COMM 1311.480 – Foundations of Communication

Spring 2017  ECDC 219A  TR 11am-12:15pm

<table>
<thead>
<tr>
<th>Instructor of Record: Amanda Garza</th>
<th>Office: Classroom East 216 B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Phone: 361-825-2316</td>
<td>Office Hours: TBD</td>
</tr>
<tr>
<td>Email: (Preferred method of contact) <a href="mailto:Amanda.garza@tamucc.edu">Amanda.garza@tamucc.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

**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.

**Student 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.

**Texas Higher Education Coordinating Board Categories:**
1. **Critical Thinking:** Generate and communicate ideas by combining, changing, or reapplying existing information.
2. **Communication Skills:** Develop, interpret, and express ideas through written, oral, and visual communication.
3. **Teamwork:** Integrate different viewpoints as a member of a team; work with others to support and accomplish a shared goal.
4. **Personal Responsibility:** Evaluate choices and actions, and relate consequences to decision making.

**Required Text:**
Note: There will be exam questions directly from the text that are not be covered during class time.

**Additional Required Materials:**
REVEL: Online supplementary material provided by the textbook publisher.
Computer with Internet access and word processing software.

**Blackboard:**
Password protected web site that students use for communication as it relates to this course. In addition, students will gain access to all assignments, exams, gradebook and resource materials for the course. Learning to use Blackboard will be vital to your success in this course. Within your Blackboard shell you will find:
1. Syllabus
2. Assignments
3. Exams
4. Grade book
5. Private Email (BB Messages and Email)
6. Public Communication (Discussion Forum).

**Gaining Access to Blackboard:**
Go to: https://bb9.tamucc.edu/
You will see…
Username:
Password:
Username is first initial and last name (plus # for some people)
Password is whatever you established
*Same as computer labs and wireless access, which is different from Islander Email
IT Help Desk (361) 825-2825.
http://distance-education.tamucc.edu/student_resources.html
Should see course as a blue link… click on it to enter COMM 1311 Foundations of Communication

**Blackboard Problems:**
If you have ANY Blackboard problems, please call the Blackboard helpdesk, first (before contacting me). When you call the helpdesk, be sure to get AND KEEP your case # related to the specific problem. IF you contact me for assistance, please be ready to provide the case #. IF you do not have a case #, you must contact the helpdesk for that information. The phone number is under the syllabus link inside of BB.
**WARNING:** UNLESS there is some type of medical documentation indicating why an online assignment is not complete by the deadline, the online assignment IS NOT accepted late. Deadlines are on the course calendar at the beginning of the semester, so please put them on your calendar for planning purposes.

**Attendance Policy:**
Attendance in this course is critical to your success. Through in-class activities and demonstrations, you will learn to apply course material to your assignments and enhance your communication skills. If you are not in class, you will miss this opportunities. For purpose of grading: there is no distinction between excused and unexcused absences (excluding absences for recognized religious holidays, deaths in the family, doctor’s excuse with documentation, and approved university functions.) Attendance is taken at the beginning of class. If you arrive more than ten minutes after the start of class, you are marked absent for that class period. Each absence in excess of TWO will lower your average by 10 points. Excessive absences will result in a failing grade for the course. **Three late attendance marks translate to one absence.** Exceptions under extreme circumstances are at the discretion of the professor. If you wait until the end of the semester to notify the instructor of a problem that arose earlier in the semester, no accommodations will be retroactively made to help you work through that situation. If you are absent, you are responsible for checking the course calendar and Blackboard PRIOR to requesting missed information/notes from the instructor.

**Policy for Late Assignments:**
Speeches, online exams, and in-class assignments are due on the scheduled day, and WILL NOT be accepted/presented for late grade. There are NO makeup opportunities for missed presentations. If you arrive late to class (missing your presentation time), or are absent you will receive a zero for the assignment. Written assignments (preparation material/papers) will be accepted at the discretion of the instructor with a minimum late penalty of one letter grade per day that it is late.

If a personal issue arrives that you feel may keep you from making the deadline for any assignments, please be proactive and communicate with me BEFORE the deadline has passed.

