



**Learning Objectives/Outcomes:** At the end of this course, the students will be able to...

*(meeting the Critical Thinking Objective)*

- Explain a problem question, or issue,
- Evaluate the logic and validity of arguments, and the relevance of data and information
- Examine alternatives, explore complex questions and solve challenging problems

*(meeting the Communication Skills Objective)*

Written Communication

- Demonstrate an understanding of context, audience, purpose, and disciplinary conventions;
- Demonstrate content development to convey understanding of ideas;
- Demonstrate use of sources and evidence to support ideas; and
- Use language that skillfully communicates meaning to readers.

Oral Communication

- Articulate a central message using supporting material
- Demonstrate an organized presentation structure to support ideas
- Demonstrate effective verbal and nonverbal delivery

Visual Communication

- Present information to the audience in a clear and purposeful way
- Demonstrate command of visual conventions
- Present material using effective word choice in a clear and meaningful manner

*(meeting the Teamwork Objective)*

- Understand individual contribution to a team to ensure project completion and quality
- Work effectively in team activity within and outside the classroom
- Explain the benefits of working with a diverse group, including the issues of tolerance and respect of diverse points of view.

*(meeting the Personal Responsibility Objective)*

- Recognize and examine the multiple perspective of an ethical dilemma
- Apply ethical concepts to an ethical use and consider the ramifications of alternative actions, including matters of respect/tolerance to different points of view.

## Course Outline

This schedule is subject to change by the instructor.

Section 1: Introduction to the course, Verbal Communication, Perception, identity, Listening. This portion of the course material is evaluated in Exam 1.

Section 2: Nonverbal Communication, Communication & culture, Media, Interpersonal Communication. This portion of the course material is evaluated in Exam 2.

Section 3: Group Communication, Team Communication, Organizing Presentations, Supporting Presentations, Using visuals. This portion of the course material is evaluated in Exam 3 scheduled for the last week of classes.

For detail, please see the course schedule (the last page of this document).

Any changes to this schedule will be communicated in class.

## Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

**Exams (E):** There are THREE regular exams (55 points each) during the course of the semester. The FINAL evaluation of the course takes the form of group presentation on the day determined by the University-wide schedule.

**Quizzes (Q):** There will be SIX short quizzes (each 10 points) designed to assess your understanding of major communication principles and concepts.

**Projects (P):** You will complete several mini-projects that will allow you to explore a variety of communicative contexts and situations. These projects will require **several days to complete**.

**Journals/Homework Assignments (HW):** As the course moves across several communicative contexts, journaling on the topic we are discussing in class will help you relate to the communication principles and find connections between class discussions and your daily life.

**Speeches (S):** Public speaking makes a large component of communication in many areas of human life. In this course you will appear in front of the audience with prepared remarks FOUR times.

**Class Activities:** There will be a number of graded classroom activities (GA), earning you a total of 75 points.

### Grading Matrix:

INSTRUMENT	VALUE POINTS	TOTAL	YOUR SCORE
Projects (P)	Individual points vary	165	
Journals (HW)	11 submissions, points vary	110	
Speeches (S)	Individual points vary	125	
Quizzes	6 quizzes, 10 points each	60	
Exams	3 exams x 55 points each	165	
Class Activities	Individual points vary	75	
<b>Total:</b>		<b>700</b>	

#### Grade Determination:

- A = 700 – 631 pts; i.e. 90% or better
- B = 630 – 561 pts; i.e. 80 – 89 %
- C = 560 – 491 pts; i.e. 70 – 79 %
- D = 490 – 421 pts; i.e. 60 – 69 %
- F = 420 pts or below; i.e. less than 60%

### How to Succeed in This Class

Often students like to know what they can anticipate from a course and the instructor. The following list should provide you with a basic idea of what you might look forward to in the next 15-16 weeks:

- Read and budget the time outside of class to complete assignments. You will be safe allocating **4-6 HOURS PER WEEK** outside of class on homework.
- You may **feel like you've studied your heart out**. You may even feel like you have invested an extraordinary amount of time to complete projects. You **should** feel that way. Communication is a vast field to survey, and to master the content of the class, students in COMM 1010 typically review lecture notes, think of examples to illustrate concepts and principles, participate in discussions, ask questions, form study groups, and meet with the instructor.
- To give you a chance to **learn independently** and enhance your critical thinking and observation skills, I purposely leave a lot for you to figure out on your own. This is done so that you are and will be prepared to work in the real world demonstrating professional behavior, independent thinking, and clear communication.

#### Study Habits

1. Be prompt and attend class regularly.
2. Engage in class activities.
3. Read the textbook when chapters are assigned.
4. Always think of examples that illustrate communication concepts discussed in class and in the readings.
5. Submit assignments and projects on or before the due date.
6. Understand that each quiz and exam is hard and will challenge you to apply the concepts, not just respond to facts.

## **Words of wisdom from the previous cohort**

DO NOT UNDERESTIMATE THIS CLASS! Study, study, study. I took this class as a brand new freshman thinking it would be exactly the same as my high school speech class. Let me tell you that it is not! It's very different from it because it is way more advanced and very very very detailed.

I definitely advise you to get your book. It has every bit of information you will need to pass.

Do not push any of her assignments off because it is easy to forget or you will have a full load before you know it.

