course include but are not limited to:**
* Copying all or part of an outline from a source, web site, or friend
* Copying answers from another student, or allowing your answers to be copied (this applies to take home tests, worksheets, etc.)
* Turning in worksheets for which you have not watched the video or required clip
* Using increments or “patchworks” from sources verbatim without giving credit to the source.
* Using a PowerPoint created by anyone other than you, and passing it off as yours

**Nonacademic misconduct**
The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with:
1) the instructor’s ability to conduct the class,
2) the inability of other students to profit from the instructional program, or
3) the rights of others will not be tolerated

An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

**Other Speech and Classroom expectations**

* **Do not lay your phones on your desk and/or text message during class.**

* All cell phones and pagers need to be turned off or placed on silent and put away. Not on top of your desk or in your front pants pocket. It is discourteous to your classmates as well as being a distraction and a disruption to our learning.

* If your cell phone rings during someone else’s speech or if you are text messaging during a speech, 10 points will be taken off of your speech grade.

* If you are working or studying another subject during someone else’s speech, 10 points will be taken off of your speech grade.

* I realize that it is important for employers, family and friends to be in contact with you. **Therefore, please provide your employer, family and friends with your class schedule.**

* You may not use alcohol, drugs, drug paraphernalia, weapons, or live animals as a visual aid in a speech. All visual aid **objects/items** must meet Instructor approval.

* Please staple or paper clip all multiple-page documents. Also, please make sure that your name, number & class day/time are on the front page.  Ex: Don Larsen 15  MWF 10
* DO NOT enter the classroom while a speaker is giving his/her presentation. Wait until you hear applause to enter the room.

* Please do not wear hats of any sort while speaking - unless it is part of a prop, uniform or costume. If this is the case, it needs to be worn so that the audience can still see your eyes and facial expressions. This is perceived as a sign of respect, as well as allowing your audience to see your facial expressions.

* Please look around your desk when you leave. Throw away all drink bottles, paper scraps & wrappers.

* Please use your best judgment when it comes to snacks. Take care of yourself but be considerate of others. (No Whataburgers) If you are so inclined, bring a snack for the whole class. Always, pick up after yourself.

* Please do not wear dark glasses/sunglasses during class. If you have special circumstances, please see me.

* You may be asked to complete an evaluation used to measure course or faculty effectiveness

**Communication:**
The majority of the course materials will be accessed via Blackboard, so it is ESSENTIAL that you regularly log in and check the course page for any announcements, course changes, course materials, etc.
Additionally, you MUST check your TAMUCC email account AT LEAST once per day. Essential course information will be sent via email, and it is your responsibility for reading those messages to keep yourself updated.
You are expected to communicate primarily via email with questions/concerns about the course. You may generally expect an email response within 48 hours. Failure to check Blackboard and/or TAMUCC email is not an excuse for missing class, assignments, and/or lacking class information.

For any technology related issues, please contact the IT help desk at (361) 825-2825. Your instructor, although knowledgeable about course-related technology, is unable to assist you with account lockouts, expired passwords, incompatible equipment and/or software, etc.

Please contact the IT help desk FIRST with these issues, and notify your instructor if you are unable to access course materials after contacting IT.

Regardless of whether you agree with a grade or whether you are frustrated by the difficulty of an exam or any other issue, you must behave professionally at all times, per University policy.

- When **emailing**, please use proper grammar, spelling, and punctuation. Do not use forms of spelling that are commonly accepted when texting with your friends.
- When emailing, introduce yourself as a student and provide your name and which class you attend.
• When emailing OR in person, you will demonstrate basic common courtesy and adhere to accepted norms of politeness.

**Academic Advising.**
The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. Degree plans are prepared in the CLA Academic Advising Center. The University uses an online Degree Audit system. Any amendment must be approved by the Department Chair and the Office of the Dean. All courses and requirements specified in the final degree plan audit must be completed before a degree will be granted. The CLA Academic Advising Office is located in Driftwood #203. For more information please call 361-825-3466.

