



**Attendance Policy:** A course in human communication requires active participation in-class discussions and exercises. You must be present to be an active participant. If you foresee problems being in class or arriving to class on time, you should seriously consider dropping the course. Absences in COMM 101 will be excused only in the event of your illness (a medical doctor's excuse must be submitted for verification; however, routine appointments are not considered an emergency and may not be excused), your hospitalization, or University issued excuses. It is your responsibility to present proper documentation for the Instructor's use in determining if an absence is to be excused. The written documentation must be presented before the absence (in the case of University issued excuses) or at the first class meeting attended after the absence. If your absence is unexcused absences will not be allowed to make-up missed work. If you miss class during the assigned presentation dates, whether you are assigned to speak or not, 5 points will be deducted from your course total of earned points.

**Moodle:** Your instructor will use Moodle to disseminate course information to you. It is strongly recommended that you check daily. If there is an important class announcement (cancellation, due date/topic changes, etc.), email through Moodle will be the primary source for information. Additionally, grades will **ONLY** be posted on Moodle and will not be given via email due to security concerns. Additionally, some assignments may be conducted through Moodle at the instructor's discretion.

## ASSIGNMENTS/REQUIREMENTS

(SPECIFICS WILL BE GIVEN IN CLASS)

### Exams

There will be three (3) 50 point exams covering each of the three "units" of the text (Unit I: Principles of Communication; Units II & III: Interpersonal Communication & Communicating in Groups and Teams; and Unit IV: Public Speaking). Exam material will cover reading assignments, PowerPoint slides/handouts, lecture notes, and concepts introduced in class. Exams may be in class or online at the instructor's discretion.

### Written Assignments

1. **Reaction Paper:** This is your opportunity to analyze an interpersonal conflict and integrate concepts from class to elaborate on your explanation of the experience while illustrating your growing communication competency through written communication.
2. **Speech Analysis:** Using a video of your presentation, this is your chance to critically analyze and evaluate your own presentations/communication skills while making suggestions for improvements.
3. **Requirement guidelines and due dates will be provided for each assignment in class.**

### BARC COMMons

You will be required to seek supplemental instruction for some of your projects in the BARC COMMons. Details will be provided in class for this 50 point opportunity.

## Presentations

Each student/group will have a designated date for two presentations as assigned by the instructor. Students/groups are not at liberty to switch dates with other students/groups. If a student/group fails to present on their assigned speaking date it is an automatic letter grade deduction (if the Instructor allows the student/group to make-up the speech). The Presentation Evaluation form will be used by the Instructor to evaluate each presentation. A typed preparation outline is to be submitted before each of the presentations. Outlines will not be accepted after the speech has been given.

Presentation 1: Individual Speech- Students will design either an informative or persuasive presentation (instructor will decide). A total of 100 points is possible for this presentation. (5-6 minutes, 4 sources minimum, presentational aids required)

Presentation 2: Group Presentation/Project- The group presentation requires group problem solving, meetings, research, and a multimedia presentation of a problem, event, organization, etc. on campus. A total of 200 points is possible for this project. Every member must participate equally. Anyone who refuses to participate in the group project will receive an F for the assignment and the course and will not be allowed to do any make-up work. No individual projects allowed. Guidelines to be discussed in class.

**NOTE: Failure to give the two planned presentations and participate in your group project will result in a final grade of F regardless of the points you have accrued in the course.**

## Collaborative Learning/Participation

Individuals cannot improve their communication skills unless they practice new skills and receive feedback on their performance. Thus, you are expected to participate in classroom activities, discussions and additional assignments. Throughout the quarter, the instructor will assign small assignments, possibly including but not limited to the following: impromptu speaking, homework, journals, skill builders, quizzes, etc. for participation points. You will have ample opportunity to earn your participation points usually given in 5-20 point increments for a total of 150 points. Announcements will be made in class. Because of time restrictions, an in-class skill cannot be made up. Attendance is expected as these assignments may not be posted on Moodle.

