SPEECH 1311.42907.019
INTRODUCTION TO HUMAN COMMUNICATION

Fall 2006 (8/28 – 12/17)
Sunday: 12:15 p.m. – 2:55 p.m.
Rm. 4201

Instructor: Theresa E. Glenn
(H) 512-989-8776
Theresa_glenn@sbcglobal.net

If you want a copy of the class notes go to: www.austincc.edu/tglenn2
and print them out. They are not available in class.

Office Hours: 30 mins. after class & by appointment.
Note: Please do not rely on e-mail to contact me in emergency situations.
Greetings and welcome to Speech 1311! Although this course is usually taken as a requirement for most students it is my personal goal as an instructor that you leave this semester with information that is valuable to you in your personal and professional lives. Overall, it is my wish that you find the course much more useful than just getting the “required grade”. We have a lot to cover and in order to have a successful semester it will require commitment and dedication on all our behalves. I believe you’ll find the course challenging, interesting and rewarding as well. Please feel free to contact me during office hours, via e-mail or telephone with any questions, comments, ideas or concerns that you may have. I look forward to forging ahead together into the world of communication.

Sincerely,

~ Theresa Glenn

Required Text and Materials:
- 3 Green scan trons
- 1 3-ring binder

Course Description:
Introduction to Human Communication is the study of the theories and practice of oral communication in order to promote communication competence in interpersonal, small group, and public speaking situations.

Course Objectives/Goals:
- To introduce students to fundamental theories of human communication.
- To show students how these theories apply to their own experiences.
- To improve students’ communication skills in a variety of contexts.

Course Units:
This course is designed to give you a broad overview of some of the topics that fall under the area of speech communication. During the semester, we will cover the following topic areas:
- Foundations of Human Communication
- Interpersonal Communication and Relationships
- Small Group Communication
- Public Speaking

Student Objectives:
- Understand the communication process and characteristics of competence
- Identify the need for and begin to self-monitor your own personal communication competence
- Develop skill in selecting and using a variety of communication strategies based on the situational contexts, participant goals, and human needs
- Demonstrate an understanding of the role of perception in communication
- Recognize the power of language and adapt verbal messages appropriately
- Practice effective listening skills and evaluate listening habits
- Send and interpret nonverbal messages with accuracy and effectiveness
- Understand the role of communication in interpersonal relationships
- Recognize your own conflict style & demonstrate effective conflict management techniques
- Contribute to effective group problem-solving
- Use an effective organizational and delivery style in a public speaking format
- Incorporate a better understanding of cultural and ethnic diversity into your chosen communication strategies
As a student, you can expect to acquire these abilities only if you honor all course policies, attend class, participate in class exercises and complete assignments in good faith and on time. Students may vary on their achieved competency levels regarding these abilities.
**Instructional Methodology:**
The class is designed around instructor lecture, working with partners and in small groups, as well as individual and group presentations. Students are invited to contribute to all lectures and activities with questions, ideas and relevant business or personal experiences.

**Participation/Observation/Attendance:**
You are strongly encouraged to listen, observe, and participate actively in each class meeting. Because our subject—human communication—occurs between and among people, each class session is treated like a communication laboratory where you will practice applying theory to your everyday communication patterns. Participation is counted toward your final grade average.

This course emphasizes theoretical and practical aspects of communication, thus, it is important that you attend all class sessions. A record of attendance will be kept for each student. You are expected to arrive to class on time and remain for the entire period. **Students who are absent more than 3 classes should not expect to pass** and will be encouraged to drop the class. However, it is the student’s responsibility to withdraw from the course by the official withdrawal date if personal circumstances prevent attendance. Thus, if you stop attending class and do not officially withdrawal through the registrar’s office you will receive an “F” as your final grade. I reserve the right the withdrawal any student from the course for lack of attendance or lack of progress.

**Late Work:**
All graded work is due on the date(s) specified and exams are to be taken on the scheduled date. Students are expected to be present in class and prepared on those dates. Each student will be allowed to make up one missed exam with no penalty as long as it is taken before the next class period. A 10 point penalty will be assessed if it is taken after the next class period. Any additional make-up exams or late work will only be accepted due to an excused absence or an extreme circumstance, and even under those circumstances a penalty of 10 points will be assessed.

Excused absences require documentation verifying one of the following: a) required military service; b) you are hospitalized/doctor’s note; c) funeral attendance for a member of your family; or d) your first enrollment in the course occurred after it began. You are expected to contact me regarding a missed exam/presentation prior to the next class period otherwise no make-up work will be allowed.

