

COMMUNICATION 103: PROCESS OF COMMUNICATION
Fall 2007
TENTATIVE COURSE SYLLABUS

Instructor: Rosalyn Kahn
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 Office: Classroom
 Office Hours: Tu-Thur. 12:30-12:40pm immediately following class

REQUIRED TEXT

Communication Mosaics, 5TH Edition by Julia T. Wood Thomson & Wadsworth Publishing

Teacher Packet on Website <http://www.Speechsuccess.net>. This is where you will find all the details on the class assignments. Click on link for Process of Communication.

COURSE OBJECTIVES:

1. Compare and diagram the various communication models
2. Differentiate among the different types of communication research and distinguish the key qualities of each
3. Differentiate among the various communication fields/types (organization communication, mass communication etc)
4. Analyze the perception process and relate this material to his/her own previous knowledge and/or experience
5. Examine the various features of verbal communication and nonverbal communication
6. Create and deliver the various types of public speeches
7. Evaluate the strengths and limitations of small group communication
8. Examine and explain the impact of communication on interpersonal relationships

GRADING

374-415 = A
 373-332 = B

331-291 = C
 290-249 = D

248 or below = F

ASSIGNMENT	POINTS POSSIBLE	MY POINTS
Perception /Research Paper	15	
Journal Review for Group Project	15	
10 key concepts for Group Project	10	
Conversation Oral Report	15	
Conversation Written Paper	10	
Informative Speech	65	
Informative Outline	10	
Midterm	50	
Persuasive speech	65	
Persuasive outline	20	
Small Gr. Presentation:	25	
Small Gr. Presentation: Outline	25	
Small Gr. Presentation Reflection Paper	15	
Participation	25	
Final	50	
TOTAL	415	

COURSE POLICIES

Minimum Requirements.

1. **If you fail to complete the required oral presentations in this class, you will fail the course.** Even if you calculate that you might still receive a passing grade if you miss a speaking assignment, you will not pass this class.

2. Plagiarism and Cheating. You will receive an automatic F on any assignment found to be plagiarized. You will also be reported to the Dean of Student Services for further disciplinary action.

3 Attendance. Because of the nature of the course and because we are on tight, attendance is mandatory. Roll will be taken at the beginning of each class meeting, so please attend promptly. If you enter late, check in at the end of class before you leave or you will be marked absent. You are permitted **three** absences after that your participation grade will be lowered 10 points for each additional absence. Three tardies equals one absence. If you miss three consecutive classes you will be dropped from the class. **It is your responsibility to drop the class should you decide to discontinue.**

4. Written Work. **All written assignments must be typewritten and stapled.** You will turn in your outlines and bring a hard copy to class stapled together with the appropriate evaluation sheet for that speech on the day before you that round of speeches begin. **Handwritten work will not be accepted** Any late outline will receive 0 credit. APA style will be followed. We will cover APA style before your first outline is due.

5. Late Assignments. All assignments are due through on the date described in this syllabus. Late assignments are not accepted. . If you fail to perform on the day you are scheduled to speak, your speech must be delivered on the next day you return to class during that round of speeches, if time permits. If not, at your own risk, you may make-up one speech for a grade lower on the date scheduled in the syllabus. All assignments are due on the date described in this syllabus. Makeup tests are not given.

6. Additional Assignments. Any additional assignments are included as participation points. These are not extra credit assignments. **There are no makeup assignments for class activities. There is no extra credit.**

7 Professional Courtesy includes respecting others' opinions and being respectful to those who are speaking. I expect you to demonstrate these behaviors at all times during this class.

- ✓ Sleeping, reading materials irrelevant to class purposes, and disrupting the class will not be tolerated.
- ✓ Please turn your cell phones off completely(even on vibrate).
- ✓ NEVER WALK IN LATE WHILE A STUDENT IS GIVING A SPEECH!
- ✓ On speech days, always listen at the door first to make sure that no one is presenting!
- ✓ If you enter the classroom during another person's speech or cell phone rings or vibrates during another person's speech, you will automatically lose 10 points from your Participation Points.

8. Reasonable Accommodation:

If you have a legally protected disability under the Americans with Disabilities Act (ADA) or California discrimination law, and you believe you need reasonable

accommodation to participate fully in this class, please make an appointment to see me during my private office hours to discuss your need.

9. All research from this class will be taken from the school databases which include Ebsco Host, books, magazines and journals. You ARE NOT allowed to use any resource from .com or .org in this class unless aligned with a major newspaper, radio station or TV station. **Wikipedia is not to be used at all.**

Speech grading: You will receive one grade for your delivery and one for your outline of your speech.

Outline: Your outline grade will be comprised of 5 points out of the total for submitting an approved topic and goal statement prior to your speech day. Once topic is approved it can not be changed. The rest of the outline portion of the grade are based on correct format (typed, A.P.A.), required elements, depth of research, and a progressive understanding of organizational structures and types used in speeches.

Grading Criteria for Delivery:

An “A” speech will be one that meets the requirements of the assignment and improves upon the previous speeches given in the class. The topic and exploration of the topic is thorough, well-supported and intellectually stimulating. The delivery is conversational, yet professional and is given utilizing audience analysis with appropriate vocabulary and language choices.

