

**Elements of Speech Communication**  
COMM 1010      Spring Semester 2005

**Instructor:**    **Helena Zdravkovic**

**Office:**        **2930**

**Phone:**        **581 7998**

**Office Hours:**    **By appointment**

**E-mail:** **Helena.Zdravkovic@utah.edu**

### **Required Text**

Wood, Julia T. (2003). *Mosaics: An Introduction to the Field of Communication*, 3<sup>rd</sup> ed. Belmont, CA: Wadsworth.

### **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 m/d) and withdraw (with a "W") during the next five days without tuition charges (last day to withdraw at all is m/d). 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. It is a very serious offence. Students found guilty of plagiarism will receive an "E" for the course.

## Course Policies

### 1. Our Learning Environment.

You are expected to behave in an appropriate manner, suitable for the academic environment. 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. Please do not bring food into the classroom, and try to limit yourself to leaving the classroom only during the breaks or after class is finished.

### 2. 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. 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.

### 3. 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 that time will be docked a grade for each late day. 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.

### 4. Policy on spelling, grammar and punctuation

You will be expected to turn in all your written assignments with impeccable spelling, grammar and punctuation. I will take points off for any such mistakes, and I will not read anything that is messy and incomprehensible. I sincerely recommend using a style manual, and/or going to the Reading and Writing center and getting help from the friendly staff there.

### 5. Policy on make-ups

There will be absolutely no make-ups, so do not even ask me about it unless you have made prior arrangements with me in person or through e-mail.

## Course Activities

### 1. Quizzes

You will have brief quizzes at the beginning of each class, before we start talking about a new chapter. The quizzes will be on the chapters that will be covered on that day. Example: if we are doing chapter 2 on a certain day, you will have a quiz on chapter 2 before we start. If you are not in class the day of the quiz (for whatever reason), you will receive 0 points. At the end I will drop one quiz with the lowest grade.

### 2. Exams

There will be three in-class exams, with multiple choice and true/false questions.

### 3. Group presentations

You will be divide into groups and asked to collaborate as a team (applying concepts from Chapter 10 to your teamwork) on a group presentation (keeping in mind the skills learned from Chapter 12). You will be asked to choose a topic relating to Intercultural Communication. These group presentations will be video-taped and you will receive a DVD recording of the entire class. You will be asked to write a journal response about your group experience.

### 4. Individual presentations

To further enhance your public speaking skills you will also be asked to give an individual presentation, on the topic of your choice, applying the material from Chapter 12 and our discussions about public speaking, as well as the lessons learned from your previous group public speaking appearance. These presentations will be video-taped and you will receive a DVD recording of the entire class. You will be asked to write a journal response about your public speaking experience.

5. Paper

This 5-6 page paper should ideally grow out of one of your journal responses. Detailed instructions follow.

[How to do your research paper](#)

6. Response Journal

You will be asked to write 11 responses to the concepts we are reading in the book and discussing in class. Further instructions follow.

[Response Journal Assignment](#)

7. Attendance and Participation

Attendance is mandatory and crucial, while participation is just a natural requirement and implication of the course. Since the course is about communication, communication with your peers is a logical requirement. 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. Therefore, it is vital that you participate in class discussions. It is not enough that you show up for class, but you need to **show** that you are interested in the class and that you are willing to participate. Shyness is not an excuse for not doing anything in class.

If you have more than two absences your grade will be substantially lower and if I notice that absences are frequent I will ask you to withdraw from the class. If you have problems and cannot make it to class, you need to send me an e-mail or make arrangement with me **before** you miss class.

## Grades

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

Quizzes	50
Exams	300
Group Presentation	100
Individual Presentation	100
Paper	100
Response Journal	250
Attendance/Participation	100

---

*Total Points Possible*

1000 Points

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>Dates</u>	<u>Focus and Events—Readings and Assignments</u>
January 10	Introductions.
January 12	<a href="#">The Field of Communication</a> Wood, Chapter 1
January 17	<b>NO CLASS! Martin Luther King, Jr. Day</b>
January 19	<a href="#">Perception and Understanding</a> Wood, Chapter 2 <a href="#">Response 1</a> (Why study communication?)
January 24	<a href="#">Communication and Identity</a> Wood, Chapter 8 <a href="#">Response 2</a> (Perception)
January 26	<a href="#">Verbal and Nonverbal Communication</a> Wood, Chapters 4 and 5 <a href="#">Response 3</a> (Identity)
January 31	Verbal and Nonverbal Communication
February 2	Verbal and Nonverbal Communication <a href="#">Response 4</a> (Verbal communication)
February 7	<a href="#">Listening and Responding</a> Wood, Chapter 6 <a href="#">Response 5</a> (Nonverbal communication) Study guide for <a href="#">Exam 1</a>
February 9	Listening and Responding
February 14	<a href="#">Exam 1</a>
February 16	<a href="#">Interpersonal Communication</a> Wood, Chapters 3, 9 <a href="#">Response 6</a> (Listening)
February 21	<b>NO CLASS! Presidents' Day</b>
February 23	<a href="#">Intercultural Communication</a> and Interpersonal Communication Wood, Chapter 7
February 28	Intercultural communication and Group communication <a href="#">Response 7</a> (Interpersonal)
March 2	<a href="#">Communication in Groups and Teams</a> Wood, Chapter 10

	<a href="#">Response 8</a> (Intercultural) <a href="#">Group presentation assignment</a>
<b>March 7</b>	<a href="#">Public Communication</a> and Group Communication Wood, Chapter 12
<b>March 9</b>	Public Communication <b>Submit presentation topics (with thesis statement)</b> <a href="#">Study guide for exam 2</a>
<b>March 14</b>	<b>NO CLASS! Spring Break!</b>
<b>March 16</b>	<b>NO CLASS! Spring Break!</b>
<b>March 21</b>	<b>Group presentations</b>
<b>March 23</b>	<b>Group presentations</b>
<b>March 28</b>	<a href="#">Exam 2</a>
<b>March 30</b>	<a href="#">Communication in Organizations</a> Wood, Chapter 11 <a href="#">Response 9</a> (Groups) <a href="#">Individual presentation assignment</a>
<b>April 4</b>	Communication in Organizations
<b>April 6</b>	<a href="#">Mass Communication</a> Wood, Chapter 13
<b>April 11</b>	Mass Communication
<b>April 13</b>	Mass Communication
<b>April 18</b>	Public speaking review <b>Submit presentation topics (with thesis statement)</b>
<b>April 20</b>	<b>Individual Presentations</b>
<b>April 25</b>	<b>Individual Presentations</b>
<b>April 27</b>	<a href="#">Communication Technologies</a> Wood, Chapter 14 <a href="#">Extra credit assignment</a> <a href="#">Study guide for Exam 3</a>
<b>May 2</b>	<a href="#">Exam 3</a> <a href="#">Response 10</a> (Public speaking) <a href="#">Response 11</a> (Mass communication) <b>Final Paper due; Extra Credit due</b>