

SPCM 1311.001

Introduction to Communication Studies

Fall 2019

Professor: **Dr. Dennis Robertson**

Classroom: CAS 158

Office: CAS 225

Office Hours: TTh 9:30 a.m. to 11:30 a.m.

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Course Description

Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students learn more about themselves, improve skills in communicating with others, and prepare and deliver formal public speeches.

Course Objectives

- Develop an understanding of, and appreciation for, theories relevant to interpersonal, group, public, and mass communication.
- Examine the nature of human communication.
- Understand and apply the principles of effective oral presentations.
- Compare and contrast advantages of informative, persuasive, and group-oriented speeches.

Student Learning Outcomes

At the conclusion of this course, students will be able to

- Demonstrate an understand of the role of communication in personal & professional success.
- Explain and demonstrate appropriate communication strategies.
- Prepare and present messages with a specific intent.
- Analyze a variety of communication acts.

Program Learning Outcomes

- Appropriately apply principles of written and oral communication to the communication rules, norms, listening skills, and rhetorical strategies used by the people around them.
- Access and analyze appropriate sources necessary to construct and deliver effective presentations and public speeches.
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Texts

Adler, R. (2017). *Understanding Human Communication*. New York: Oxford University Press.

Major Requirements

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|---|-------------------|
| • Five reading quizzes worth 20 pts. each (you may drop your lowest score). | 100 points |
| • Three section Exams worth 100 pts. each. | 300 points |
| • First informal outline plus speaking notes (based on bio presentation) | 25 points |
| • One biographical presentation (90 seconds in length) | 25 points |
| • Three formal speech outlines w/ speaking notes (33.3 pts. each) | 100 points |
| • Three speeches worth 100 pts. each. | 300 points |
| • Class participation (being present, contributing, leading discussions) | <u>100 points</u> |
| • Total Points Possible | 950 points |

Evaluation & Grade Calculation

A = 90 to 100 pts.; B= 80 to 89 pts.; C = 70 to 79 pts.; D = 60 to 69 pts.; F = 59 or below.

Assignment Policy

Assignments will be given throughout the semester. Students are responsible for all course materials, including class lectures, handouts, and textbook reading assignments. Assignments are due on the date specified in the syllabus, prior to the beginning of class. **NO LATE ASSIGNMENTS WILL BE ACCEPTED.** Assignments and due dates may be changed at the instructor's discretion with fair notice to students. **ALL PAPERS MUST BE TYPED.**

Course Withdrawal

The last date to withdraw from one or more classes is November 4, 2019 (Monday).

Final Examination Date

Tuesday, December 10, 2019, from 8:00 a.m. to 10:00 a.m.

Attendance and Tardiness Policy

Students are expected to and should attend class. Obviously, circumstances sometimes prohibit perfect attendance, so here's what you should keep in mind:

- Five absences are allowed for illness, university-sponsored activities, family emergencies, etc.
- A sixth absence will lower the final grade by 5 percentage points.
- A seventh absence will lower the grade by 10 percentage points.
- See the current UT Tyler catalog for the university's policy on student responsibility for missed classes and assignments. **Be familiar with the university's drop policy.** Students who anticipate being absent from class due to religious observance or university-sponsored activities should inform the instructor by the second class meeting.
- Students over 15 minutes late are considered absent. If a student must be absent the day an exam is scheduled, he/she must notify the instructor before class time. **No make-up**

tests will be allowed if the instructor is not given a legitimate excuse BEFORE the time of the exam or presentation.

Use of Electronic Devices

Turn off all electronic devices including cell phones and MP3 players at the beginning of class. Allowing a cell phone or other device to ring during class is unacceptable. No text messaging or checking the time on your cell phone during class. Keep these devices in your backpack or pocket during class.

- Computers may be used in class for taking notes.
- Do not use computers during class for reading/writing e-mail, surfing the Web, playing games, working on assignments for other classes, or writing reports for your next class.

University Policies

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace Honor and Integrity, thus disallowing lying, cheating, or stealing, or accepting the actions of those who do.

Student Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>.

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>.

UT Tyler: A Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit <http://www.uttyler.edu/tobacco-free>.

Academic Honesty Policy

Students will adhere to the highest standards of academic honesty. Anyone caught cheating will earn a "0" for that assignment and will be subject to academic and disciplinary action. Plagiarism (the use of written and oral words or ideas of another person, including another student, without the expressed acknowledgment of the speaker's or writer's indebtedness to

that person) will not be tolerated. This includes the use of papers or other materials previously submitted to instructors in other classes, as well as video and audio recordings. Students caught plagiarizing will fail this class and be subject to academic and disciplinary action.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the 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. "Cheating" includes, but is not limited to:

- Copying from another student's test paper;
- Using, during a test, materials not authorized by the person giving the test;
- Failure to comply with instructions given by the person administering the test;
- Possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- Using, buying, stealing, transporting, or soliciting in whole or part the contents of an un-administered test, test key, homework solution, or computer program;
- Collaborating with or seeking aid from another student during a test or other assignment without authority;
- Discussing the contents of an examination with another student who will take the examination;
- Divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- Substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- Paying or offering money or other valuable things to, or coercing another person to obtain an un-administered test, test key, homework solution, or computer program or information about an un-administered test, test key, home solution or computer program;
- Falsifying research data, laboratory reports, and/or other academic work offered for credit;
- Taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct;
- Misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
 - "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

- “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- All written work that is submitted will be subject to review by plagiarism software.

