

INTRODUCTION TO COMMUNICATION (COMM 100) 3 Credits

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Office: SSH 202- Albany Campus **Office Hours:** MWF 11:30-12:30 Albany TR 1-2 BC **And by appointment**

Requirements:

Text: Emerson & Urista (2014) Introduction to Communication at Linn Benton Community College 4th Edition.

Southlake, Texas: Fountainhead Press

COMM 100 Course Description: is a survey course covering the complexities of the communication process. Extra time and attention is given to the critical role communication skills play in seeking and securing employment for our students with professional or technical career goals in mind. The course includes insights into the nature of general communication behaviors, involvement in active exploration of basic communication theories, concepts and opportunities to develop communication skills and strengths.

Outcomes: Upon successful completion of this course students should be able to demonstrate an understanding of group, public and personal communication theory. Recognize and describe the relationship between nonverbal and oral communication as it relates to the workplace

Course Learning Goals:

(1) Understand the basic principles of oral communication and theory (2) Learn to select and adapt topics to meet the needs and interests of particular audiences (3) Demonstrate the ability to collect, analyze, and use information to develop and adapt messages for particular audiences, purposes, and settings (4) Learn to organize ideas and supporting materials in a coherent and captivating message (5) Develop delivery skills by using voice, body, and gestures effectively in presenting speeches and other forms of public address (6) Listen critically (7) Develop the ability to speak competently, confidently, and ethically in public communication situations (8) Develop the skills necessary to search for employment, prepare applications, resumes, cover letters, and for interviews, (9) Develop the belief that public address and communication can be enjoyable.

GRADING SCALE

100% - 90%	A	79% - 70%	C	59% & below	F
89% - 80%	B	69% - 60%	D		

A: Represents achievement that is outstanding relative to the level necessary to meet course requirements. This work is superior in every respect, and represents the highest level of achievement. The quality is so good that it would be unreasonable to ask a college student to improve upon it.

B: Represents achievement that is significantly above the level necessary to meet course requirements. Not only were all the basic expectations met, it exceeded minimum expected quality levels. This work probably showed one or more of the following characteristics: excellent understanding of the class material, excellent application of theory to practice, unusual thoroughness in thought and preparation.

C: Represents achievement that meets the course requirements in every respect. This score does not indicate any shortcoming. All the work was done adequately and completely, and the work showed basic understanding and mastery of the course material.

D: Represents achievement that is worthy of credit even though it does not fully meet course requirements. While there was merit to what was done, there were also deficiencies that meant the work did not fully meet the minimal expectations.

F: Represents performance that fails to meet the course requirements and is unworthy of credit. This work shows serious deficiencies in regard to the expectations for the assignments and the course overall.

A **complete explanation** of LBCC's grading policy is found in the LBCC General Catalog.

Statement on Academic Expectation

Linn Benton College and your instructors expect you to make academics your highest priority by dedicating your time and energy to training your mind and acquiring knowledge. Academic success in critical thinking and problem solving prepares you for the changes and challenges you will encounter in the future. Your instructor and academic support resources are readily available as partners in this effort, but the primary responsibility for learning is yours.

ATTENDANCE AND PARTICIPATION POLICY

The success of this class relies on your participation. Only by attending class, participating in the exercises, asking questions, giving written and oral feedback to classmates, and giving the required speeches will you become a stronger speaker. **You are expected to attend every class, especially when your classmates are presenting. Missing one week of class (3 or 2 excused or unexcused absences – depending on the class schedule) will result in a 10 point deduction from your Participation score. Excessive tardiness will be counted as an absence. By electing to miss class and speeches thereafter, you are electing to forfeit participation points.** If you should arrive late on a speaking day you must not enter the classroom until you hear applause indicating that a speech has been completed. Additionally, leaving class early is strongly discouraged, however if you must leave early I **MUST** be notified at the beginning of class. Failure to comply with these requests will result in a loss of points.

CHEATING & PLAGIARISM POLICY

Cheating and Plagiarism will not be tolerated. Plagiarism is literary thievery. It is taking the words or ideas of another and misrepresenting them as your own. Academic integrity is expected. Always cite and credit your sources; including Internet sources. Cheating and plagiarism will be reported to the Department Chair and Dean of Students for disciplinary action.

STUDENTS WITH DISABILITIES AND/OR ACCESS NEEDS

Students with **documented disabilities and/or access needs** are reminded that it is your responsibility to identify yourself to your instructor no later than the first week of the term so reasonable accommodations for learning and evaluation within the course can be made. For further information contact LBCC's Center for Accessibility Resources at 917-4789.

