FALL 2004
COURSE: Fundamentals of Communication (COMM 1313)

TEXT: Fundamentals of Communication 3rd edition
© 2005 Rebekah Fox, Editor  McGraw-Hill, Publisher
ISBN 0-256-84061-X

INSTRUCTOR INFORMATION:
Susan Holmes  Office: BH 1063  Phone: 479-619-4126
Email: sholmes@nwacc.edu  Web: http://faculty.nwacc.edu/sholmes
Office Hours:
  Monday  10:45 a.m. – 12:45 p.m.
  Tuesday  9:00 a.m. – 10:30 a.m. & 2:00 p.m. – 4:00 p.m.
  Wednesday  10:45 a.m. – 12:45 p.m.
  Thursday  2:00 p.m. – 4:30 p.m.
  Friday  By appointment

COURSE DESCRIPTION: This is an introductory course in human communication theory. During this course, we’ll learn about basic communication theories and review multiple communication models. We’ll also explore different types of communication, such as interpersonal, small group, and public communication. You’ll deliver a variety of speeches and presentations during this course.

Together, we’ll work on developing effective critical thinking, problem solving, and decision making skills. Wherever possible, we’ll connect class discussions and activities to the communication venues that most affect you—the workplace, your home, and your community. The classroom format will combine lecture, discussion, presentations, and small group activities.

This course fulfills the basic oral communication requirement for the Associate of Arts and the Associate of Science degree, and will be accepted as transfer credit to state universities and colleges.

INTENDED OUTCOME: Students develop effective oral communication skills.

OBJECTIVES:
● Enhance speaking skills of an interpersonal and public nature
● Familiarize students with basic communication theory
● Encourage learning by participation, discussion, and reflection
● Assist students in conducting research, writing, and verbally presenting ideas

ACCOMODATIONS: If you wish to request accommodation for a disability, please contact the Office of DisAbility Services in BH 1007 (the Learner Development Center). The Director, Dr. Mike Kirk, will work with you to recommend appropriate accommodations and services once you’ve provided the required documentation. Please call 479-619-4384 or 479-619-4324 to schedule an appointment.

CLASS CANCELLATION: In case of bad weather, call the Student Information Line at 479-619-4377 or listen to local TV/radio stations. If the college is open, we'll hold class as scheduled. However, if conditions are not safe for you to attend class, email sholmes@nwacc.edu or call 479-619-4126 and leave a message. If I must cancel class (for any reason), I’ll leave a message on my office voice mail.
NWACC is a Learning College. You, the individual learner, are a full partner in the learning process, and assume **primary responsibility** for your educational choices, actions, and decisions. During this course, I will work to create many options for learning, and will design collaborative learning activities to help you achieve your goals.

**Successful students:**
- Acknowledge their personal responsibility for academic success
- Establish educational and career goals
- Understand the classroom is part of the “real world”
- Commit to attend class as scheduled and actively participate
- Communicate and behave with honor and professional courtesy
- Ask questions and share ideas
- Work well with others
- Appreciate differences as well as similarities
- Manage their time effectively
- Study, discuss, and learn course material
- Are responsible, active, and interested!

**GRADING:**
There are a total of 1,300 points possible for this course. Your grade is your choice! To earn an A: 900 and above
- B: 899 – 800
- C: 799 – 700
- D: 699 – 600
- F: 599 – 0

**YOUR COURSE ACTIVITY PLAN:**
Because the goal of this course is to help you develop effective oral communication skills, you’ll have multiple opportunities to plan, practice, and present throughout the semester. The grade you intend to earn in this course (whether it’s an A or an F) will help determine the number and type of assignments you complete.

To help you plan your activities, first consider what grade you hope to earn. There are several “must do” assignments (marked with an **R**), which everyone must complete. There are also optional assignments—you choose which to complete. When you’re planning your course activities, keep in mind that it’s unlikely you’ll earn all the points possible for each assignment.

So…what grade are you willing to work for? (Doing the minimal required work, for example, without significant errors or omissions usually results in a grade of C for that particular assignment; more than what’s expected and doing it reasonably well usually results in a B; and demonstrating your mastery of the subject usually results in a grade of A.)

**Academic Dishonesty:** The College’s Academic Dishonesty policy is stated in the College Catalog (pages 45-47). Violation of this policy is grounds for possible grading sanctions, admonition or probation, and/or suspension or expulsion from the College.

**ASSIGNMENT CATEGORIES:**
Think of this list as a “work in progress” which we’ll discuss as a group during the first week of class. A complete assignment list will be available after 9-1-04, which may include learning opportunities not included here. Our group discussion—and your active participation in that discussion—will help me modify assignments and create learning opportunities to meet your needs.
**ASSIGNMENTS:**

<table>
<thead>
<tr>
<th>Speeches &amp; Presentations:</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>R ● Informative speech</td>
<td>100</td>
</tr>
<tr>
<td>R ● Persuasive speech</td>
<td>100</td>
</tr>
<tr>
<td>● 3 speech critiques <em>(no partial credit)</em></td>
<td>30</td>
</tr>
<tr>
<td>● Workplace/business presentation</td>
<td>25</td>
</tr>
<tr>
<td>● Community speech</td>
<td>25</td>
</tr>
<tr>
<td>● 3 “Voices” presentations <em>(no partial credit)</em></td>
<td>30</td>
</tr>
</tbody>
</table>

**Content & Assessment:**

| R ● Textbook chapter group presentations | 50 |
| R ● Communication Action Plan           | 200 |
| R ● Quizzes (in-class graded assignments)| 50 |
| R ● Written exam                        | 50 |
| R ● Final exam                          | 50 |
| ● 5 “Reflections” *(1-page) *(no partial credit)* | 50 |

**Media Projects:**

- Media log                             | 50 |
- Website project                       | 50 |
- Web log *(BLOG)*                      | 50 |

**Interpersonal Activities:**

- Interpersonal activities log          | 40 |
- Service Learning *(group or individual)* | 50 |
- Reflection paper *(R for SL participants)* | 100 |

**Small Group Activities:**

| R ● Group project & presentation      | 100 |
| ● Group communication log             | 50 |
| ● Reflection paper                    | 50 |

**Total points possible:** 1300

**RIGHTS & GRIEVANCES**

I will make every effort to provide you with the tools you need to meet your educational goals in this course. You are expected to adhere to the guidelines for student conduct and academic honesty described in the 2004-2005 College Catalog. If you have any complaints or grievances, please follow the grievance procedure outlined in the Catalog. Thank you!