**Final Grade-** The final grade will be based on the total points accumulated for a total of **750 possible points as follows:**

	Percentage of course value	Points	Scale
Exams (3x 50 points each)	20%	150	A=675-750
In-Class Activities/Participation	20%	150	B=600-674
Written Assignments (2x50 points each)	13.4%	100	C=525-599
Informative Presentation	13.4%	100	D=450-524
Small Group Project/Presentation	26.6%	200	F=449 -below
BARC COMMons Participation	6.6%	50	

## **Method of Instruction/ Classroom Climate**

This course is performance-based and your participation is expected and involves a dynamic learning environment. The success of this course is directly related to the sense of community that we will develop in this classroom. Participation is essential to this process. You are encouraged to appropriately share your views and listen to those of others. Instructional methods will include lecture, demonstration, discussion and application of text materials. Lectures will usually include demonstrations, information to add to your textbook reading, video clips, etc. As a member of the class, you may be asked to participate in some of these demonstrations, which may include impromptu speaking situations. You are responsible for lecture and discussion information as well as your textbook assignments. Be advised that feedback will include oral and written comments. Constructive criticism is an integral part of evaluating public presentations. In addition, your personal appearance and delivery will be evaluated and critiqued. You should present yourself in a manner that is “complimentary” to the message in the text of your speech. Remember: each speaker is an individual. Comments from the Instructor are meant for the particular individual speaker and tailored to each speaker’s individual needs. Each speaker is evaluated individually on his/her own merits. Everyone will be treated equally when it comes to submitting assignments, taking an exam, or meeting deadlines. No make-up or extra credit assignments will be given.

## **Email Etiquette**

When sending email to the instructor: please indicate your communication class and section in the subject line. In the body of the email, state your name and the topic to which your email refers. Please keep your message direct and to the point, do not send personal or emergency messages (a phone call or face to face would be best for your confidentiality), use formal language, and double check for spelling/grammar. If you wish to discuss your grade, you may use email to make an appointment. All discussions about grades will take place face-to-face. Keep in mind that no technology is 100% reliable. Always keep copies of the email(s) you have sent to the instructor to verify that an attempt to communicate has indeed been made or an assignment has been sent.

## **Academic Misconduct**

*In accordance with the Academic Honor Code, students pledge the following: Being a student of higher standards, I pledge to embody the principles of academic integrity at Louisiana Tech University.* Consequently, students should take special steps to avoid academic misconduct (i.e. plagiarism) at all costs. According to the Louisiana Tech University Bulletin: “penalties may range from dismissal from the University or an academic degree program to a failing grade or lesser penalty as determined by the faculty member, plan of study committee, or supervising authority.” Therefore, all work done for this class must be your own. Specifically avoid all speech files. NOTE: students suspected of cheating/plagiarism will (at minimum) receive a grade of zero for that assignment and the case will immediately be referred to the Louisiana

Tech Department of Judicial Affairs without exception! Please consult the most recent copy of the student handbook for additional information.

### **Student Conduct: ZERO TOLERANCE POLICY**

It is the Instructor's goal to create a supportive and encouraging atmosphere in this class. Delivering public speeches is a new and scary experience for many students. Distracting behaviors by audience members can make this experience even more difficult. For this reason, no distractions will be tolerated. Distracting behaviors include such things as playing on your phone, sleeping, talking, laughing inappropriately, rolling your eyes, reading, doing homework, putting your head down, or otherwise interrupting or expressing disinterest in the student's speech. You will be expected to be attentive while your peers are speaking. PLEASE TURN OFF CELL PHONES! Remember: You are not anonymous as an audience member!!

### **Students with Disabilities**

The Office of Disabled Student Services (Wyly Tower) coordinates campus-wide efforts to provide information and services to Louisiana Tech students with disabilities. Inquiries concerning services for students with disabilities should be directed to the Office of Disabled Students Services, the Admissions Office, or the Office of Academic Affairs. Services are available to students who provide appropriate documentation to the Office of Disabled Student Services. Any student, with a documented disability condition (e.g., physical, learning, psychiatric, vision, hearing, etc.), requesting classroom accommodations should contact the instructor(s) and the Office of Disabled Student Services at the beginning of each quarter. Reasonable classroom accommodations cannot be provided unless/until the student provides appropriate documentation to the Office of Disabled Student Services. Any student granted the accommodation of having "extended time" for exam purposes will be required to take the exam in the Office of Disabled Student Services. The instructor will not administer the exam.

### **Emergency Notification System**

All Louisiana Tech students are strongly encouraged to enroll and update their contact information in the Emergency Notification System. It takes just a few seconds to ensure you're able to receive important text and voice alerts in the event of a campus emergency. For more information on the Emergency Notification System, please visit: <http://www.latech.edu/administration/ens.shtml>.

The instructor reserves the right to make amendments to this syllabus and course schedule. Changes, if any, will be announced in class.

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