SPEECH DATES

Your individual speaking dates will be posted and announced in class prior to the due date of the round of speeches - see Course Calendar. **It is your responsibility to find someone to trade your date with if you have a conflict.** If you miss your scheduled speech date, you **may** have **ONE** opportunity to make up that speech during the round of speeches or on a designated make-up day minus one grade point **IF SCHEDULED CLASS TIME PERMITS OR AT THE INSTRUCTOR'S DISCRETION (E.G., TIME AND LOCATION).**

If you choose to use the multimedia equipment on your speaking date, it is your responsibility to confirm that you have working knowledge of the software and the equipment is working. If you wait until just before your speech and the projector is not working or you cannot get your slide show running you will have to continue without the equipment. All effective speakers have a back-up plan for their visual aids.

CLASSROOM ENVIRONMENT

PERSONAL COMMUNICATION DEVICES

All personal communication devices must be turned off or kept on "silent" - **not vibrate** - during all class sessions. If your personal communication device goes off during another student's speech, your speech grade may be reduced one full letter grade. **Text messaging and social network status updates will not be tolerated in class at all.**

FOOD AND DRINKS

Consumption of food and drinks are not allowed in class during speeches.

CONDUCT

Respect is mandatory in the classroom; respect for your instructor and fellow class mates...We are a team! As a team it is imperative that we maintain the safety of all. Safety requires that every individual participate in the creation and maintenance of a space which allows for freedom of expression and concern for others. Behaviors that suggest discrimination, disruption and/or an environment where safety and the learning environment are compromised will not be tolerated at any time. A civil exchange of ideas (civil discourse) in times of disagreement is expected in the classroom and on campus at all times. Any student that demonstrates reckless behavior that violates the safety of any one in the class will be asked to leave immediately and referred to the Dean of Students Services for appropriate action.

CLASS PREPARATION, ASSIGNMENTS & COURSE CALENDAR

Lectures, exercises, pop quizzes, and the exam will be based on the assumption that you have completed the assigned readings and participated in class activities and discussions.

Time Limits: In the "real" world, time is money. In most speaking situations you will be given a general time limit to which you must adhere. The time limit on each presentation is monitored closely. A strict time limit encourages you to fine-tune and practice your presentation. If you are unable to hit a two-minute window you have not prepared sufficiently. You will not know how long your speech is unless you practice it aloud several times. For each speech, you will be given a window in which you must deliver your speech. The penalty for failing to meet the time window (either over or under) will be noted on the individual assignment.

GREIVANCE POLICY

Should you disagree with your speech grade I will gladly discuss your speech with you before the next round of speeches begin. Please understand that the grading/scoring of your speeches are subjective. I assume that you will conduct yourself in a professional manner. Failure to do so will result in the immediate ending of the meeting and a referral to the appropriate Dean for further action.

Please follow these guidelines:

1. Read ALL of the written comments on your Evaluation Form(s) and speech outline as well as the standards for a presentation.
2. Write out the reason you disagree with the score you received.
3. Schedule an appointment with me to discuss your speech outside of class time.
4. Bring your returned speech packet and your written comments to the meeting.

COURSE ASSIGNMENTS

Speech of Introduction In this 2 - 3 minute speech you will introduce yourself to the class. You **may** use an item found in a magazine or newspaper from the day/week you were born, a culturally significant item, or a personal item as a stepping stone.

Exam This is a written exam where you will deliver a response to an assigned article(s) for reading. You will be given an essay question(s) based on the article(s). The article(s) may be in the course workbook or provided by the instructor.

Resume and Cover Letter You must create a resume and cover letter that address a position that wish to obtain in your field of interest. **The actual job listing/posting must be included with this assignment.**

Persuasive or Research Based Informative Speech In this 5 - 7 minute speech you will present your views on a controversial subject that is of current public concern in a well-reasoned and relatively non-threatening way. This speech will require that you effectively support your comments with information from **at least four (4) high quality cited sources, none from Wikipedia**. You must demonstrate that you are a competent speaker who has the welfare of this audience in mind when attempting to persuade or inform them. **Prior to giving this speech, a final outline, final audience analysis (a copy of your survey with tallied results), and bibliography in APA format are required. Cite your sources in your speech!!**
Following your speech, you will host a brief question and answer (Q & A) session – if time permits. A Self Evaluation accompanies this speech.

Panel Group Project In groups assigned by the instructor, your panel group is to solve a problem, arrive at consensus, or illuminate ideas for the advantage of the audience. For this assignment, the purpose of your panel discussion is to share how your group came to consensus - sharing the final solution to an existing problem on the campus, community, city, state, or national level. Your group project is the final for this class. If you should arrive late or leave early on the assigned presentation day, you may have points deducted from your final score in the class.

Self Evaluations A typed evaluation will be due the next class meeting after giving your Persuasive speech. All late evaluations will have points deducted.

