SPEECH 1311.11251.003
INTRODUCTION TO HUMAN COMMUNICATION

Summer 2010 (6/1 – 7/7)
Mon/Wed 6:00 p.m. – 9:40 p.m.
Rm. 4204

Instructor: Theresa E. Glenn

Office Hours: Monday & Wednesday
5:30 – 6:00 p.m.
4th floor adjunct office (Rm. 4216)
and by appointment.
Tglenn2@austincc.edu

Note: You may contact me via my cell phone at 512-689-5293 from 9:00 am – 9:00 pm on weekdays.

If you want a copy of the Power Point slides go to Blackboard or www.austincc.edu/tglenn2 and print them out. They are not available in class.
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”. I believe you’ll find the course challenging, interesting and rewarding as well. Please feel free to visit me during office hours, or contact me 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.

- 2 Green scantrons
- 1 3-ring binder (optional)
- Computer access for typed assignments, e-mail and Blackboard (BB) access.

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:
- To understand the communication process and characteristics of competence
- Demonstrate an understanding of the role of perception in communication
- Recognize the power of language and adapt verbal messages appropriately
- Evaluate listening habits and practice effective listening skills
- Send and interpret nonverbal messages with accuracy and effectiveness
- Understand the role of communication in interpersonal relationships
- Recognize own conflict style & demonstrate effective conflict management
- Contribute to effective group problem-solving and practice role flexibility
- Use effective delivery style in informal or formal public speaking situations
- Recognize the need to self-monitor personal communication competence
- Develop skill in selecting and using a variety of communication strategies and responses based on situational contexts, goals, and human needs
- To foster a better understanding of cultural and ethnic diversity
Human Communication

- Understand the communication process and characteristics of personal competence.
- Develop skill in selecting and using a variety of comm. strategies.
- Demonstrate an understanding of the role of perception in comm.
- Recognize the power of language and adapt verbal messages appropriately.
- Practice effective listening skills and evaluate listening habits.
- Send and interpret nonverbal msgs with accuracy & effectiveness.
- Incorporate a better understanding of cultural and ethnic diversity into your communication.

- Understand the role of communication in interpersonal relationships.
- Recognize your own conflict style & demonstrate effective conflict management techniques.

- Contribute to effective group problem-solving.
- Identify (and fulfill) the need for various member roles in small groups.

- Incorporate well documented, valid, and researched content into presentations.
- Use an effective organizational and delivery style in a public speaking format.

Course Skill Levels.
In accordance with H.B. 2183, students who enroll for ACC Speech courses are expected to demonstrate competent English speaking and listening skills:

- “Competence in speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion and audience.”
- “Listening at the college level means the ability to analyze and interpret various forms of spoken communication.”
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 expected to contribute to all lectures and activities with questions, ideas and relevant business or personal experiences.

**Participation:**
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.

**Attendance:**
This course emphasizes theoretical and practical aspects of communication, thus, it is important that you attend all class sessions. Attendance will be taken daily. **Two points will be added to your overall final grade if you have no more than one absence for the semester. Students who are absent more than 2 classes (excused or unexcused) will fail the course.** I do not distinguish between excused or unexcused absences for this purpose. You are expected to arrive to class on time and remain for the entire period. Arriving late (more than 15 minutes) or leaving after break constitutes one absence.

**Late Work/Missed Exams:**
You are responsible for announcements made and homework assigned during a missed class! No excuses. Thus, homework is due on the assigned date. You do not get an extra day because you missed the class in which it was assigned. Be sure to check with a classmate or on BB. Homework turned in late will be penalized one letter grade. I will not accept it after the next class period, even if you were absent the day it was assigned. Each student will be allowed to drop their lowest homework grade. Missed exams may be made up if the absence is excused ahead of time. An excused absence is defined below. The exam must be taken within three days of the original exam date (including weekends) and before class on the third day. Make-up exams may be taken at the NRG testing center with the instructor’s permission and notification. You are expected to contact me regarding a missed exam/presentation prior to the exam, or at the very least before 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 below.

**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. Being absent for work related or other school activities or planned vacations, etc. will count toward your allotted two absences and does not count as “excused” absences. You must plan accordingly to be successful!

**Withdrawal:**
It is the student’s responsibility to withdraw from the course by the official withdrawal date (6/30/2010) if personal circumstances prevent progress. **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 to withdrawal any student from the course for lack of attendance or lack of progress.
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 written texts or oral speeches, 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 presentations; 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. They may be reached at 512-223-4725, NRG, Rm. 1111.

Academic Freedom Statement:
Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

Cell Phones, Lap Tops, and Electronic Gadgets:
All cell phones and pagers and ipods and any other electronic devices are not allowed during class. You are responsible for making sure that they are turned off and headphones are off your head. Text messaging or playing electronic games during class will not be tolerated. One point will be deducted from your final grade each time your phone or other use of electronic devices is a distraction to me or the class. I may also confiscate your gadget and/or ask you to leave the class for the remainder of the period. The penalty will be tracked in your BB gradebook. Laptop computers are NOT allowed during class time unless permission is granted by the professor to you personally or required by the OSD staff.

Student Standards of Conduct and Disciplinary Process:
By enrolling at ACC, you agree to abide by the college’s Student Standards of Conduct. These standards also establish disciplinary procedures for students accused of violating those standards. Acceptable standards of conduct include behavior that:
• Reflects the highest level of honesty and integrity
• Is civil, courteous, and respectful of all members of the campus community, their property, and the property of the college
• Promotes mutual respect, equality, and safety of its members and opposes those acts that harass, intimidate, or haze its members.