I downloaded the blackboard app, which was very helpful because it will tell you when new things are posted.

A helpful habit in this class is to use post-its while reading the chapters. Mark all the major topics, key terms you do not remember as well as any other material covered in the book that you feel you may forget. When the day came to take the test I did not have to waste time flipping through the pages of my book.

It will be helpful to meet students in the class who you know can be hard workers so when you have group projects you know what you are getting yourself into. Do not, I repeat, DO NOT, choose someone who misses class a lot and has no idea what is going on in class. I mean yes they are your friends but in this class put yourself, your grade, and your projects before anything.

You can't pass only with the class notes. NO, go to the book. Read, learn the terms, and what they relate to.

Print out your homework the day she puts it up on BB. She will go over the material in class, so after class you can apply what you learned and it is a lot easier.

...make sure you take good notes and mark important phrases the professor says...if she repeats them twice is not just to say it again it's because it's IMPORTANT and might appear on a quiz or a test.

I would not recommend missing class as you really get the detailed explanations of everything that is in the book.

Don't try to wing the speech, you must practice and practice.

Exams are open book. However, it is not as easy as it sounds. Do not lower your guard. Instead study like you usually do for a test... she asks details that can only be figured out if you did your reading.

She always tells you to ask questions or come by her office and she'll let you know if you are on the right track. TAKE ADVANTAGE.

## UNIVERSITY POLICIES AND PROCEDURES

### Students with Disabilities (ADA Compliance):

The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. Grades assigned before an accommodation is provided will not be changed as accommodations are not retroactive. For more information, you may visit the Student Life Office, Suite 200, DAL 2.

### Student Evaluation of Teaching Effectiveness Policy:

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

### Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at [http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs,%20Education,%20and%20Funding/7.002%20Code%20of%20Academic\\_Integrity.pdf](http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs,%20Education,%20and%20Funding/7.002%20Code%20of%20Academic_Integrity.pdf) for complete provisions of this code.

In addition, all academic work submitted for this class, including exams, papers, and written assignments should include the following statement:

**On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.**

### Bad Weather Policy:

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website [www.unt.edu/dallas](http://www.unt.edu/dallas). Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

### Attendance and Participation Policy:

The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it **impossible for students to make-up or to receive credit for missed classes**. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are also responsible to cover on their own any material work missed. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

The instructor is expected to report the names of students whose progress in class is not satisfactory. The University advisors will be responsible for contacting "at risk" students after progress reports are submitted.

### *Scheduled absences & the University business*

Students involved in activities (co-curricular or otherwise) that conflict with scheduled class sessions are responsible for notifying the instructor about **their planned absences** during the semester by **January 31, 2016**.

### Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Office of Student Life as the instructor deems appropriate.

## COURSE POLICIES:

### Online Component

The Blackboard site for this course includes syllabus, lecture's notes (PowerPoint slides), assignments, and – most importantly – **YOUR GRADES**. Please check it regularly. If you cannot sign onto the site, please request help from the university's IT department immediately.

### Exam Policy

Exams in this course are designed for you to demonstrate your level of critical thinking and understanding of how communication works. Exam questions will come BOTH from lecture materials (videos, examples, discussions) and the textbook. Focusing exclusively on one at the expense of the other is not a wise decision.

Exams will be taken **as scheduled**. **No makeup** examinations will be allowed except for documented emergencies.

### Readings

It is the instructor's duty to prepare lectures, but it is the student's responsibilities to learn it, so it is expected that you will have completed the assigned readings BEFORE coming to class. This means that you should come prepared to **DISCUSS** what you have read. If you are not up on the readings, you will most likely perform poorly when evaluated on your class participation.

### Deadlines

Late projects and assignments will receive ZERO credit if an excuse is offered AFTER the deadline.

### Class Conduct

Unlike many activities in this class, LECTURES is the time when you are not expected to talk unless invited to contribute to the discussion. Otherwise, it interferes with other people's learning.

### *Technology in class*

Please remember to turn off and put away ALL electronic devices you might carry. There will be no class activity that requires access to the Internet. Violation of this policy **WILL result** in **25** points taken off your class total. If you absolutely need to take notes on your laptop, you must sign a laptop contract with me within the **first two weeks** of the semester.

### *Coming Late*

I take attendance within the first two weeks of the semester for the sole purpose of learning your names. After that, I mark the class roster at various times during the class period **without calling out** anyone.

### *Leaving Early*

Packing up and leaving before class is officially dismissed is **highly discouraged**. If you **absolutely** need to leave earlier, **let me know before class starts**. I tend to elaborate on the specifics for home assignments at the end of the class or modify them based on where the class discussion stops. I do NOT notify absentees about changes.

### Netiquette Issues

Teaching COMM 1010 does not obligate the instructor to be on call 24 hours a day. Please choose wisely among email, a phone call, or a face-to-face meeting and reserve email for quick questions. If you prefer to communicate via email, please allow me 24-36 hours to respond.

**PLEASE DO NOT EMAIL ME VIA BLACKBOARD**. It does NOT DELIVER messages from you to me. For everyone's sanity, please use your regular email account when contacting me.

### Office Hours

Your opportunity to learn and the quality of your learning experience are very important to me. I do my best to make myself accessible after class. However, it is ALWAYS a good idea to call, send an email message, or otherwise arrange a meeting before you stop by.