U-T Tyler Writing Center

The Center provides professional writing tutoring for all students in all disciplines. If you wish to use the Writing Center, you should plan for a minimum of two hour-long tutorials per assignment: the first to provide an initial consultation and drafting plan, and the second to follow up. Be prepared to take an active role in your learning, as you will be asked to discuss your work during your tutorial. While Writing Center tutors are happy to provide constructive criticism and teach effective writing techniques, under no circumstances will they fix, repair, or operate on your paper. Location: CAS 202. Appointments: 903-565-5995.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, go to <https://hood.accessiblelearning.com/UTTyler>. Fill out the New Student application.

- The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>. The SAR office is located in the University Center, # 3150 or call 903.566.7079.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (STE 230) on or before the Census Date of the semester in which the course will be repeated. (For Spring, the Census Date is January 28, 2019.) Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester’s Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date (January 28, 2019) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

- Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least one week prior to the date of the planned absence. At that time, the instructor will set a date and time when make-up assignments will be completed.

Social Security Numbers and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform

your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

Dates that Affect You

- October 1 – Final Filing Deadline for Fall 2019 Graduation

Tentative Schedule (May be adjusted as the semester progresses)

August 27, 29

Read: Chapter 1.

Discussion: What is communication? What does it do? How does it work? Types of communication. Functions of communication.

Reading Quiz #1 on Thursday.

Assignment 1: Develop a 90-second autobiographical speech. **Due Tuesday/Thursday, Sept. 3,5.**

September 3, 5

Read: Chapter 2

Discussion: Your Self-Concept. Biology, Personality, and the Self. The Self-Fulfilling Prophecy. Steps in the Perception Process.

Reading Quiz #2 on Thursday.

Biographical Speech on Tuesday/Thursday.

Assignment 2: Develop a speech topic and formal outline for the Inform speech. **Due Thursday, Sept. 12.**

September 10, 12

Read: Chapter 3.

Discussion: Understanding cultures and cocultures.

EXAM 1 on Thursday. 50-question exam. Matching, True or False, and Multiple Choice. Chapters 1, 2, and 3.

Formal outline of the Inform speech due Thursday.

September 17, 19

Read: Chapter 4

Discussion: The nature and power of language: symbols, people, and meanings.

Reading Quiz #3 on Thursday.

September 24, 26

Read: Chapters 11, 12 and 13.

Discussion: Structuring your speech. Constructing a formal outline. Using logical patterns of organization. Types of Informative Speaking. Techniques of Informative Speaking.

Reading Quiz #4 on Thursday.

Assignment 4: Prepare your 3-to-4-minute Informative Speech. Present the speech speaking at least 3 ½ minutes and no more than 4 minutes. Prepare. Practice. Present. **Due on Tuesday, Oct. 1; Thursday, Oct. 3; and Tuesday, Oct. 8.**

October 1, 3

Group 1 speeches on Tuesday, Oct. 1. 16 speakers at 4-minutes max per speech. Must speak for 3 ½ minutes to earn credit.

Group 2 speeches on Thursday, Oct. 3. 16 speakers at 4-minutes max per speech. Must speak for 3 ½ minutes to earn credit.

October 8, 10

Group 3 speeches on Tuesday, Oct. 8. 16 speakers at 4-minutes max per speech. Must speak for 3 ½ minutes to earn credit.

EXAM 2 this Thursday. Chapters 11, 12 and 13. 50-question exam. Matching, True or False, and Multiple Choice.

October 15, 17

Read: Chapter 14

Discussion: Characteristics of persuasion, types of persuasion, and preparing the persuasive speech.

Reading Quiz #5 on Thursday.

Assignment 5: Prepare your 3-to-4-minute Persuasive Speech. Present the speech speaking at least 3 ½ minutes and no more than 4 minutes. Prepare. Practice. Present. **Due on Tuesday, Oct. 22; Thursday, Oct. 24; and Tuesday, Oct. 29.**

October 22, 24

Group 1 speeches on Tuesday: 16 speakers at 4-minutes max per speech. Must speak for 3 ½ minutes to earn credit.

Group 2 speeches on Thursday: 16 speakers at 4-minutes max per speech. Must speak for 3 ½ minutes to earn credit.

Group 3 speeches on Tuesday, Oct. 29: 16 speakers at 4-minutes max per speech. Must speak for 3 ½ minutes to earn credit.

October 29, 31

Group 3 speeches on Tuesday.

Read: Chapter 10

Discussion: Solving Problems in Groups and Teams: approaches and stages in problem solving.

Reading Quiz # 6 on Thursday.

Assignment 6: Prepare your 3-to-4-minute Group Speech. Present the speech speaking at least 3 ½ minutes and no more than 4 minutes. Prepare. Practice. Present. Due on Tuesday, Nov. 5; Thursday, Nov. 7; and Tuesday, Nov. 12.

November 5, 7

Group 1 speeches on Tuesday: 16 speakers at 4-minutes max per speech. Must speak for 3 ½ minutes to earn credit.

Group 2 speeches on Thursday: 16 speakers at 4-minutes max per speech. Must speak for two and a half minutes to earn credit.

Group 3 speeches on Tuesday, Nov. 12: 10 speakers at 3-minutes max per speech. Must speak for two and a half minutes to earn credit.

November 12, 14

Group 3 speeches on Tuesday.

Read: Chapter 5

Discussion: The value of listening, and overcoming challenges to listening.

No assignment this week.

November 19, 21

On Tuesday, a continuation of Chapter 5.

On Thursday, **EXAM 3.** Chapters 5 and 10. 50-question exam. Multiple choice, True/False, Matching.

November 26, 28

THANKSGIVING BREAK. Enjoy family and friends.

December 3, 5

Read: Chapter 6

Discussion: Influences and functions of nonverbal communication.

FINAL EXAM TUESDAY, DECEMBER 10, 8-10 A.M.