

COMMUNICATION 1043

Fall 2009

9:30-10:45 am TR BV 3.306

3:30-4:45 pm TR MB 0.306



Instructor: Laura Oliver

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Office hours- TR 9:00 – 9:30 am, after class if needed

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Text: *Communication in a Changing World* (2006 Edition)

By: Bethami A. Dobkin and Roger C. Pace

Course Prerequisites: WRC 1013

Course Description: Introduction to the fundamental process of human communication, with emphasis on interpersonal, group and mass communication. Emphasis is given to those skills that promote oral proficiency.

Course Objectives:

Students will have the opportunity to learn:

- * the elements of communication
- * how to develop the self through communication
- * communication perception
- * effective listening techniques
- * how to shape and understand the world through verbal communication
- * how to communicate in interpersonal relationships
- * the value of conflict and ways to handle conflict
- * small group communication
- * about media and mass communication
- * how to plan, organize, outline and deliver public presentations
- ways to inform, inspire and persuade

Course Requirements:

1. You shall conduct yourself respectfully toward others at all times. Please refrain from the following: using cell phones, sleeping, walking into class late, gathering belongings before the end of class, talking, whispering, passing notes, texting, using laptops for anything other than note taking and reading/working on non-course related material during class.
2. It is your responsibility to be familiar with the policy regarding scholastic dishonesty in the current UTSA Information Bulletin

(<http://www.utsa.edu/infoguide/appendices/b.html> under section 203).

COMMUNICATION PROFESSORS HAVE A STRICT POLICY PROHIBITING "DOUBLE-DIPPING" –THAT IS, SUBMITTING THE SAME PAPER OR GIVING THE SAME SPEECH/READING FOR TWO CLASSES. Any work submitted for Com 1043 must be an original work for this course only!

The University Policy (in part) reads as follows:

"Academic or scholastic dishonesty includes, but is not limited to cheating (on a test or any other assignment—to include falsifying data or other information), plagiarism (the appropriation or obtaining by any means another's work and the submission of it as one's own academic work offered for credit), and collusion (unauthorized collaboration with another person in preparing academic assignments offered for credit)."

The minimum penalty for academic dishonesty will be failure of the assignment. More severe penalties may be assessed for egregious violations.

3. Students are responsible for all the information given in class whether they are present or absent.

4. Students are expected to follow the UTSA Honor Pledge:

"On my honor, as a student of The University of Texas at San Antonio, I will uphold the highest standards of academic integrity and personal accountability for the advancement of the dignity and the reputation of our university and myself."

5. Students with disabilities must register with the Office of Disability Services, MS 2.03.18 (458-4157) or BV 1.302 (458-2945) to make arrangements for special accommodations.

Disability: <http://www.utsa.edu/disability/students.htm>

6. This course builds concepts upon another; therefore, it is important that students attend each class. Review the attendance policy as stated in the University Handbook of operating Procedures as this policy is in effect for this class. Consideration of attendance and participation may be given to borderline situations, but excellent attendance is a must. Excellent attendance and participation includes not arriving late or leaving early.

Grading Procedures:

(A) Exams There will be three in-class exams. Each exam can be a mixture of matching, fill in the blanks, multiple choice, true/false and/or short answer. Your FINAL exam will cover ALL chapters.

No make-up allowed for exams unless you present me with written verification for missing the exam from a hospital, law enforcement personnel, a mortician or UTSA.

Final examination CANNOT be made up!

Your exam dates are listed on your day-to-day schedule so plan your schedule (medical appointments, work, child care etc.) accordingly. Make-up exams will be essay only and will be given on the last day of class (see day-to-day schedule). Students may make-up only one (1) exam or the presentation, not one of each.

Exam 1 covers chapters 1-6, lectures, & exercises T September 29th

Exam 2 covers chapters 7-10, lectures & exercises T October 20th

Exam 3 covers chapters 11-15, lectures, & exercises R November 12th

Exams are 100 points each and the FINAL is 300 points.

(B) Part One and Part Two Assignments: These assignments are written exercises that will help you apply what we have learned in class to your own lives. I will post these assignments on BlackBoard and go over the instructions in class.

