

COMM 1311.10
INTRODUCTION TO COMMUNICATION

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Office Hours: Tuesday's 1-4:30 or by appt.	Class: MW 9:25-10:40, BLHSB 2.312

Course Description

COMM 1311 is designed to showcase the communication studies discipline by introducing basic human communication principles in a variety of contexts including interpersonal, small group, and public speaking. The purpose of this course is twofold. First, students will learn how to adapt and deliver verbal and nonverbal messages to communicate effectively with family, friends, and coworkers. Second, students will learn how to successfully develop and deliver a persuasive presentation. In short, COMM 1311 will prepare students to be effective communicators in their personal and professional lives.

COMM 1311 Learning Objectives

After completing COMM 1311, students will be able to:

1. Understand and apply the five principles of human communication.
2. Value and recognize the five principles of human communication during personal and professional conversations.
3. Analyze and manage interpersonal conflict effectively.
4. Engage in effective group/team communication.
5. Develop, organize, and deliver a *persuasive* presentation.
6. Value and recognize an effective *persuasive* presentation.

Departmental Learning Objectives

For those majoring in Communication, upon completing all of your course work, you will be able to:

1. Apply cognitive and behavioral skills in critical listening and thinking within multiple venues of human communication.
2. Exhibit an appreciation and tolerance for the culturally diverse patterns in which humans communicate.
3. Effectively implement competent verbal and nonverbal communication behaviors in various situations—one-to-one, one-to-a few, and one-to-many—for different purposes—to inform, to persuade, to entertain.
4. Demonstrate ethical communication practices.
5. Assess your own level of communication competence and critique others' level of performance in verbal and nonverbal communication.
6. Demonstrate knowledge and understanding of information (i.e., concepts, principles, theories, critical issues, problems and behaviors).
7. Demonstrate effective research skills using professional journal articles, and other academic or substantial, credible sources.
8. Use discipline-appropriate technology applications, such as library databases, computer applications, Internet research, non-print media, multi-media applications, desktop publishing, Blackboard, course-based electronic communication, etc.) in preparation and presentation of course projects.

Course Textbook

Beebe, S. A., Beebe, S. J., & Ivy, D. K. (2009). *Communication: Principles for a Lifetime* (4TH, 5th or 6th ed.). Boston: Pearson. (Available at Bookstore)
ISBN-10: 0205248721

Course Requirements

Course Requirements	Points
1. Motivation Score	50
2. Five Journal Questions	50
3. Five Reading Quizzes	50
4. Two Examinations	
Exam #1 (Chapters 1-6)	100
Exam #2 (Chapters 7-9)	100
5. Oral Presentations	150
Total Points	500

Grades will be distributed in the following manner:

450 – 500 = A; 400 – 449 = B; 350 – 399 = C; 300 – 349 = D; and 000 – 299 = F

Motivation Score. Good attendance contributes to a positive learning environment, and you can't do your best in this course if you do not attend regularly. There are many things to be learned on a weekly basis that are not measured directly on the tests. Since we know your objective is to increase your learning, our assumption is that you will attend class. It is your responsibility to get the information covered in the classes missed. You will receive a grade for your motivation based on the number of absences accrued. No distinction is made between an "excused" and "unexcused" absence. Non-attendance of class counts as an absence, regardless of the reason (i.e., illness, work, emergencies, car trouble, pet crises, etc.). The motivation score you earn is based on the following: 0 absences = 55, 1 absence = 50, 2 absences = 40, 3 absences = 30, 4 absences = 20, 5 absences = 10. If you miss 5 or more class periods you will be encouraged to drop the course, or you may initiate a "drop" from the course.

UTRGV's attendance policy excuses students from attending class if they are participating in officially sponsored university activities, such as athletics; for observance of religious holy days; or for military service. Students should contact the instructor in advance of the excused absence and arrange to make up missed work or examinations

Note: Attending class means being **punctual**. *Punctuality is defined as being no more than five minutes late at the beginning of class and remaining until the class is officially dismissed. It is your responsibility to sign the attendance sheet each day. If you do not sign in (for whatever reason) you will be considered absent.*

Journal Questions. After reading the assigned texts, please complete to the bi-weekly journal questions. The questions are intended to get you to synthesize, evaluate, and extend your knowledge and understanding of the materials you have read. To receive credit for class participation, you must provide a personal response to the question, Please note that both quantity and quality are important when completing this assignment.

Reading Quizzes. You are expected to read assigned material before coming to class and to be prepared to discuss it. Reading quizzes are short quizzes over the assigned reading that will be a regular part of this course.

Examinations. You will take two exams. Each exam is multiple choice format and objective based. Study guide questions for each chapter will be provided. Answering these study guide questions as you work through the chapters will prepare you for the exams. Each exam includes 50 multiple-choice items with each item being worth two points. Please bring a number two pencil and scantron to all exams. No exams can be made up unless there is a documented excuse approved by the instructor.

Oral Presentations. You will develop, organize, and deliver chapter presentation. If you are absent or leave before all the presentations are given you will lose 100% of your presentation grade. Missed presentations cannot be made up. The total presentation points are worth 150 points. Students cannot make up missed presentations.

