

COMM 1311.14 INTRODUCTION TO COMMUNICATION

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Office Hours: Tuesday's 11-3 or by appt.	Class: MW 12:12-1:30, BLHSB 1.314

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 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 Requirements and Grading Policy

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.*

Course Drops: According to UTRGV policy, students may drop any class without penalty earning a grade of DR until the official drop date. Following that date, students must be assigned a letter grade and can no longer drop the class. Students considering dropping the class should be aware of the "3-peat rule" and the "6-drop" rule so they can recognize how dropped classes may affect their academic success. The 6-drop rule refers to Texas law that dictates that undergraduate students may not drop more than six courses during their undergraduate career. Courses dropped at other Texas public higher education institutions will count toward the six-course drop limit. The 3-peat rule refers to additional fees charged to students who take the same class for the third time.

***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.

Calendar of Activities

Include in this section a table or list that provides information for students regarding important dates, assignments or activities. The UTRGV academic calendar can be found at <https://my.utrgv.edu/home> at the bottom of the screen, *prior to login*. Some important dates for Spring 2018 include:

January 16	First day of classes
January 19	Last day to add a course or register for spring 2018
March 12 – 17	SPRING BREAK – NO classes
March 30 – 31	EASTER HOLIDAY – NO classes
April 12	Last day to drop a course; will count toward the 6-drop rule
May 2	Last day of classes
May 3	Study Day – NO class
May 4 – 10	Spring 2018 Final Exams
May 11 - 12	Commencement Ceremonies

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.

Students with Disabilities: Students with a documented disability (physical, psychological, learning, or other disability which affects academic performance) who would like to receive academic accommodations should contact Student Accessibility Services (SAS) as soon as possible to schedule an appointment to initiate services. Accommodations can be arranged through SAS at any time, but are not retroactive. Students who suffer a broken bone, severe injury or undergo surgery during the semester are eligible for temporary services. **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

Mandatory Course Evaluation. Students are required to complete an ONLINE evaluation of this course, accessed through your UTRGV account (<http://my.utrgv.edu>); you will be contacted through email with further instructions. Students who complete their evaluations will have priority access to their grades. Online evaluations will be available:
Spring 2018 (full semester) April 11 – May 2

STUDENT SERVICES: Students who demonstrate financial need have a variety of options when it comes to paying for college costs, such as scholarships, grants, loans and work-study. Students should visit the Students Services Center (U Central) for additional information. U Central is located in BMAIN 1.100 (Brownsville) or ESSBL 1.145 (Edinburg) or can be reached by email (ucentral@utrgv.edu) or telephone: (888) 882-4026. In addition to financial aid, U Central can assist students with registration and admissions.

Students seeking academic help in their studies can use university resources in addition to an instructor's office hours. University Resources include the Learning Center, Writing Center, Advising Center and Career Center. The centers provide services such as tutoring, writing help, critical thinking, study skills, degree planning, and student employment. Locations are:

- Learning center: BSTUN 2.10 (Brownsville) or ELCTR 100 (Edinburg)
- Writing center: BLIBR 3.206 (Brownsville) or ESTAC 3.119 (Edinburg)
- Advising center: BMAIN **1.400 (Brownsville)** or ESWKH 101 (Edinburg)
- Career center: BCRTZ 129 (Brownsville) or ESSBL 2.101 (Edinburg)

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 Jan. 16-19	Course Introduction, Syllabus, Student Introductions and Chapter Seminar Assignments	Introductions & Syllabus
Week 2 Jan. 22-26	On Monday... Introductions Continue	Introductions
	On Wednesday... Foundations of Communication	Chapter 1
Week 3 Jan. 29- Feb. 2	On Monday... Foundations of Communication	Chapter 1
	On Wednesday... Perception and Awareness	Chapter 2
Week 4 Feb. 5-9	On Monday...	Journal #1 and Quiz #1
	On Wednesday... Understanding Verbal Messages	Chapter 3
Week 5 Feb. 12-16	On Monday... Understanding Nonverbal Messages	Chapter 4
	On Wednesday...	NO CLASS TODAY 2/14
Week 6 Feb. 19-23	On Monday...	Journal #2 and Quiz #2
	On Wednesday... Listening and Responding	Chapter 5
Week 7 Feb. 26- March 2	On Monday... Adapting to Others	Chapter 6
	On Wednesday...	Activities (Journal 3)
Week 8 March 5-9	On Monday...	Quiz #3 & Review Mid-Term
	On Wednesday...	Mid Term Exam TODAY (Chapters 1-6)
		NEXT WEEK--SPRING BREAK MARCH 12-16

Week 9 March 19-23	On Monday...Understanding Interpersonal Communication On Wednesday...Activities	Chapter 7
Week 10 March 26-30	On Monday...Enhancing Interpersonal Relationships On Wednesday...	Chapter 8 Journal #4 and Quiz #4
Week 11 April 2-6	On Monday...Understanding Group and Team Performance On Wednesday...	Chapters 9 Journal #5 and Quiz #5
Week 12 April 9-13	On Monday...Chapter 10 On Wednesday...	Chapter 10 Activities
Week 13 April 16-20	<i>Catch up week!</i>	Begin preparing for final exam
Week 14 April 23-27	Final Exam Review week	Chapters 7-10
Week 15 April 30-May 4	Dead Day is December 7th	