COMM 1311 - Foundations of Communication
Department of Communication/Media/Theatre
Texas A & M University – Corpus Christi
Fall 2020

Time       Course       Location
TR 8:00-9:15  COMM 2335.002  Ferguson 106
TR 9:30-10:45 COMM 1311.410  CCH 204
TR 11-12:15   COMM 1311.411  CCH 206
TR 12:30-1:45 COMM 1311.412  CCH 204
TR 2:00-3:15  POLS 2306
TR 3:30-4:45  COMM 1311.413  CCH 204

Instructor:  Laura Ellen Day       Classroom East 216D
Phone: 361-825-3482    fax 361.825.2250
Email:  laura.day@tamucc.edu
Office hours: by appointment

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 Outcomes:
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

Major Course Requirements:
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Communication Model</td>
<td>50</td>
</tr>
<tr>
<td>Expectancy Violation Theory</td>
<td>75</td>
</tr>
<tr>
<td>Interpersonal Theory paper</td>
<td>100</td>
</tr>
<tr>
<td>Group Informative Presentation</td>
<td>200</td>
</tr>
<tr>
<td>Ind. Persuasive Presentation</td>
<td>175</td>
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<tr>
<td>Writing Responses</td>
<td>200</td>
</tr>
<tr>
<td>Participation</td>
<td>200</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
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</tbody>
</table>

**Communication Model-50 points**
1 page narrative describing a personal situation. Write up situation/label parts + 1 page model

**Experimental Violation Expectancy Theory-75 points**
Plan out a way to violate that expectation. Write up 1 page using format provided

**Interpersonal Theory paper-100 points**

**Group Informative Presentation—200 points**
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 will be carried across the FYS and large lecture classes.

**Individual Persuasive Presentation—175 points**
You will be asked to develop a 3 minute presentation based on a set of criteria to be explained by the instructor. This assignment will require you to construct an outline and a presentation using a slide-based visual aid. You will also give and receive peer feedback on this presentation.

**Writing Responses/Unit Exams—200 points**

**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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>1000-900</td>
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<td>B</td>
<td>899-800</td>
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<tr>
<td>C</td>
<td>799-700</td>
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<tr>
<td>D</td>
<td>699-600</td>
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<tr>
<td>F</td>
<td>599 and below</td>
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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.
You will have the opportunity to earn extra credit by helping me on speech days and by critiquing your peers.

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 four 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>
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<tbody>
<tr>
<td>1</td>
<td>No impact</td>
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<tr>
<td>2</td>
<td>-10 points from total</td>
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<tr>
<td>3</td>
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<tr>
<td>4</td>
<td>-10 points from total</td>
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<tr>
<td>5 or more</td>
<td>-10 points from total</td>
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</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.

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. It is possible that you will be directed to the Dean of Students so that all of your instructors may be made aware of your situation.

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 the day it is due.

All formal written work is to be submitted 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.

**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. It is possible that 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 email your Powerpoint presentation (not google docs) to me and/or bring your power point slide show saved to a portable device. This will be the way to access your visual aid. Additionally, 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 & boundaries

* Do not lay your phones on your desk and/or text message during class.
If you choose to text during class time, you may continue to do so outside our classroom. You will be counted absent for that day

* 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 on your presentation 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**

Much 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 and course materials. You are encouraged to check your TAMUCC email account daily. Essential course information will be sent via email, and it is your responsibility for reading those messages to keep yourself updated. You have several options when it comes to communicating directly with me. If you email with questions/concerns about the course, you may expect a response within 24 hours. You may also privately message me via Remind. I get these notifications as a text message and find this a very efficient was to receive your questions, comments or concerns. 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) 825-2692. 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, introduce yourself as a student and provide your name and which class you attend.
- 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 OR in person, you will demonstrate basic common courtesy and adhere to accepted norms of politeness.

**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.

**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.

**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. 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.

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.

**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.

**Statement of Civility**

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.

