

# **Communication Studies 005 (17) - The Communication Experience**

**Spring 2009**

**Mondays & Wednesdays, 3:00-4:15 p.m.**

**Instructor: Ulrich Luenemann**

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**Office-hours: Wednesdays, 4:15 – 5:00 p.m.**

## **Catalog Statement:**

- Basic skills and introductory concepts necessary for effective communication in a variety of settings.
- Special emphasis on practical experiences within groups, facilitation of interpersonal relationships, and methods of conflict resolution.

## **Course Description**

This course provides an introduction to the main concepts of communication studies and focuses on the development of basic skills for effective communication in a variety of settings. Class activities will emphasize practical experience in interpersonal, intercultural, small group, and public communication. This course fulfills the CSUS General Education Oral Communication Requirements (GE Area A1).

The skills emphasized in this course have been found to be of significant importance in developing successful relationships in occupational, social and personal aspects of life. It has been demonstrated that the more skillful and knowledgeable one is about communication, the better one's life will be. These skills are increasingly important in the development and maintenance of societies on the local, national and international level. Therefore, this wide application of skills makes it a valuable general education topic.

## **Course Objectives**

After successful completion of this course, students will be able to:

- Understand and relate the depth and complexity of the communication process and its crucial role in their lives.
- Identify and apply the variables in basic human interaction processes, including perceptions, dealing with emotions, verbal and non-verbal expressions.
- Develop the elements of intra-personal communication in cultivating a healthy self-concept.
- Enhance their ability to demonstrate competence in both active listening and critical thinking.
- Learn to deal effectively with conflict and assertiveness in expressing their attitudes, values, and behavioral choices in work, family, casual, intimate and small group relationships.
- Understand how groups function and what role the individual may play in groups.
- Increase their oral and written communication skills.
- Determine, practice, and control the content, organization and delivery in public speaking situations, including managing communication apprehension and anxiety, using suitable visual aids and collateral materials prepared to a professional standard, and selecting and applying appropriate evidence to support statements and/or conclusions.

## **Required Text**

1. DeVito, Joseph A. (2009). ***Human Communication: The Basic Course*** (Eleventh Edition). Boston, MA: Allyn & Bacon.
2. Speech Preparation Package (Instructor)

### Assignments and Examinations

1. Part of the requirements for this course is that students complete at least 22 minutes of graded oral communication performance. Thus, each student will be required to give the following public speech presentations:
  - self-introduction;
  - team and group presentations;
  - introduction of another student speaker;
  - one informative speech; and
  - one persuasive speech.
2. In addition, there will be various written assignments, group tasks and out-of-class projects. Students will have to share some of their findings orally in class.
3. Each assignment will have specific written guidelines, including due dates and grading criteria. There will be ample preparation time for each assignment.
4. Each student is expected to stay up-to-date with assigned textbook and other readings.
5. There will be a mid-term examination and a final project/task.

### Grading and Evaluation

My grading is transparent and **does not follow *the curve***! It is only based on the individuals' and groups' performances. Therefore, students in my classes do not compete with each other for grades. Quality is the objective and standard. The ratio of all grades in my classes coincides with standard university ratios (although I probably give fewer "F" grades than the CSUS average). Based on the idea of equality and fairness for all, no student will be allowed to do extra assignments to receive a better grade. Final grades in this class will be given according to accumulated points received for the following tasks:

Self-Introduction (10/5)	15 Points
Chapter/Team Presentations (10/5)	15 Points
Intercultural Observation Project (out-of-class)	20 Points
Group Presentation (15/10)	25 Points
Informative Speech (25/5)	30 Points
Speech of Introduction	5 Points
Persuasive Speech (25/5)	30 Points
Two Exams (20/20)	40 Points
Final: Speech Evaluation Project/Task	20 Points
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<b>Total score possible:</b>	<b>200 Points</b>
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### Final grades will be assigned as follows:

A = 200-190	A- = 189-183	B+ = 182-176
B = 175-167	B- = 166-161	C+ = 160-153
C = 152-143	C- = 142-135	D+ = 134-127
D = 126-117	D- = 116-110	F = below 110

