

# Elements of Speech Communication

COMM 1010 – 05

Fall Semester 2002

Instructor:	<b>Dr. Norm Elliott</b>	Class Time:	<b>12:55-1:45 M W F OSH 104</b>
Office:	<b>2524 LNCO</b>	Office Hours:	<b>9:30-11:00 M W &amp; by appointment</b>
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## Required Text

Wood, Julia T. (2001). *Mosaics: An Introduction to the Field of Communication*, 2<sup>nd</sup> ed.  
Belmont, CA: Wadsworth.

## Required Supplies

Blank Videotape. Some presentations you give will be videotaped for you and your classmates to review and learn from. Please provide one 30-minute (or longer) blank videotape for this purpose. You will retain the videotape when the class is over.

## Course Description

This course is structured to help you develop a more precise appreciation of the complexity of human communication and to further develop your abilities and skills to communicate with competence in various situations. We will develop our awareness of basic communication processes and skills

(*perceiving and understanding, creating communication contexts, engaging in verbal communication, engaging in nonverbal communication, listening and responding, and adapting communication to people and contexts*), and explore how these

basic skills and processes work in different types and contexts of communication (*communication with ourselves, communication in personal relationships, communication in groups and teams, communication in organizations, communication in interviews, public speaking, mass communication, and technologies of communication*).

## Course Goals

### To Understand

- We will learn about communication between people by:
  - *Studying* basic communication theory, and
  - *Informing* ourselves about a wide-range of research findings in communication

### To Apply

- We will build our understanding by:
  - *Relating* communication processes to the real-world contexts in which they occur,
  - and *Applying* our understandings to events and situations in our own lives

### To Practice

- We will personalize and enrich our understandings through activities and opportunities to make what we learn more concrete by:
  - *Experiencing* the enactment and outcomes of using the concepts we are studying,

- and *Trying Out* alternatives for communicating with others under a variety of conditions.

## University Policies

1. The *Americans with Disabilities Act* requires that reasonable accommodation be provided for students with physical, sensory, cognitive, systemic, learning, and psychiatric disabilities. Students need to contact the instructor at the beginning of the semester to discuss any such accommodations.
2. The *Drop/Withdrawal policy* is available on the University's website and from Student Services. Briefly, you may drop a course during the first seven calendar days of the semester (last day to drop is August 30) and withdraw (with a "W") during the next five days without tuition charges (last day to withdraw at all is September 18). After that, withdrawal is possible only "in cases of compelling non-academic emergencies" through petition to the dean of your college.
3. The *Student Code* spells out specific rights of students in the classroom. The Code also specifies proscribed conduct, including cheating on exams, collusion and plagiarism. *Plagiarism* is submitting someone else's work as your own. Students found guilty of plagiarism will receive an "E" for the course.

## Course Policies

1. Attendance is mandatory.  
This course is based on a guiding understanding that your knowledge and ability in communicating with others will naturally grow by actively engaging in communicative activities and exercises, by offering and accepting thoughtful feedback on communicative behaviors, and by reflecting on your own communicative styles and choices in order to more fully understand how you tend to communicate and how you could communicate if you so choose. For the most part, these are things that will occur during class time.  
  
Consequently, just reading the book or getting notes from another student will not be sufficient for you to succeed in this class. Grades are structured to give you points for attending and participating in classroom activities. There is no distinction between an "excused" and "unexcused" absence. This part of your course grade is completely within your control.
2. Our Learning Environment.  
We will maintain our classroom as a safe and productive place to learn. Since we know going in that we will each need to be open to observing, discussing and reflecting upon our own and others' communicative behaviors in order to learn, each one of us will need to be conscious of our role in providing a place where every class member, given all our differences, will feel and function as part of the class.
3. Your Current E-mail Address.

Each student is asked to update and maintain a current email address on the University website. This will allow me to send an email to everyone in the class (for example, to say that class is cancelled because, oh, maybe I've gone into labor!).

- To update or add your current email address, go to the University's website as you do to register for classes ([www.acs.utah.edu/prod/bin/student](http://www.acs.utah.edu/prod/bin/student)). Hit "Secured Student Access" (with student ID and PIN) then "Your Profile" and click on "Email Address." You can update or add your address there.
- If you do not have an email address, or do not have internet access, please let me know and I'll help you make this happen.
- My email address can be directly accessed by clicking on it from the syllabus (it is located as a link at the top of page 1 in the bottom right hand corner of the box).

#### 4. Monitor Our Course Syllabus.

You will need to regularly check our course syllabus on-line throughout the semester. It is on the Communication Department's web page ([www.hum.utah.edu/communication](http://www.hum.utah.edu/communication)).

There are two places you should regularly check for updates and new material:

- The "Course Schedule" on pages 4 and 5. The assignments for the course are listed there, within the relevant week, as a link which will allow you to read and print out the item. For example, you are expected to make weekly entries in your Class Journal. The assignment for maintaining your weekly Journal, including the Week 1 Journal Prompt, is here for you to access.
- "Exercises and Handouts" & "New Stuff" are listed as links on page 5. For example, in Week One, you are responsible for understanding the material from Woods, Chap. 1. Since we will not work through this in class, I have provided an outline of this chapter here. I will put additional materials here as we go along.