A “B” Speech will meet the requirements of the assignment but **FAILS** to meet ONE OR TWO of the following: time constraints

- a typed outline
- clear introduction, body, and conclusion
- sufficient eye contact with key word outline on note cards
- clear points
- met the research requirements for the speech
- professional delivery improvements in one or more of the following: articulation, pronunciation, volume, vocal emphasis, vocal variety, gestures, minimal body movement
- signposting and transitions
- required number of sources properly cited orally within the speech
- proper organizational format
- proper mode of delivery for assignment – including extemporaneous, impromptu, memorized, manuscripted
- parallel structure with coordination and subordination of points
- a clear speech goal

A “C” Speech will meet the requirements of the assignment, but **FAIL** to meet **3-5** of the above bulleted list.

A “D” Speech will meet the requirements of the assignment but be read, have insufficient preparation, lack sources or a clear organizational structure. The speech will summarize a single source. The speech will use a topic that is inherently superficial or trivial. The speech is composed primarily of unsupported assertions.

An “F” Speech is plagiarized and or apparently delivered without advance preparation.

Tentative Fall Schedule

This is a tentative schedule. Things may need to shift for various reasons. Impromptu speaking can occur on any day when time permits.

Class Date	Topic Assignment
8-21	Overview of Class/Syllabus Assign Library Tutorials Introductory Activity
8-23	Chapt. 1– Name game
8-28	Chapter 2 Partner Activity
8-30	Chapt. 3 Library Tutorials Due <u>Assign Perception Paper</u>
9-4	Chapter 4 Mind, body, soul activity. Begin search for journal article for Small Group Project
9-6	Chapter 4 <u>Assign Conversation Report</u>
9-11	Chapter 5 Perception Paper Due
9-13	Chapt. 6 Select Topic for Small Group Project
9-18	Test I Chapt. 1-6 <u>Bring Scantron 882-E</u> <u>Discuss Small Group Project</u>
9-20	Chapt. 8 Conversation Report Due
9-25	Chapt. 8 Conversation Report Due Journal Article Due
9-27	Chapter 9 Groups determined for final project
10-2	Chapter 10
Discuss Informative Speech Topic	
10-4	Chapt. 10 <u>Informative Speech Topic Due</u> Journal Summary Due
10-9	Chapt. 13
Discuss Persuasive Speech Topic	
10-11	Chapter 13 <u>Persuasive Topic Due</u> All Inform. Outline
10-16	<u>Informative Speech (A)</u>

10-18	Informative Speech (B)
10-23	Informative Speech (C)
10-25	Chapt. 7
10-30	Chapter 12 10 key concepts for final project
11-1	Chapt. 11 <u>All Persuasive Speech Outlines Due</u>
11-6	Persuasive Speech (B)
11-8	Persuasive Speech (C)
11-13	Persuasive Speech (A)
11-15	Class session to work on Small Group Project Make up Speeches
11-20	Class session to work on Small Group Project <u>All Outlines Due & Evaluation for Small Group 1</u>
11-22	Holiday Thanksgiving
11-27	Small Group Presentation #1
11-29	Small Group Presentation #2 Individual Reflection on Small Group 1
12-4 Bring in 4X Multiple Choice question with answers circled for review game.	Small Group Presentation #3 Individual Reflection for Small Group 2 Review for Exam
12-6	<u>Final Exam</u>

Originally taken from Santa Barbara City College
Business Communication Syllabus Fall 2001
Ron Adler

A Note About Deadlines

Deadlines are a part of virtually every career. Jim Walling, a former communication professor who is now Coordinator for Human Resources for the Auto Club of Michigan, described the importance of deadlines in a letter to Spectra, newsletter of the Speech Communication Association. It summarizes the policy in this class regarding deadlines:

There is a growing feeling in the business community that teachers may be too “soft” on students in requirements, standards, and deadlines, leaving students unprepared for the demands they are *expected to meet* in business and industry...

As a college teacher, I was lenient with students about turning in assignments in on time, though the quality of late assignments seldom offset the privilege extended of a few extra days to complete the assignment.

In business I have never been allowed to turn in assignments late without *extensive* documentation that lack of timely completion was “due to circumstances beyond my control.” I can occasionally negotiate deadlines before a project begins, but once agreed to, I am committed.

Planning and acceptance of responsibilities I assume is a way of life. Were I to reenter the academic world, I would be “tough” on assignments, requiring them to be of high quality and on time. I would focus on being fair, but not relaxing standards of quality and timeliness - - -

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Syllabus Agreement Process of Communication

Please complete this form, sign your name at the bottom and return to the instructor. You may write any additional comments you want to share with the instructor on the back of this form.

Name _____
Home () _____
Work () _____
Major _____
Best time to reach you. _____
Email _____

1. Have you ever taken another Communication course?
_____ Yes _____ No If, yes, what was the name of the course and where was the course taken:

2. What are your concerns in taking this Comm. 103 class?

3.

4. Is this course required for your major or are you taking it for other reasons?

5. How does this course relate to your major?

I have read the syllabus for Professor Kahn's' Process of Communication course and I agree to follow the guideline set forth.

Name (Please Print) _____

Student's Signature _____ Date _____