

THE FANTASTIC INTRODUCTION TO COMMUNICATION SYLLABUS

COURSE: Introduction To Communication Communication 1043

INSTRUCTOR: Richard West **OFFICE:** MB 2.248

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OFFICE HOURS: Mon., Fri. - 11-11:45; Wed. - 11:00-11:45; Tue./Thur. - 10-10:45

TEXT: Communication Principles For A Lifetime Steven A. Beebe, Susan J. Beebe,
Diana K. Ivy 4th Ed.

COURSE DESCRIPTION: Serves as an introduction to the theories, research, and skills in interpersonal communication, small groups, mass and public communication with the hoped-for result being an improvement in your skills as effective communicators in today's fast-paced, ever-changing society.

GOALS AND OBJECTIVES:

By the end of the semester, everyone will have had the opportunity to.....

1. Learn basic communication concepts and should be able to identify and define them.
2. Be aware of the principles relating to, and know the impact of, nonverbal communication in our lives.
3. Learn and understand basic components of intrapersonal, interpersonal, and mediated communication.
4. Become aware of, and able to identify, the various areas of communication.
5. Be able to research, organize, and deliver an oral presentation to an audience.
6. Know and learn the role of persuasion in our lives.
7. Know the various types of apprehension we experience, how it affects us, and what we can do about it.
8. Know the role conflict plays in interpersonal communication.
9. Be able to work as part of a group and deliver a persuasive group presentation on a relevant topic.
10. Become aware of the importance of effective communication in the various types of relationships in which we are involved.

COURSE REQUIREMENTS AND GRADING

SPEECH: Part of effective communication lies in your ability to express yourself well and in delivering a presentation in front of others. To aid in the development of those skills, everyone will be required to deliver an informative oral presentation to the class. (300 points)

GROUP PRESENTATION: To aid in the development of your communication skills, everyone will be required to take part in a persuasive group presentation on a relevant topic of social significance. (100 points)

EXAMS: There won't be a mid-term unless you particularly want one. There will, however, be a comprehensive final exam. (100 points)

QUIZZES: There will be four (4) easy, 25 question quizzes throughout the course of the semester. Unless you are absent for a university sponsored event, you must be in class for each one when it is given. There will be **NO MAKE-UPS** regardless of the reason except for the aforementioned university-sponsored events. Documentation will be necessary. (100 points)

ATTENDANCE: Your attendance is part of your grade, so you should plan on being in class every time it meets. A sign-in sheet will be passed around most days and if you fail to sign it, you weren't in class. A total of three (3) unexcused absences will be permitted without it affecting your grade. Excused absences are at my discretion. Everyone starts with 100 points for attendance. After you have missed the three (3) classes allowed, ten (10) points will be deducted from your attendance point total for each additional absence. No points are deducted for excused absences.

GRADING: Everything you do in this class is worth points. Letter grades are assigned at the end of the semester when all your points are totaled and a grade assigned according to the following chart:

630 - 700	A
560 - 629	B
490 - 559	C
420 - 489	D
1 - 419	See ya'

CELL PHONES, OTHER ANNOYING ELECTRONIC NOISEMAKERS: Will NOT BE

TOLERATED in the classroom. You should **TURN THEM OFF UPON ENTERING THE CLASSROOM!** Nothing can be all that important, and if it is, you probably shouldn't be in class anyway. Consistently text messaging someone will get you a **One-Way Ticket** out the door as well. You are in class to learn - **NOT** text someone or listen to obnoxious ringtones.

If you feel it necessary to call me and want a return call and all you have is a cell phone, don't expect a return call unless you leave me a time to make that call. I don't want to call you while you are in another class or driving down the freeway. If you're driving, you have no business talking on the phone anyway. Your best bet is to contact me via e-mail.

PENALTIES: There are substantial point penalties for not giving your speech on the day you're scheduled or for not being here the day your group is scheduled to present.

75 points.....It's your turn to give your speech and you aren't here
50 points.....It's your turn and you aren't ready to give your speech
100 points.....It's your group's turn and you aren't in class

IMPORTANT: YOU SHOULD SAVE ALL PAPERS WITH A GRADE UNTIL YOU KNOW YOUR FINAL GRADE!!! If there's a question, you will need to have papers in hand to discuss the grade. All I will have will be the attendance sheets and final exams. Everything else will have been handed back to you. If you toss the critique form for your speech, or the quizzes, the recorded grade is gospel and will stand throughout eternity. Once you have made an appointment to see me to discuss the grade, you will have 10 minutes to present your case - that should be sufficient. **DO NOT** expect me to come and meet with you over any breaks we may have. That won't happen. Similarly, **DO NOT** stop by unexpectedly during the first week of classes the following semester and expect me to drop everything to deal with your complaint. That won't happen either. E-mail me first at the special e-mail address you will be given the last day of class and hopefully we can resolve everything quickly. If not, make an appointment and we'll get together the following semester.

