Speech 201 001
Studies in Human Communication
Spring 2015

Professor: Dr. R John Ballotti, Jr. **Office:** 128 PAC
Phone: 886-5432 **E-mail:** john.ballotti@tamuc.edu
Office Hours: M, 0930 – 1130: T, 0730 – 0800; W, 0930 – 1130; R, 0730 – 0800 *

*Additional hours by appointment

Course Description and Objectives

This is an introductory course that surveys the basic principles and skills of human communication. The goal of the course is to help create good communicators who are skilled in their construction, presentation, understanding and evaluation of messages, and who also have the knowledge and willingness to take responsibility for their communication behaviors. The course is divided into three units: 1) Learning to write and produce scholarly papers in APA style: 2) Foundations of Communication presents a theoretical model of communication and discusses the construction of the self and identity through communication, the role of perception in the communication process, the importance of listening, and the effective use of verbal and nonverbal messages; 3) Communication in Context explores communication in interpersonal (intercultural) relationships, small groups, and the media.

The objectives of the course are:

1) To learn the basic principles and theory of effective communication;
2) To learn and practice basic communication skills in a variety of contexts;
3) To appreciate the role of civility, ethics, and diversity in contemporary communication contexts;

Textbook

Wood, J.T. (2011). *Communication mosaics: An introduction to the field of communication(6th.ed)*. United States. Thomson/Wadsworth.

ISBN…9780495794158

Reading

You will be expected to follow the reading schedule provided at the end of the syllabus. Please read the assignments before coming to class. The lectures will be an extension of the material contained in the book. In addition, many of the in-class activities presuppose a familiarity with the day's assigned reading. As the course progresses, you will be occupied with other assignments and will not have time to catch-up on any missed reading assignments.

Academic Honesty: Honesty is expected. Plagiarism, or representing the work of another as your own, is grounds for failure for the assignment or for the course. Statements lifted verbatim from publications must be cited as quotations. Ideas, summaries or paraphrased material, and other information taken from literature, must be properly referenced. APA writing style will be taught in this course and is the expected style for all scholarly written material

Special Accommodations for Disability: Students requiring special accommodations for learning are encouraged to share their concerns or requests with the professor as soon as possible.

RULES OF ENGAGEMENT

ABSENCES

If you know you will be absent for an extended period of time contact your Professor. If you are taking part in University-sponsored activities notify your Professor well ahead of absence. If you are absent for evaluated activities such as exams, papers, and presentations, you must have documentation for your absences. (Undocumented excuses will not be accepted.) When your absence is clearly beyond your control, and is documented, there is no penalty for make-ups. If papers are due, turn them in before you leave. **NOTE:** if you are absent for any reason, you are responsible for material covered and any announcements made while you are gone. If you are absent on a day when reports are presented there will be a 10 percent reduction in your grade for that report. You are allowed to miss class two times. The third absence will lower your grade to a D. After the fourth absence, F, you will fail the course. It is your responsibility to drop the course. If your name appears on the grade roster at semester end you have stopped attending you will receive an "F".

TARDY POLICY

You will be considered tardy if you are not in your seat when the professor starts calling roll. You will be considered tardy if you are talking while the professor is trying to call roll or begin class. If you are not in the classroom when the professor closes the classroom door you are absent. Do not knock on the door. You are allowed to be tardy three times on the fourth time your grade will be lowered to a **D**. After the fourth time, F, you will fail the course.

Nobody leaves the class before me.

NOTE: Hats, Caps and Head Coverings of any type are not permitted on your head during class!!! Failure to remove your head covering upon request of the Professor results in an absence for the class.

This is a classroom, not a cafeteria, restaurant, or fast food business. Therefore, no food or drink will be permitted in the classroom during class.

ELECTRONIC DEVICES

Turn off all cellular phones, pagers, CD players, lap top computers, and any other electronic devices that might in any way disrupt class or disturb others. There will be a box to place these devices in when you enter the classroom. You may pick them up when you leave. If I see one of these devices in your hands or on or about your body during class time or hear one you will immediately fail the course.

Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library
Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu

PREPARATION AND PERFORMANCE

It is your responsibility to come to class and come to class prepared. If your printer does not work that is your problem not mine. If you are not ready to present do not blame your printer. See attendance policy above. I do not care if your best friend has a pet that died that is no reason for you to miss class. I do not care if your best friend or roommate needs a ride to the doctor, someone else can take them that is not your responsibility and an excuse for missing class. I do not care if you have been arrested and have to go to court that is your problem not mine and not an excuse for missing class. See attendance policy above. All papers will be typed on 8 1/2 x 11 inch white paper. Margins will be 1 inch, lines double spaced, with size 12 Times New Roman Font. Spelling and grammar will be graded.

It is your responsibility to come to class prepared. If you need to go to the library to print your papers then do that before class begins. If you need to use a printer of a friend then do that before class begins. I am interested in results not excuses. There will be no late papers accepted for a passing grade. Failure to turn in a paper on the due date results in an F for the assignment. However, all assignments must be completed within one week of the due date.

You will not receive a passing grade for the course if any assignment is not turned in. Regardless of any grades or percentages to a final grade you may earn, you must complete all assignments in order to pass the course. All observations must be complete, all homework turned in, annotated bibliography turned in, and all four exams taken.

Major Assignments

Communication Observation Journal: You are responsible for completing 10 short written assignments (2-3 pages, typewritten, double spaced) based on your observations of certain communication events as assigned by your instructor. These are to be recorded in a separate notebook and handed in at requested times during the semester (20% of grade).

Individual Research Project: You will pick a communication topic or variable and research it to become more familiar with the subject. This research will culminate in an annotated bibliography. This bibliography will be presented in APA format and consist of at least 5 sources that will include a definition of your subject (variable), an explanation of tasks performed by your variable in interpersonal communication (what does it do), an application of the variable in interpersonal communication (its consequences), discussion of the application of the variable (the results of the consequences), and results of the application of the variable (outcomes). The paper will have 1 inch margins around at nothing larger than 12 font used in the copy. This will help you become more authoritative on your specific subject. Each annotation will consist of at least three sentences that will provide the requested data.

Exams: You will be required to take four unit examinations (one very three weeks). Each of the exams will be worth 15% of your final grade. Final exam is not cumulative.

Homework: You will be responsible for a variety of other smaller assignments such as completing proficiency examples for APA. Homework will be worth 5% of your final grade.

Grade Distribution

Observations	20%	Homework	5%
Project	15%	Exams (4 x 15%)	60%

TENTATIVE SCHEDULE

Week	Topics	Reading
Week 1	Introduction to the Course/Syllabus	
	The Process of Communication	Chapter 1
	Introduction to course expectations; APA style	
	APA style (continued); A model of communication	
Week 2	The History of the Field	Chapter 2
	Perception	Chapter 3
Week 3	Perception	
	Verbal Communication	Chapter 4
Week 4	Verbal Communication	
	EXAM ONE	
Week 5	Nonverbal Communication	Chapter 5
	Nonverbal Communication	
Week 6	Listening	Chapter 6
	Listening	
Week 7	Communication Climate	Chapter 7
	Communication Climate	
	EXAM TWO	
Week 8	Adapting to Others	Chapter 8
	Adapting to Others	
Week 9	Spring Break	
Week 10	Personal Identity	Chapter 9
	Personal Identity	
Week 11	Relationship Communication	Chapter 10
	Relationship Communication	
	EXAM THREE	
Week 12	Groups and Teams	Chapter 11
	Groups and Teams	
Week 13	Organizational Communication	Chapter 12
Week 14	Mass Communication	Chapter 14
	Mass Communication	
Week 15	Annotated Bibliography Due	
Week 16	Communication Technologies	Chapter 15
Week 16	**EXAM FOUR**	

All exams will begin at 0800. If you are not in your seat by 0805 you will not be admitted to the exam. Exam Four will be on Thursday 7 May at 0800. Same rules apply.

Information Sheet For Instructor

Name_____

Phone #_____ Class Level_____

What are some other communication classes you have taken, and where have you taken them?

What are your career objectives, and what do you hope to gain from this course to meet those objectives?

Do you have any concerns about completing this course?

What grade will you be working towards?

Do you understand the policies set forth in the syllabus? If you do and you agree to abide by them, please sign below. If you have any questions or concerns, please see your instructor as soon as possible.

_____ _____

Signature Date

Note: Complete this form and give it to your instructor during the first two weeks of classes.

If your instructor does not have this sheet signed and in his files NO GRADE will be given for the course!