Part One = due October 1st Part Two = due October 22nd

Assignments are not accepted late for any reason.

Turn assignments in early if you cannot be in class on the due date. They are to be typed and turned in on the due date.

Part One Assignment is worth 100 points and Part Two Assignment is worth 150 points.

(C) Part Three Assignment: This assignment is a speech. You will be assigned one of the following: tribute speech, informative speech or persuasive speech. See the day-to-day schedule for presentation dates. Students have assigned presentation dates. If you foresee that you will be absent on your assigned presentation date, then YOU need to exchange days with a classmate.

No make-up allowed for this assignment unless you present me with *written verification* for missing the speech from a hospital, law enforcement personnel, a mortician or UTSA! Make-up presentations will be administered on the last day of class. Simply calling in sick WILL NOT allow for a make-up! You must have written verification.

Outlines will be discussed in class. They will be complete sentence outlines and must include a bibliography. They will be collected at the start of class on your assigned speaking day. If you do not have an outline to hand in to me on your speaking day, you will NOT be allowed to deliver your speech! And you will NOT be allowed to make up the speech.

Again, you may make up only one (1) speech or one (1) exam, (not one of each!) with written verification.

Part Three Assignment is worth 200 points (100 points for presentation and 90 points for the outline and 10 points for the note cards.)

(D) Attendance: A student gains skill at communication by both practicing the skill and also by observing the skill; therefore, your attendance and class participation are important. Attendance sheets will be by the door each class session. It is YOUR responsibility to sign the sheet as you enter the classroom. Do not expect me to remember if you were in class or not.

I know "Life Happens" and so you will be given two (2) free absences.

**** ALL OTHER ABSENCES COUNT!**** If you are tardy, it is YOUR responsibility to sign the attendance sheet before you leave class. Two "tardies" will be considered as an absence.

One hundred (100) points can be earned by attendance.

0 - 2 absences	100 points
3 absences	80 points
4 absences	70 points
More than 4 absences	0 points

(E) Participation: You are expected to participate actively in exercises and discussions. This means that you must speak as well as listen. Whether you are speaking or listening, you are expected to use desirable interpersonal skills. Due to the number of students in class, the short time we have together and the course objectives, it is imperative that we all follow common rules of courtesy.

THE FOLLOWING ARE UNDESIRABLE BEHAVIORS THAT

WILL NOT

BE TOLERATED:

Joe Kerr	he/she is the joker, plays the class clown
Ty Erdd	he/she is tired; dozes during films, lectures and presentations; reclines during group discussions or lectures
Bud Inski	he/she interrupts others; is frequently "butting in"
Sy Lent	he/she rarely speaks, relies on others to initiate and carry discussions
Moe Nopolizer	he/she is the opposite of Sy Lent-talks too much, frequently engages in long, rambling stories
Lotta Chat	he/she carries on private conversations during group discussions and/or lectures
I. M. Throu	he/she rushes through group/class activities by doing the absolute "bare minimum," viewing any additional discussion as unnecessary; quick to proclaim "I'm through . . . now what?"

Active participation means you participate in class discussions, exhibit good listening skills, turn in assignments completed and on time.

Participation is worth up to 50 points.

GRADE SHEET

<u>ASSIGNMENT</u>	<u>POINTS</u>	<u>POINTS EARNED</u>
Part One Assignment	100	_____
Part Two Assignment	150	_____
Part Three Assignment	200	_____
Exam 1	100	_____
Exam 2	100	_____
Exam 3	100	_____
FINAL	300	_____
Attendance	100	_____
Participation	50	_____

1200 points Total

1080 - 1200	A
960 - 1079	B
840 - 959	C
720 - 839	D
Below 720	F

* There are no free rides in this class. You will succeed in this class and in your careers, if you choose to put forth the effort.

IMPORTANT DATES

** the last date for Sophomores and above to withdraw from a class is R Oct. 29

** the last date for a Freshman to withdraw from a class is R Dec. 2.

** A full fall semester calendar with other important dates can be found at:

http://www.utsa.edu/registrar/reg_materials/reg_calendar_fall.pdf