COMM 1311: Foundations of Communication (Maymester 2019)
CRN 90730...Section 001... 156 Island Hall ... Monday-Thursday 12:00pm – 3:45pm

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Office Phone: (361) 825-2443
Office Hours: Monday, Tuesday, Wednesday, and Thursday 10:00am-12:00pm

Email: michael.sollitto@tamucc.edu
Credit Hours: 3

TAMUCC Department of Communication and Media Mission Statement
“Our mission is to develop students who are effective and ethical communicators with the creative, critical, and collaborative skills necessary to succeed in a diverse global environment.”

Course Title and Description
Introduction to Communication is a three credit course focused on familiarizing students to the research, principles, and theories of the Communication discipline. This particular course is intended to provide insight into a breadth of topics about the Communication discipline and will focus attention on sharpening students’ communication abilities in interpersonal, cultural, and organizational contexts.

Course Objectives
The course is designed to further develop students’ abilities as communicators and communication scholars. This course is in partial fulfillment of the following Communication and Media Department outcomes. Specifically, students should be able to perform the following by the conclusion of the Maymester 2019 term:
- Define communication and explain its practicality in everyday life.
- Differentiate between communication in a variety of contexts.
- Articulate how communication shapes your life.

Recommended Materials

Required Additional Readings
- Reading material for the “Communicating at Work” topic is located in the “Required Additional Readings” folder on Blackboard (See reference information for each source on page 4 of this syllabus).

Attendance
Attendance and participation are strongly encouraged for this course, as they are the strongest predictors of success on assignments, exams, and for actual learning to take place.

Grading Procedure
Grades will be based on the following point values:
270-300 points = A
240-269 points = B
210-239 points = C
180-209 points = D
0-179 points = F
Assignments
Grades are comprised of discussion questions, classroom engagement activities, Friday (re)Flections, a public presentation, and two exams. The total amount of points possible for the course is 300. Assignments turned in late will receive a 10-percent deduction for every day it is late.

Classroom Engagement Activities
On various days students will complete classroom engagement activities that will be used for direct application and discussion of course topics, lecture material, and textbook content. There will be ten classroom engagement activities in this course, each worth 5 points, for a total of 50 points. There will be no opportunity to makeup in-class activities.

Communication in My Life Presentation
As a final project, students will craft a presentation about their learning gains in Foundations of Communication, specifically articulating the role that communication plays in their own lives. Students should develop a public presentation that describes their own communication ability and how they will use their communication ability to competently communicate in a variety of contexts throughout their lifetime. Presentations should be 3-5 minutes in length and include the submission of a preparation outline for the presentation submitted on Monday, June 25 at 11:59pm. Grading will be based upon the quality and accuracy of information presented in the outline and in the presentation. The Communication in My Life Presentation will be worth 50 points. Further directions and rubric for the Communication in My Life Presentation will be distributed and discussed in class at the appropriate time.

Exams
There will be two exams in this course. Each exam is worth 100 points, for a total of 200 points in the course. Exam content will be based on textbook material and other readings, lecture notes, in-class activities, and any supplemental information provided throughout the course. The exams will likely feature a combination of multiple choice, matching, true-false, and short answer/short essay items.
**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 your academic advisor, the Financial Aid Office, and me, before you decide to drop this course. 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. May 22 is the last day this term to drop with an automatic “W”.

**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 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.

**Grade Appeals**
As stated in University Procedure 13.02.99.C2.03, *Student Grade Appeals*, 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.C2.03, *Student Grade Appeals*. These documents are accessible online at: [http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C0.03_student_grade_appeals.pdf](http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C0.03_student_grade_appeals.pdf). For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s office in the college in which the course is taught. For complete details on the process of submitting a formal grade appeal in CLA, please visit the College of Liberal Arts website, [http://cla.tamucc.edu/about/student-resources.html](http://cla.tamucc.edu/about/student-resources.html).

**Student Conduct**
1. **Know the syllabus:** Be informed on what is to be read, discussed, and submitted for each class meeting.
2. **Islander Email:** Correspondence from the instructor will take place through the TAMUCC email system. Regularly check your Islander email for updates and information.
3. **Respect:** Be courteous of the professor and fellow students and refrain from talking amongst yourselves during lecture and discussion. This also means that proper professional communication is also required.
4. **Preparation:** Attend class ready to contribute and interact with material presented in class.
5. **Punctuality:** Please make best effort to arrive to the classroom before class begins.
6. **Electronic Devices:** Items such as cell phones, tablets, and lap tops should be put away during class time.
7. **Listening:** It is absolutely essential and expected for students to pay attention to class discussions and lectures because the information is vital toward successfully completing the course.
8. **Effort:** This class will be fun and enlightening, yet challenging. Please put forth your best effort each day in the course.
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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due/Reading</th>
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<tbody>
<tr>
<td>Thu May 16</td>
<td>Syllabus; Introduction to Human Communication</td>
<td>Beebe et al. (2016), Ch. 1</td>
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<tr>
<td>Mon May 20</td>
<td><em>Communication Skills</em>: Communication and the Self</td>
<td>Beebe et al. (2016), Ch. 2</td>
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<td>Tue May 21</td>
<td><em>Communication Skills</em>: Verbal Communication</td>
<td>Beebe et al. (2016), Ch. 3</td>
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<td>Wed May 22</td>
<td><em>Communication Skills</em>: Nonverbal Communication</td>
<td>Beebe et al. (2016), Ch. 4</td>
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<td>Thu May 23</td>
<td><em>Communication Skills</em>: Listening and Responding</td>
<td>Beebe et al. (2016), Ch. 5</td>
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<td>Mon May 27</td>
<td><strong>No Class: Memorial Day</strong></td>
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<td>Tue May 28</td>
<td><em>Presentational Communication</em>: Developing Presentations</td>
<td>Beebe et al. (2016), Ch. 11</td>
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<td>Wed May 29</td>
<td><em>Presentational Communication</em>: Delivering Presentations</td>
<td>Beebe et al. (2016), Ch. 13</td>
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<td>Thu May 30</td>
<td>Communication in My Life Presentation</td>
<td><strong>Communication in My Life Presentation</strong></td>
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