Assignments and Discussions

It is expected that you will complete and turn in all assignments on time. Late work will be accepted until the next class meeting after the assignment was due. The late work will have a point reduction of 10% or a comparable amount based on the point value of the assignment. You are also expected to participate in class discussions. Participation means being present and actively contributing to the discussion taking place.

PLEASE DEVELOP AND SUBMIT ORIGINAL WORK FOR COMM 100 ASSIGNMENTS.

I WILL NOT ACCEPT ANY ASSIGNMENTS VIA EMAIL

ALL WRITTEN ASSIGNMENTS MUST BE TYPED, USING A 12 PT “STANDARD” FONT AND DOUBLE SPACED. IF YOUR WRITTEN ASSIGNMENT IS MORE THAN ONE PAGE THEN IT MUST STAPLED. I WILL NOT ACCEPT WORK THAT HAS NOT BEEN STAPLED.

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

**COMM 100
PROPOSED COURSE CALENDAR MW**

- Week 1 3/30 Hey what's up? Is this class hard? Course Review; **READ: PGS 1-7**
4/1 Human Communication & Model – Apprehension **READ: PGS 13-37**
Review Guidelines for Intro Speech on Pg. 11
DUE: PGS: 38-42 & Answer 1 question on PG 43
- Week 2 4/6 Introductory Speeches
DUE: TYPED Internet Scavenger Hunt PG 9
4/8 **Discuss** Communication Competence: Culture **READ: PGS 47-60**
- Week 3 4/13 Interpersonal Communication **READ: PGS 63-65**
DUE: SPCC PGS 51-52 & Interpersonal Needs Exercises PGS 67-69
4/15 Effective Communication/ Self Concept **READ PGS 71-81**
Take home Exam
- Week 4 4/20 Listening / Types of Listening **READ: PGS 85-106 (skip98-99 & top of 100)**
4/22 Non verbal Communication **READ: PGS 113-125**
DUE: Listening Measure PGS 107-109 & PGS 126-129
- Week 5 4/27 Job Search Skills/Career Center **READ PGS 133-147**
Bring Draft of Resume, Cover letter & Print out of Job Announcement
4/29 Job Search; Resume - Cover Letter; Interviewing Skills
LBCC Career Fair 10-2 in Activities Center
- Week 6 5/4 Persuasive Speaking/ Pathos, Ethos, Logos **READ: PGS 151-176**
Brainstorming Activity PGS 165-166
DUE: Resume, Cover Letter Job Announcement
5/6 Outlines/ Ethics/ Audience Analysis **READ PGS 177-200**
DUE: Speech Topic & Preliminary Outline
- Week 7 5/11 Sample Speeches
5/13 Speech Review – **Use PGS 179-183 to help with final TYPED outline**
- Week 8 5/18 Persuasive Speech presentations w/final Full Sentence Outline, Bibliography & Audience Analysis
5/20 Persuasive Speech presentations w/final Full Sentence Outline, Bibliography & Audience Analysis
- Week 9 **5/25 HOLIDAY READ: PGS 205 – 218**
Complete computer exercise pgs 220-221 – bring results to next class
5/27 Consensus, Groupthink Group Roles – Group Assignments **READ PGS: 211-218**
DUE: PG 223 Consensus Exercise – Your Decision Only
- Week 10 6/1 Leadership, Norms, Conflict
DUE PGS 233-236 Answer 1 Questions from Critical Thinking
6/3 Review Panel Assignment
Group Work
- Week 11 6/8 **FINALS Panel Presentations 8- 9:50 am**

COURSE WITHDRAWAL

It is **YOUR** responsibility to **WITHDRAWAL** from the course should you no longer wish to attend. If you stop attending the class and do not officially withdrawal, an “F” will be submitted as your grade.

Score Grid
Please Keep Track of your Scores

ASSINGMENT	POINTS	YOUR SCORE
Intro Speech	15	
SPCC	10	
Human Comm pgs 38-43	20	
Internet Scavenger Hunt	25	
Interpersonal Needs	20	
Exam	100	
Listening Measure	10	
Non verbal pgs 126-129	20	
Resume, Cover Letter, Job Announcement	55	
Speech Topic & Preliminary Outline	10	
Persuasive Speech w/Full Sentence outline, Bibliography & Audience Analysis w/ Tallied results	100	
Self Evaluation	50	
Jung computer exercise pgs 220-221	15	
Working in Groups pgs 233-236	20	
Group Panel Presentation...30 Bibliography...15 Paper...40 Role Assignment...20 Group Think Assessment...5	110	
Participation, Quizzes, Attendance	20	
TOTAL	600	

$600 - 540 = A$ $539 - 480 = B$
 $479 - 420 = C$ $419 - 360 = D$
 $359 \rightarrow = F$