AND NOW, A FEW WORDS FROM THE ADMINISTRATION

Support Services, including registration assistance and equipment are available to persons with documented disabilities through the Office of Disabled Student Services (DSS), MS 2.03.18. You may contact that office at 458-4157 to make arrangements. If you want to take an exam through DSS, you will need to have documentation.

Everyone should read the University statement on plagiarism/collusion. It can be found in Section 203 of the Student Code of Conduct, in the UTSA Information Bulletin or on-line at <http://www.utsa.edu/OSJA/Section203.htm>

COURSE CALENDAR

NOTE: None of the dates shown are etched in stone with the exception of few and all are subject to change depending upon enrollment.

Wed., Aug. 26 Fri., Aug. 28	Go Over Syllabus....Discuss the course Ch. 1 Foundations of Human Communication
Mon., Aug. 31 Wed. Sept. 2 Fri. Sept. 4	Finish Last Friday Ch. 2 Self-Awareness and Communication....Perception Ch. 3 Understanding Verbal Messages
Mon. Sept. 7 Wed., Sept. 9 Fri., Sept. 11	LABOR DAY NO CLASS Ch. 4 Understanding Nonverbal Messages More on Nonverbal
Mon., Sept. 14 Wed., Sept. 16 Fri., Sept. 18	Finish Nonverbal Ch. 5 Listening and Responding Ch. 6 Adapting to Others: Diversity and Communication..Inercultural
Mon., Sept. 21 Wed., Sept. 23 Fri., Sept. 25	Ch. 7 Understanding Interpersonal Communication Finish Monday and get caught up Ch. 8 Enhancing Relationships....Conversations....Self-Disclosure
Mon., Sept. 28 Wed., Sept. 30 Fri., Oct. 2	More on Relationships Finish Relationships BEGIN PUBLIC SPEAKING Ch. 11 Developing your Presentation.....Apprehension
Mon., Oct. 5 Wed., Oct. 7	More on Apprehension Ch. 14 Speaking To Inform All About The Speech in this class - Criteria Available Audience Analysis

	Introductions and Conclusions Research Finish Wednesday (if we're lucky!)
Fri., Oct. 9	
Mon., Oct. 12	Ch. 12 Organizing and Outlining
Wed., Oct. 14	Finish Monday
Fri., Oct. 16	Ch. 13 Delivering Your Presentation - Voice and Diction
Mon., Oct. 19	Finish Voice and Diction SIGN-UP DAY FOR SPEECHES NOTE: IF YOU AREN'T IN CLASS, YOU SHOULD ASSUME THAT YOU WILL GO FIRST ON THE FIRST DAY AND COME PREPARED TO SPEAK
Wed., Oct. 21	First 7 Speeches
Fri., Oct. 23	Second 7 Speeches
Mon., Oct. 26	Next 8 Speeches
Wed., Oct. 28	The Next 8 Speeches
Fri., Oct. 30	All About The Group Presentations Criteria Available
Mon., Nov. 2	Ch. 9 Understanding Group and Team Performance
Wed., Nov. 4	Ch. 10 Enhancing Group and Team Performance
Fri., Nov. 6	Form Groups (if you haven't already)....Select Topics
Mon., Nov. 9	Ch. 15 Speaking To Persuade
Wed., Nov. 11	More on Persuasion/Rhetoric
Fri., Nov. 13	Finish Persuasion/Rhetoric
Mon., Nov. 16	TBA
Wed., Nov. 18	Special Occasion Speaking
	PRESENTATION DAYS FOR GROUPS SELECTED
Fri., Nov. 20	First Group Presentation
Mon., Nov. 23	Second Group Presentation
Wed., Nov. 25	Third Group Presentation
Fri., Nov. 27	THANKSGIVING HOLIDAY NO CLASS
Mon., Nov. 30	Fourth Group Presentation
Wed., Dec. 2	Fifth Group Presentation
Fri., Dec. 4	Sixth and Final Group Presentation LAST DAY OF CLASSES FINAL EXAM STUDY GUIDES AVAILABLE

Monday, December 7.....Tuesday, December 8.....Study Days

FINAL EXAM: TUESDAY, DECEMBER 15.....1:30 PM

AND NOW, A FINAL WORD COURTESY OF THE ADMINISTRATION

The following are important dates which will occur during the semester such as drop dates, dates you can get a "W" or refund, or whatever. Feel free to consult this for any dates you may need to know about if you have questions about when you can apply for graduation etc. etc. etc.