## Specific Policies and Behavioral Expectations

1. This course requires interactive student participation, where other students often depend on your presence for exercises to succeed. Therefore, attendance is mandatory and will be checked.
  - **More than two unexcused absences will reduce the final grade.**
  - **Excessive tardiness will also result in a grade reduction.**
  
2. Absences may be excused only for documented emergencies or medical reasons verified by a physician. If your absence is unavoidable, please leave a phone message or send me an e-mail. **If you miss a class, it is your responsibility to:**
  - **keep up-to-date on course assignments and any changes in the course schedule and activities; and**
  - **make arrangements with other students for receiving extra course materials and hand-outs.**
  
3. Students are expected to perform given assignments/exams on the days and times scheduled.
  - **Make-up exams will not be scheduled.**
  - **Late submission of assignments will not be accepted for evaluation (= 0 Points).**Extra tasks to receive credit for missed exams or scheduled speaking assignments – ***only if based on excused absences as explained before*** - may be considered on a case to case situation. As a standing policy and based on the idea of equality and fairness for all, **no student will be allowed to do extra assignments to receive a better grade.**
  
4. Classroom discussions are designed to explore other ideas and develop opinions. This is an important part of the process of communication and education, and students need to feel free to express those ideas/opinions that they are exploring. Therefore, students are expected to:
  - be respectful of others;
  - listen courteously before expressing their own views; and
  - refrain from personal and unsolicited comments.
  
5. **Without exception, all written assignments (i.e. project reports, speech outlines, etc.) must be typed or word- processed (using double-spacing) to be accepted for evaluation.**
  - Grammar, spelling, clarity, style and punctuation will influence the grading of all assigned work in addition to content and accuracy.
  - Quality class preparation and active participation will influence borderline grades.
  
6. **Speech preparation outlines** – when required - must be handed in as **“hard copies”** without covers or binders **at scheduled times before the speech.**
  - **Students failing to submit a required outline as scheduled will not be allowed to make the corresponding presentation.**
  - **At no time will outlines be accepted by e-mail!**
  - **Standing Rule: no outline on time = no speech = no points!**
  
7. Staying within a **speech's given time limits is crucial!** **Five (5) points will automatically be deducted** from the overall speech score of students/groups failing to observe the given time limits!

8. Students should not walk into class when another student is giving a presentation but rather wait until the speech is over.
  - If you are **late for class, listen for applause!**
  - **Ten (10) points will be subtracted** from your final grade **if you disturb another speaker during his/her speech!**
  - **The same applies if your cell phone is ringing during a speech presentation of any kind!**
  
9. **Laptop and cell phone regulation:**
  - **The use of laptops and cell phones are not allowed in class.**
  - **If you get caught using your cell phones (including checking calls or text-messaging) during class, it will cost you five (5) points of your final score!**
  - **Photographing or recording is only allowed with permission of the instructor!**
  
10. Most speeches will be video-taped for self-analysis.  
**You have to provide your own video tape before the start of such scheduled speeches.**
  
11. Discussion of grades:
  - No grades for any assignment will be discussed on the same day they are handed back.
  - No individual grades will be discussed in the classroom.
  - All such discussions or contests of grades must take place in my office during the scheduled office hours.
  
12. If you have a disability and require accommodations, you need to provide disability documentation to SSWD, Lassen Hall 1008, (916) 278-6955.  
Any accommodation needs should be discussed with me early in the semester after class or during office hours.
  
13. The **grade of "I" (Incomplete) will be assigned only to students who petition the instructor** for this consideration and who have completed a substantial portion of the class assignments.
  
14. **Any student proven guilty of Plagiarism in this course will be failed for the entire course, not just for work in which the plagiarism occurs.**  
For more information on this issue:
  - Please consult your textbook at the corresponding pages.
  - Also, work through the following STUDENT TUTORIAL on how not to plagiarize:  
**<http://library.csus.edu/content2asp?pageID=353>**.
  
15. To **Add or Drop a class**, students must obtain a **Petition to Add/Drop After Deadline** form from the Com-Studies Department. This form must be signed by the instructor and the ComS-Department Chair.