**Dropping a Class**
I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class.

**Grade Appeals:**
As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures (available at http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C2.01_student_grade_appeal_procedure.pdf). For complete details on the process of submitting a formal grade appeal, please visit the College of Liberal Arts website, http://cla.tamucc.edu/about/student-resources.html. For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s Office.

**Disabilities Accommodations:**
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall, Room #116.
If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

PLEASE NOTE: You are responsible for knowing all information contained in this syllabus. Consult this document before asking about whether or not a class policy exists, or for due dates or deadlines.

Right of Revision: This syllabus and the information contained within it are subject to change without notice. The instructor always reserves the right to modify the course at any time.

Class Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>W 1/18</td>
<td>Course Intro</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>M 1/23</td>
<td>Comm &amp; Tech, Principles</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>W 1/25</td>
<td>Self Awareness</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>M 1/30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W 2/1</td>
<td>Verbal</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>M 2/6</td>
<td>Nonverbal</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>W 2/8</td>
<td>Listening</td>
<td>Chapter 5</td>
</tr>
<tr>
<td>M 2/13</td>
<td>Diversity</td>
<td>Chapter 6, Unit Test 1</td>
</tr>
<tr>
<td>W 2/15</td>
<td>Interpersonal, Assign Reflect</td>
<td>Chapter 7</td>
</tr>
<tr>
<td>M 2/20</td>
<td>Interpersonal</td>
<td>Chapter 8</td>
</tr>
<tr>
<td>W 2/22</td>
<td>Interpersonal</td>
<td>Chapter 8, Unit Test 2</td>
</tr>
<tr>
<td>M 2/27</td>
<td>Inf. Speaking, Assign Project</td>
<td>Chapter 14</td>
</tr>
<tr>
<td>W 3/1</td>
<td>Research, Writing/APA</td>
<td></td>
</tr>
<tr>
<td>M 3/6</td>
<td>Workday</td>
<td></td>
</tr>
<tr>
<td>W 3/8</td>
<td>Group</td>
<td>Chapter 9</td>
</tr>
<tr>
<td>M 3/13</td>
<td>Spring Break</td>
<td></td>
</tr>
<tr>
<td>W 3/15</td>
<td>Spring Break</td>
<td></td>
</tr>
<tr>
<td>M 3/20</td>
<td>Workday</td>
<td></td>
</tr>
<tr>
<td>W 3/22</td>
<td>Group Presentations</td>
<td></td>
</tr>
<tr>
<td>M 3/27</td>
<td>Group Presentations</td>
<td></td>
</tr>
<tr>
<td>W 3/29</td>
<td>Intro to PS, Assign Speech</td>
<td>Chapter 11</td>
</tr>
<tr>
<td>M 4/3</td>
<td>Topic Selection &amp; AA</td>
<td>Chapter 11</td>
</tr>
<tr>
<td>W 4/5</td>
<td>Organization, Outlining</td>
<td>Chapter 12</td>
</tr>
<tr>
<td>M 4/10</td>
<td>Persuasion</td>
<td>Chapter 15</td>
</tr>
<tr>
<td>W 4/12</td>
<td>Persuasion</td>
<td>Chapter 15</td>
</tr>
<tr>
<td>M 4/17</td>
<td>Delivery, Visual Aids</td>
<td>Chapter 13, Unit Test 4</td>
</tr>
<tr>
<td>W 4/19</td>
<td>Workday</td>
<td></td>
</tr>
<tr>
<td>M 4/24</td>
<td>Workday</td>
<td></td>
</tr>
<tr>
<td>W 4/26</td>
<td>Persuasive Speeches</td>
<td></td>
</tr>
<tr>
<td>M 5/1</td>
<td>Persuasive Speeches</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>TBA</td>
<td>Final Exam</td>
<td>Submit Reflection</td>
</tr>
</tbody>
</table>