#### 5. Due Dates and Presentation Dates Are Firm.

All work is to be completed by the dates given in the syllabus or on the dates we have agreed to as a class. Papers are due at the *beginning* of class on the due date. Papers submitted after the beginning of class on the due date will be given credit, but docked a grade for each day it is late. Failure to complete all graded assignments (below) will result in a substantially-lower course grade and may result in a failing grade for the course.

Prior arrangement to take an exam early or to modify our presentation schedules is possible in cases of a documented University-related or medical scheduling conflict.

## **Course Grades**

Your course grade will be based on the points that you earn in 10 diverse activities:

Presentation 1	50 Points
Paper 1	50
Exam 1 (in-class)	100
Group Presentation	100
Exam 2 (in-class)	100
Paper 2	100
Presentation 2	150
Class Journal	150
Attendance/Participation	100
<u>Exam 3 (take-home)</u>	<u>100</u>
<i>Total Points Possible</i>	1000 Points

This grading scheme weights final course grades according to the following priorities:

40% Oral Communication (class presentations and class participation)

40% Written Communication (outside papers, exam 3 and weekly journal writing)

20% Exam Performance (exams 1 and 2)

Final course grades will be calculated by totaling each student's points and curving the class point distribution at the end of the semester to determine letter grades.

Running estimates of current letter grades will also be calculated and made available to students throughout the semester (after Exams 1 and 2 and prior to Exam 3).

## Course Schedule

<u>Week</u>	<u>Dates</u>	<u>Focus and Events—Readings and Assignments</u>
1	Aug 21-3	Course Overview. Establish Class Roster. Introductions. <i>Text:</i> Wood, Chapter 1 <i>On-line:</i> <a href="#">Journal Assignment</a> <a href="#">Chapter 1 outline</a>
2	Aug 26-30	Perception and Understanding <i>Text:</i> Wood, Chapter 2
3	Sep 2-6	<b>No class</b> Monday September 2 (Labor Day) Creating Communication Contexts <i>Text:</i> Wood, Chapter 3 <i>On-line:</i> <a href="#">Presentation 1 Assignment</a> <a href="#">Week 3 Journal Prompt</a>
4	Sep 9-13	<b>Presentation 1</b> <i>On-line:</i> <a href="#">Paper 1 Assignment</a>
5	Sep 16-20	<b>Paper 1</b> Due Wednesday September 18 Verbal and Nonverbal Communication <i>Text:</i> Wood, Chapters 4 and 5 <i>Online:</i> <a href="#">Week 5 Journal Prompt</a>
6	Sep 23-27	Listening and Responding <i>Text:</i> Wood Chapter 6 Midterm Summary, Review of Chapters 1-6 <b>Exam 1</b> Friday September 27
7	Sep 30-Oct 2	<b>No class</b> Friday October 4 (Fall Break) Adapting to Others and the Context <i>Text:</i> Wood, Chapter 7
8	Oct 7-11	Communication, Self and Personal Relationships <i>Text:</i> Wood, Chapters 8 and 9 <i>Online:</i> <a href="#">Week 8 Journal Prompt</a> <a href="#">Group Presentation Assignment</a> <a href="#">Twenty Statements Test</a>
9	Oct 14-18	Public Communication <i>Text:</i> Wood, Chapter 13 <i>Online:</i> <a href="#">Presentation Groups &amp; Schedule</a>
10	Oct 21-25	Communication in Groups and Teams <i>Text:</i> Wood, Chapter 10 <i>Online:</i> <a href="#">Presentation 2 Assignment</a>
11	Oct 28-Nov 1	<b>Group Presentations</b>

Communication in Organizations  
*Text:* Wood, Chapter 11  
*Online:* Presentation 2 Assignment

- 12 Nov 4-8 Group Presentations**  
Mass Communication and Communication Technologies  
*Text:* Wood, Chapters 14 and 15  
*Online:* [Paper 2 Assignment](#)
- 13 Nov 11-15** Late Term Summary, Review Chapters 7-11, 13-15  
**Paper 2** Due Monday November 11  
**Exam 2** Wednesday November 13  
**No Class** Friday November 15 (Presentation 2 Data Collection/Analysis)
- 14 Nov 18-22 Presentation 2**
- 15 Nov 25-27 Presentation 2**  
Communication in Interviews  
*Text:* Wood, Chapter 12  
**No Class** Friday November 29 (Thanksgiving)
- 16 Dec 2-4** Course Wrap Up and Individual Meetings  
*Online:* [Exam 3 \(Take home\)](#)
- Final Exam Week** **Exam 3 Due on or before 1:00 PM on Friday, December 13 in 2400 LNCO (Main Communication Office)**

### **EXERCISES and HANDOUTS**

- Week 1: Chapter One Outline  
Week 2: Crockett's Role Category Questionnaire (RCQ)  
Cognitive Schemata Types  
Week 3: Johari Window Exercise  
Gibbs' Supportive and Defensive Climates  
Week 7: Social Classification Exercise  
Six Forms of Non-listening  
Week 8: [Twenty Statements Test](#)  
Week 15: Guidelines for Interviewers

### **NEW STUFF**