**Note:** Make-ups are **not** allowed for the group problem-solving presentations or the individual final speech unless you have an excused absence as defined above.

**Scholastic Dishonesty**
Acts prohibited by the College for which discipline may be administered include scholastic dishonesty, e.g., cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research, or self-expression. Academic work is defined as, but not limited to, tests, and quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentation; and homework. A student guilty of scholastic dishonesty will receive an “F” in the course and will be recommended for dismissal from ACC.

**Students with Disabilities.**
Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester.
Cell Phones and Electronic Media: All cell phones and pagers and ipods and any other electronic devices are not allowed to be used during class. You are responsible for making sure that they are turned off or on silence. Text messaging or playing electronic games during class will not be tolerated. **Five points (5 pts) will be deducted from your participation grade each time your phone or other use of electronic devices is a disruption to me or the class.**

Course & Grading Requirements:

1. Journal and homework assignments
   - Turn in one journal entry per chapter for chapters 2-9 identifying how you can or did apply at least one concept discussed in the chapter to your business and/or personal life. For each entry identify the chapter, page number and concept you have chosen and then begin your discussion. Each entry should be at least ½ to 1 page typed; double spaced. You are expected to turn in the journal entry made for the chapter discussed in class within a week of finishing that chapter. Thus, if we finish chapter 2 on Wednesday, the journal for chapter 2 is due the following Wednesday.
   - Various small homework assignments may be made throughout the semester.
   - Your class participation contributes to your final grade.

   \[
   \text{Total} = \text{Journal entries} \times 0.10 = \_
   \]

2. Three Exams
   - Exam #1 (Chapters 1-3) \(\times 0.20 = \_
   
   - Exam #2 (Chapters 4-7) \(\times 0.25 = \_
   
   - Exam #3 (Chapters 8-9) \(\times 0.15 = \_

3. Two speeches
   - a) Group Problem Solving presentation \(\times 0.10 = \_
   
   - b) Persuasive/Informative speech*
     - Part I – speech outline \(\times 0.05 = \_
     - Part II – presentation \(\times 0.15 = \_

\[
\text{TOTAL} = \text{TOTAL} = \_
\]

* The Persuasive/Informative speech must be presented in order to pass the class. A 10 point penalty will be assessed if you are not ready to present your speech on the first day of speeches. You are also expected to attend the last class period even if you have presented your speech. A 10 point penalty will be deducted from to your speech grade if you have an unexcused absence on the last class period.

The following grading scale will be used to assign final course grades:

- A 89.5 – 100 pts.
- B 79.5 – 89.4 pts.
- C 69.5 – 79.4 pts.
- D 59.5 – 69.4 pts.
- F 59.4 and below
- I Incompletes are only awarded in special extenuating circumstances.
<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter/Topic</th>
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| Sun. 9/3 | Introduction to Course  
            Chapter 1 - Human Communication: What and Why |
| Sun. 9/10 | Cont Chapter 1  
            Chapter 2 - Perception, the Self, and Communication |
| Sun. 9/17 | Cont. Chapter 2  
            Chapter 3 - Language |
| Sun. 9/24 | **Exam #1 - Chapters 1-3**  
            Chapter 4 – Listening |
| Sun. 10/1 | Cont. Chap 4  
            Chapter 5 – Nonverbal Communication |
| Sun. 10/8 | Chapter 6 – Understanding Interpersonal Relationships |
| Sun. 10/15 | Chapter 7 - Improving Interpersonal Relations |
| Sun. 10/22 | **Exam #2 – Chapters 4-7**  
            Chapter 8 - The Nature of Groups/  
            Chapter 9 – Solving Problems in Groups |
| Sun. 10/29 | Cont. Chapters 8 & 9 |
| Sun. 11/5 | **Exam #3 – Chapter 8 & 9**  
            Bring three possible speech topics to class.  
            **Begin Public Speaking Unit**  
            Chapter 10 – Choosing and Developing a Topic  
            Chapter 11 – Organization & Support |
| Sun. 11/12 | **Group problem solving presentations** |
| Sun. 11/19 | Chapter 14 – Persuasive Speaking  
            **Draft outline of speech due** |
| Sun. 11/26 | No Class - Thanksgiving Holiday |
| Sun. 12/3 | Chapter 12 – Presenting Your Message |
| Sun. 12/10 | **Final Speeches (Final outline due for everyone)** |
| Sun. 12/17 | Final Speeches |

Note: The course syllabus is subject to change depending upon completion of objectives and number of students on the final roll.