Course Requirements, Policies. and Assumptions

Class Behavior. Any disruptive behavior will be considered grounds for being dropped from the class. Cell phone use of any kind will not be tolerated, especially text messaging, answering the phone in class, etc. If your cell phone rings, beeps, or is otherwise disruptive this will be considered grounds for potential dismissal from the class. If there is an emergency situation requiring you to answer your phone in class, please let the instructor know ahead of time.

Completion of Assignments. It is assumed that you will turn your assignments in on time. All written assignments are due at the beginning of class on the due date.

Note: No late work will be accepted.

Writing Policy. All written work must be typed, double-spaced and meet the criteria for college-level writing. The journal answers and presentation outline should not only meet the criteria specified in the assignment descriptions but also be coherent, organized, and grammatically correct. Please utilize the writing center. Do not turn in a paper or outline that has not been reviewed by someone else other than yourself. Ask the writing center, friends, or family members to check for punctuation, spelling, grammar, organization, and overall clarity of the paper or outline.

Special Considerations. If you have a documented disability (physical, psychological, learning, or other disability which affects your academic performance) and would like to receive academic accommodations, please inform your instructor and contact Student Accessibility Services to schedule an appointment to initiate services. It is recommended that you schedule an appointment with Student Accessibility Services before classes start. However, accommodations can be provided at any time. Brownsville Campus: Student Accessibility Services is located in Cortez Hall Room 129 and can be contacted by phone at (956) 882-7374 (Voice) or via email at ability@utrgv.edu. Edinburg Campus: Student Accessibility Services is located in 108 University Center and can be contacted by phone at (956) 665-7005 (Voice), (956) 665-3840 (Fax), or via email at ability@utrgv.edu.

Scholastic Integrity. As members of a community dedicated to Honesty, Integrity and Respect, students are reminded that those who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and expulsion from the University. Scholastic dishonesty includes but is not limited to: cheating, plagiarism, and collusion; submission for credit of any work or materials that are attributable in whole or in part to another person; taking an examination for another person; any act designed to give unfair advantage to a student; or the attempt to commit such acts. Since

scholastic dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced (Board of Regents Rules and Regulations and UTRGV Academic Integrity Guidelines). All scholastic dishonesty incidents will be reported to the Dean of Students.

Sexual Harassment, Discrimination, and Violence. In accordance with UT System regulations, your instructor is a “responsible employee” for reporting purposes under Title IX regulations and so must report any instance, occurring during a student’s time in college, of sexual assault, stalking, dating violence, domestic violence, or sexual harassment about which she/he becomes aware during this course through writing, discussion, or personal disclosure. More information can be found at www.utrgv.edu/equity, including confidential resources available on campus. The faculty and staff of UTRGV actively strive to provide a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free from sexual misconduct and discrimination

Course Evaluation. Students are required to complete an ONLINE evaluation of this course, accessed through your UTRGV account (<https://my.utrgv.edu/home>); you will be contacted through email with further instructions. Students who complete their evaluations will have priority access to their grades.

Tentative Fall 2017 Course Schedule

The UTRGV academic calendar can be found at <http://www.utrgv.edu/en-us/student-experience/calendars/index.htm>. Please visit the website for important dates on the semester.

Week	Topic	Have Read/View/ Due
Week 1 Aug 28- Sept 1	Course Introduction, Syllabus, Student Introductions and Chapter Seminar Assignments	Introductions & Syllabus
Week 2 Sept 4-8	Foundations of Communication Monday, September 4 th , LABOR DAY is a HOLIDAY, NO CLASS	Chapter 1
Week 3 Sept 11-15	Perception and Awareness	Chapter 2 Journal #1 and Quiz #1
Week 4 Sept 18-22	Understanding Verbal Messages	Chapter 3
Week 5 Sept 25- Sept. 29	Understanding Nonverbal Messages	Chapter 4 Journal #2 and Quiz #2
Week 6 Oct 2-6	Listening and Responding	Chapter 5 Mid Term Exam #1 (Chapters 1-6)

Week 7 Oct 9-13	Adapting to Others	Chapter 6
Week 8 Oct 16-20		Journal #3 and Quiz #3 Mid Term Exam on Wednesday
Week 9 Oct 23-27	Understanding Interpersonal Communication	Chapter 7
Week 10 Oct 30- Nov 3	Enhancing Interpersonal Relationships	Chapter 8 Journal #4 and Quiz #4
Week 11 Nov 6-12	Understanding Group and Team Performance	Chapters 9 Journal #5 and Quiz #5
Week 12 Nov 13-19	Chapter 10	Chapter 10
Week 13 Nov 20-26	<i>Catch up week!</i> <i>No class on Wednesday (11/22)</i> <i>Thanksgiving HOLIDAY Thursday and Friday-</i> <i>NO CLASSES</i>	Begin preparing for final exam
Week 14 Nov 27- Dec 3	Final Exam Review week	Chapters 7-10
Week 15 Dec 4-8	Dead Day is December 7th	NOTE: Final exams are December 8th-14th. Grades due by December 18th at 3pm.