The instructor will not hold grade negotiation conversations with students. Often students state that they ‘need’ a particular grade in a class in order to maintain scholarships/financial aid/membership and ask for extra points to raise their grades. This is unfair to the other students in the course who have earned their grades without being offered extra points, and it also detracts from the integrity of the grading scale in the course.

**Cell Phone/Electronic device usage:** I do not mind the use of media in class, especially if it relates to the topic of discussion. However, I will not tolerate if media is being used as a distraction, as that not only affects the
student utilizing the media, but the surrounding students as well. No Media is permitted while students are presenting speeches. If you absolutely have to use media, I have no issue with you briefly stepping out and taking care of business outside of the classroom. Just avoid being a distraction while stepping out and re-entering the classroom.

**Classroom/professional behavior:**
Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated. Regardless of whether you agree with a grade or are frustrated by the difficulty of an exam or any other issue, you must behave professionally at all times, per University policy.

**Netiquette:**
Please go to the following link to ensure that you are not breaking any of the netiquette rules as this will hurt your grade. In an extreme form, it could cause a student to be removed from the course (this includes any type of flaming remarks).

http://edtech2.boisestate.edu/frankm/573/netiquette.html

*Whether face to face or online, with instructor or other classmates, students who are unable to abide by the general rules of academic etiquette and normal civility will be removed from the class.*

**Academic Integrity/Plagiarism:**
University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a zero on that particular exam or in-class activity (with the possibility of failing the course) up to and including a report filed with the Dean of Students.

**Plagiarism:**
Any student found to be plagiarizing in any form will receive a zero on that assignment with the possibility of failing the course.

It is the student’s responsibility to read the information about plagiarism in the text to be sure that he/she is clear on exactly what constitutes plagiarism. Ignorance is no excuse! Any student found to be cheating or plagiarizing may receive a zero on that particular exam or in-class activity with the possibility of failing the course.

**Note:** If a student does not turn in an annotated reference page with a presentation, he/she will receive a zero on the assignment. Lack of references = plagiarism.

**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
Grade Appeals:
As Stated in the University Procedure 13.02.C2.01, Student Grade Appeal Procedures: A student who believes that they have not been held to appropriate academic standards as outlined in this 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: 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/students/studentinfo.html. For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s Office.

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. April, 2017 is the last day to drop a class with an automatic grade of “W” this term.

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 need requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 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.

Statement of Academic Continuity:
In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

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.
# Course Assignments

**Grades:** There are 1000 points possible, broken down as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Assignment Values</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Interpersonal Reflection</strong></td>
<td><strong>200pts</strong></td>
</tr>
<tr>
<td>• 1(^{st}) summary submission</td>
<td>25pts</td>
</tr>
<tr>
<td>• 2(^{nd}) summary submission</td>
<td>25pts</td>
</tr>
<tr>
<td>• 3(^{rd}) summary submission</td>
<td>25pts</td>
</tr>
<tr>
<td>• Final Reflection</td>
<td>125pts</td>
</tr>
<tr>
<td><strong>Group Informative Presentation</strong></td>
<td><strong>200pts</strong></td>
</tr>
<tr>
<td>• Overall Group</td>
<td>70pts</td>
</tr>
<tr>
<td>• Outline/Chart</td>
<td>35pts</td>
</tr>
<tr>
<td>• Visual Aid</td>
<td>10pts</td>
</tr>
<tr>
<td>• Meeting Agendas</td>
<td>20pts</td>
</tr>
<tr>
<td>• Meeting Minutes</td>
<td>20pts</td>
</tr>
<tr>
<td>• Induvial Delivery &amp; Organization</td>
<td>25pts</td>
</tr>
<tr>
<td>• Self-Evaluation</td>
<td>5pts</td>
</tr>
<tr>
<td>• Peer-Evaluation</td>
<td>5pts</td>
</tr>
<tr>
<td>• Average of Peer-Evaluation</td>
<td>10pts</td>
</tr>
<tr>
<td><strong>Individual Persuasive Assignment</strong></td>
<td><strong>200pts</strong></td>
</tr>
<tr>
<td>• Presentation</td>
<td>100pts</td>
</tr>
<tr>
<td>• Outline &amp; Reference Page</td>
<td>50pts</td>
</tr>
<tr>
<td>• Research Synthesis Chart</td>
<td>50pts</td>
</tr>
<tr>
<td><strong>Participation</strong></td>
<td><strong>200pts</strong></td>
</tr>
<tr>
<td>• Various small activities assigned throughout the semester</td>
<td>Point values vary by activity</td>
</tr>
</tbody>
</table>