Safety:
The Austin Community College District has procedures in place to help ensure the safety of students during an emergency. Emergency instruction signs are posted in each campus classroom. In the event of an emergency students may contact campus police by dialing 222 from any campus phone or 223-4718 from any other phone. If in the event of an evacuation, report to the evacuation rally location. Do not leave campus until they account for you. Emergency personnel will search for you in the building if you are not accounted for at the rally point! Let’s work together to keep everyone safe!!
Student Support & Success Systems:
ACC is committed to your success while enrolled. Please visit [www.austincc.edu/support/index.php](http://www.austincc.edu/support/index.php) to learn how your college can help you be successful.

Course & Grading Requirements:

1. **On-line quizzes, in class assignment & homework assignments:** On-line chapter quizzes via Blackboard and various in-class and small homework assignments will be given throughout the semester. Please put your first and last name, date, and class with section number on every submitted paper. No cover page necessary. There is no make up opportunity for missed in-class activity grades. If you are absent and miss an in-class activity you take a zero for that grade. Your lowest grade will be dropped.

   \[ \text{X} \times 0.20 = \text{______} \]

2. **Two Exams:** You can think of these as a mid-term and a final. Exams will be multiple-choice, true/false, matching and short answer. Test material may come from lecture, the text, or both. You need a green scan tron for each exam.

   - Exam #1 (Chapters 1-5 plus “Tell Me More article) \[ \text{X} \times 0.25 = \text{______} \]
   - Exam #2 (Chapters 6-9 plus Comm. style info) \[ \text{X} \times 0.20 = \text{______} \]

   - **Extra credit for exams:** You may earn extra credit points for each exam by writing one journal entry per chapter covered on the exam. For example, Exam I covers Chapters 1 -5. You may turn in journal entry for each chapter. Each journal is worth two extra points toward your exam grade. Thus, you may earn 10 extra points on Exam I by completing all five journals - assuming each journal is done correctly. They are due when you take the exam. The journals should identify 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 300 words; double-spaced (12 pt). They are due before you take the exam. Put the total word count at the bottom of the page.

3. **Group Problem Solving assignment:**

   \[ \text{X} \times 0.15 = \text{______} \]

4. **Persuasive/Informative speech**
   - Part I – speech outline \[ \text{X} \times 0.05 = \text{______} \]
   - Part II – presentation \[ \text{X} \times 0.15 = \text{______} \]

   **TOTAL points = \text{______} pts.**

*Bonus: Don’t forget the attendance bonus. Two points will be added to your overall final grade if you have no more than one absence for the summer. I do not distinguish between excused or unexcused absences. You must be on time to class, stay the whole time and have no distraction penalties to receive the bonus.

*The Persuasive/Informative speech must be presented in order to pass the class. You are expected to attend all classes in which speeches are being given, including the last class period even if you have already presented your speech. A 10 point penalty will be deducted from your speech grade if you have an unexcused absence on any of those days.
Please track your points/grade throughout the semester. If you have concerns regarding your final class average, please talk to me during the semester. Waiting till your final grade has been posted will not help you. Remember if your average is an 89.4 on the day I calculate grades, you’ve earned a “B” in the class as such with other averages. If you wait until the last day of class to show concern about your grade you are too late.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Range</th>
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<tbody>
<tr>
<td>A</td>
<td>89.5 – 100 pts.</td>
</tr>
<tr>
<td>B</td>
<td>79.5 – 89.4 pts.</td>
</tr>
<tr>
<td>C</td>
<td>69.5 – 79.4 pts.</td>
</tr>
<tr>
<td>D</td>
<td>59.5 – 69.4 pts</td>
</tr>
<tr>
<td>F</td>
<td>59.4 and below</td>
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<tr>
<td>I</td>
<td>Incompletes are only awarded in special extenuating circumstances</td>
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*** Any make-up exam must be taken at the Northridge Campus Testing Center (NRG) with the instructor’s permission.  
Northridge Campus Testing Center (NRG)  
Rm. 3237  
Phone: 223-4735  
nrgtest@austincc.edu  
Monday - Friday - 8:00am - 8:00pm  
Saturday - 9:00am - 4:00pm  
Sunday - 12:00pm - 5:00pm  

Contractual Agreement: Your acceptance of the conditions and policies outlined in this document is implied by your continued enrollment in this course.

Please keep this syllabus throughout the semester. Track your grades and attendance on it. When the semester is over you can then recycle it ☺️ Please remember to recycle whenever possible on campus.
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Wed. 6/2 Introduction to Course  
Chapter 1 - Human Communication: What and Why

Mon. 6/7 Chapter 2 - Perception, the Self, and Communication  
Chapter 3 – Language

Wed. 6/9 Chapter 4 – Listening  
Chapter 5 – Nonverbal Communication

Mon. 6/14 **Exam #1 - Chapters 1-5**  
Chapter 6 – Understanding Interpersonal Relationships

Wed. 6/16 Chapter 7 – Improving Interpersonal Relations  
Chapters 8 & 9 - Introduce Problem Solving Project

Mon. 6/21 Continue Chapter 8 - The Nature of Groups  
Continue Chapter 9 – Solving Problems in Groups

Wed. 6/23 **Group problem solving presentations**  
*Begin Public Speaking Unit*  
Chapter 10 – Choosing and Developing a Topic

Mon. 6/28 **Exam #2 – Chapters 6 – 9**  
*Bring three possible speech topics to class.*  
Chapter 11 – Organization & Support

Wed. 6/30 Cont. Chapters 10 & 11  
Chapter 12 – Presenting Your Message

Mon. 7/5 **Final Speeches (Final Outline Due for everyone)**

Wed. 7/7 **Final Speeches cont.**

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

**The basic course schedule will run:**  
Lecture/activities: 6:00 pm – 7:45 pm  
Break: 10 minutes  
Lecture/activities: 7:55 pm – 9:40 pm