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
<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Topic / Activity</th>
<th>Assignments / Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/20</td>
<td>R</td>
<td>T 8/25</td>
<td>Course Intro/Introductions/Course Questions/Foundations/Self-Awareness</td>
<td>Read Syllabus/Explore Blackboard/Chapter 1 &amp; 2 Assign Communication Model</td>
</tr>
<tr>
<td>8/27</td>
<td>R</td>
<td>T 9/1</td>
<td>Verbal Nonverbal</td>
<td>Chapters 3&amp;4 Assign EVT Experiment</td>
</tr>
<tr>
<td>9/8</td>
<td>R</td>
<td>T 9/8</td>
<td>Listening &amp; Responding/Diversity <strong>WRITING RESPONSE UNIT I</strong> <em>Covers Chapters 1-4</em></td>
<td>Chapter 5 &amp; 6 – Assign Interpersonal Theory Analysis Communication Models DUE in Blackboard by MIDNIGHT 9/8</td>
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<tr>
<td>9/10</td>
<td>R</td>
<td>T 9/15</td>
<td>Interpersonal Enhancing Relationships</td>
<td>Chapters 7 &amp; 8 EVT Experiment Write Ups DUE in Blackboard by MIDNIGHT 9/15</td>
</tr>
<tr>
<td>9/17</td>
<td>R</td>
<td>T 9/22</td>
<td>Assign Teams <strong>WRITING RESPONSE UNIT II</strong> <em>Covers Chapters 7-8</em></td>
<td>Group Activity</td>
</tr>
<tr>
<td>9/24</td>
<td>R</td>
<td>T 9/28</td>
<td>Group Performance Enhancing Group Performance</td>
<td>Chapters 9 &amp; 10 Worksheets</td>
</tr>
<tr>
<td>10/1</td>
<td>R</td>
<td>T 10/6</td>
<td><strong>WRITING RESPONSE UNIT III</strong> <em>Covers Chapters 9-10</em> Developing Your Speech/Speaking to Inform</td>
<td>Interpersonal Theory Analysis DUE in Blackboard by MIDNIGHT 10/6. Chapters 11 &amp; 14</td>
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<tr>
<td>10/8</td>
<td>R</td>
<td>T 10/13</td>
<td>Organizing and Outlining Your Speech Delivering Your Speech</td>
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<tr>
<td>10/15</td>
<td>R</td>
<td>T 10/20</td>
<td><strong>Group Workshop/Conferences</strong> Practice for Team Informative Presentations</td>
<td>Submit DRAFTS of Research Synthesis Charts/Outlines/Reference Pages Fill out self/peer evaluations</td>
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<tr>
<td>10/27</td>
<td>R</td>
<td>T 11/3</td>
<td>Persuasion</td>
<td>Chapter 15</td>
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<tr>
<td>11/5</td>
<td>R</td>
<td>T 11/10</td>
<td><strong>WRITING RESPONSES UNIT IV</strong> <em>Covers Chapters 11-15</em> Research/Writing/Audience Analysis - Workday</td>
<td>Organizing and Outlining Your Individual Speech</td>
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<td>Final Exam</td>
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Campus Safety Measures

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University has adopted policies and practices for the Fall 2020 academic term to limit virus transmission. Students must observe the following practices while participating in face-to-face courses and course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.):

- **Self-monitoring**—Students should follow CDC recommendations for self-monitoring. **Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.**

- **Face Coverings**—*Face coverings* (cloth face covering, surgical mask, etc.) must be properly worn in all non-private spaces including classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource and support offices, and outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain. Description of face coverings and additional guidance are provided in the Face Covering policy and Frequently Asked Questions (FAQ) available on the Provost website.

- **Physical Distancing**—Physical distancing must be maintained between students, instructors, and others in course and course-related activities.

- **Classroom Ingress/Egress**—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.

- **To attend a face-to-face class, students must wear a face covering (or a face shield if they have an exemption letter). If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Student Conduct office for sanctions. Additionally, the faculty member may choose to teach that day’s class remotely for all students.**

**TAMU-CC Face Coverings**

TAMUCC Face Coverings Policy and FAQs:
https://www.tamucc.edu/fall-2020/face-coverings-faq/

Rule and Procedure:
https://academicaffairs.tamucc.edu/rules_procedures/assets/34.99.99.c0.02_use_of_face_coverings.pdf