### Course Exams

<table>
<thead>
<tr>
<th>Exam</th>
<th>50pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>50pts</td>
</tr>
<tr>
<td>Exam 2</td>
<td>50pts</td>
</tr>
<tr>
<td>Exam 3</td>
<td>50pts</td>
</tr>
<tr>
<td>Exam 4</td>
<td>50pts</td>
</tr>
</tbody>
</table>

Total: 1000

Detailed assignment instructions and preparation material requirements are located in Blackboard.
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Topic</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>R 1/19</td>
<td>Course Intro</td>
<td>Chapter 1</td>
<td></td>
</tr>
<tr>
<td>T 1/24</td>
<td>Comm &amp; Tech, Principles</td>
<td>Chapter 1</td>
<td></td>
</tr>
<tr>
<td>R 1/26</td>
<td>Self Awareness</td>
<td>Chapter 2</td>
<td></td>
</tr>
<tr>
<td>T 1/31</td>
<td>NO CLASS</td>
<td>LABOR DAY</td>
<td></td>
</tr>
<tr>
<td>R 2/2</td>
<td>Verbal</td>
<td>Chapter 3</td>
<td></td>
</tr>
<tr>
<td>T 2/7</td>
<td>Nonverbal</td>
<td>Chapter 4</td>
<td></td>
</tr>
<tr>
<td>R 2/9</td>
<td>Listening</td>
<td>Chapter 5</td>
<td></td>
</tr>
<tr>
<td>T 2/14</td>
<td>Diversity</td>
<td>Chapter 6, Unit Test 1</td>
<td></td>
</tr>
<tr>
<td>R 2/16</td>
<td>Interpersonal, Assign Reflect</td>
<td>Chapter 7</td>
<td></td>
</tr>
<tr>
<td>T 2/21</td>
<td>Interpersonal</td>
<td>Chapter 8</td>
<td></td>
</tr>
<tr>
<td>R 2/23</td>
<td>Interpersonal</td>
<td>Chapter 8, Unit Test 2</td>
<td></td>
</tr>
<tr>
<td>T 2/28</td>
<td>Inf. Speaking, Assign Project</td>
<td>Chapter 14</td>
<td></td>
</tr>
<tr>
<td>R 3/2</td>
<td>Research, Writing/APA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T 3/7</td>
<td>Workday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R 3/9</td>
<td>Group</td>
<td>Chapter 9</td>
<td></td>
</tr>
<tr>
<td>T 3/14</td>
<td>Spring Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R 3/16</td>
<td>Spring Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T 3/21</td>
<td>Workday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R 3/23</td>
<td>Group Presentations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T 3/28</td>
<td>Group Presentations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R 3/30</td>
<td>Intro to PS, Assign Speech</td>
<td>Chapter 11</td>
<td></td>
</tr>
<tr>
<td>T 4/4</td>
<td>Topic Selection &amp; AA</td>
<td>Chapter 11</td>
<td></td>
</tr>
<tr>
<td>R 4/6</td>
<td>Organization, Outlining</td>
<td>Chapter 12</td>
<td></td>
</tr>
<tr>
<td>T 4/11</td>
<td>Persuasion</td>
<td>Chapter 15</td>
<td></td>
</tr>
<tr>
<td>R 4/13</td>
<td>Persuasion</td>
<td>Chapter 15</td>
<td></td>
</tr>
<tr>
<td>T 4/18</td>
<td>Delivery, Visual Aids</td>
<td>Chapter 13, Unit Test 4</td>
<td></td>
</tr>
<tr>
<td>R 4/20</td>
<td>Workday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T 4/25</td>
<td>Workday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R 4/27</td>
<td>Persuasive Speeches</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T 5/2</td>
<td>Persuasive Speeches</td>
<td>Last day of classes</td>
<td></td>
</tr>
<tr>
<td>TBA</td>
<td>Final Exam</td>
<td>Submit Reflection</td>
<td></td>
</tr>
</tbody>
</table>