Jan 26, 2009 Course Overview & Requirements; Human Communication.  
**Read: Chapter 1 & Chapter 2; Assignment: Package 2-5.**

Jan 28, 2009 Communication Process; Communication Apprehension.  
**Read: Package 6-8.**  
**Assignment: Self-Introduction (Part 1 & 2); Bring Video-Cassette.**

**Feb 02, 2009!** **Presentation: Self-Introduction (Part 1 - Video-Taped).**  
**Read: Chapter 4.**

Feb 04, 2009 Perception (**Presentation: Team 1**).  
**Read: Chapter 5.**

Feb 09, 2009 Effective Listening and Thinking (**Presentation: Team 2**).  
**Read: Chapter 6 & Chapter 10.**

Feb 11, 2009 The Self in Communication (**Presentation Team 3**); Interpersonal Relationships (**Presentation Team 4**). **Read: Chapter 13.**  
• **Due: Self-Introduction: Part 2 (Self-Evaluation)**

Feb 16, 2009 Interpersonal & Small Group Conflict (**Presentation Team 5**)  
**Read: Chapter 11 & Chapter 12**

Feb 18, 2009 Small Group Communication (**Presentation Team 6**)  
Group Members and Leaders (**Presentation Team 7**)  
**Read: Chapter 7 & Chapter 8**  
**Assignments: Group Presentations**

Feb 23, 2009 Verbal Communication (**Presentation Team 8**);  
Non-Verbal communication (**Presentation Team 9**)  
**Read: Chapter 3 & Special Text**  
**Assignment: Intercultural Observation Project**

Feb 25, 2009 Communication (**Presentation Team 10**)  
Intercultural Business Context: “Going International”  
**Read: Chapter 9 & Special Text**

**Mar 02, 2009!** **Intercultural Observation (Out-of-Class Project)**

**Mar 04, 2009!** **Working in Groups on Group-Presentations (Out-of-class)**  
**Read: Chapter 16 & Package 22-28**

**Mar 09, 2009!** **Group Presentations! Read: Package 16-21.**  
• **Due: Intercultural Observation Report**

Mar 11, 2009 Intercultural Differences: Religions & Philosophies  
(**Presentations: Team 11; Team 12; Team 13; Team 14**)  
**Read: Chapter 11 & Chapter 12**

**Mar 16, 2009!** **FIRST EXAM!**

**Read: Chapter 14**

Mar 18, 2009 Public Speaking: Topics, Research & Supporting Material;  
**Read: Chapter 15 & 16; Package 9-15**

Mar 23, 2009 Speech Organization & Outlines  
**Read:**

Mar 25, 2009 Speech Delivery & Language; Informative Speaking  
**Assignment: Informative Speech Outline**  
**Read:**

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**Mar 30-Apr 04 Spring Break! Relax & Enjoy!**  
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**Apr 06, 2009!** **SECOND EXAM!**

**Apr 08, 2009!** Audience Analysis; Handling of Q & A.  
**Read: Chapter 18 & Package 29-32**  
• **Due: Outline Informative Speech**

**Apr 13, 2009!** **Presentations: Informative Speeches (with Q&A!)**

**Apr 15, 2009!** **Presentations: Informative Speeches (with Q&A!)**

**Apr 20, 2009!** **Presentations: Informative Speeches (with Q&A)**

Apr 22, 2009 The Art of Persuasion.  
**Assignments: 1. Persuasive Speech Outline & Speech of Introduction**  
**2. Final: Persuasive Speech Evaluation**

**Apr 27, 2009!** Methods of Persuasion: Ethos-Logos-Pathos.  
**Review: Chapters 14-18 & Read: Package 23-24**  
• **Due: Outline Persuasive Speech**

**Apr 29, 2009!** **FINAL: Evaluation of Persuasive Speeches (Out-of-Class Project)**

**May 04, 2009!** **Presentations: Persuasive Speeches (with Speeches of Introduction)**

**May 06, 2009!** **Presentations: Persuasive Speeches (with Speeches of Introduction)**  
• **Due: Final (Paper on Persuasive Speech Evaluation)**

**May 11, 2009!** **Presentations: Persuasive Speeches (with Speeches of Introduction)**

**May 13, 2009!** **Presentations: Persuasive Speeches (with Speeches of Introduction);  
Feedback on Speeches; Course Review.**