

Communication 201 Class Syllabus

COM 201: Introduction to Communication (3 credits)

Instructor: Ms. Amy Stehlik, MA

Honolulu Community College

Spring 2005, January 10- May 11

Phone: 845-9208

Email: amy@hcc.hawaii.edu

Office: on campus, Bldg. 7, Rm. 624

Office Hours: after class, by appointment, phone, e-mail

Textbook: Wood, Julia T., *Communication Mosaics: An Introduction to the Field of Communication*, 3rd Edition. Thomson Wadsworth, United States, 2004.

Supplemental Sources: Videotapes, television viewing, articles, and web search assignments may be given throughout the course to help the students further understand the parameters of communication within each separate field.

Description:

Com 201 provides students with an overview of the field of communication, with an emphasis on interpersonal, intercultural, small group, organizational, mediated, and mass communication perspectives. The course offers an introduction to processes, theories, and research in each of these areas of communication, and focuses on increasing awareness of how communication affects personal lives, cultures, and societies. Effective communication requires knowledge, confidence, sensitivity, flexibility, and practice. The ability to understand and use a variety of communication skills will be an asset in meeting the challenges in students' personal, social, academic, and professional lives. Through lectures, readings, class discussion, role playing, exercises, writing, and presentations, students will collaborate to develop and practice these essential communication skills.

Student Learning Outcomes: Student should be able to:

- ❖ Explain the history and major turning points of communication research.
- ❖ Define the communication process, major principles and theories.
- ❖ Discuss how self-concept, perception, culture, and gender affect the communication process.
- ❖ Identify how verbal and non-verbal language influences communication interactions.
- ❖ Apply major intrapersonal and interpersonal communication concepts and principles to everyday communication interactions.
- ❖ Demonstrate effective listening and responding skills.
- ❖ Describe the major theories about relationships, conflict, and conflict resolution.
- ❖ Lead a group discussion, play different membership roles, and facilitate decision making.
- ❖ Explain organizational communication principles, structures, and networking.
- ❖ Describe mass communication models and research approaches.
- ❖ Apply their media literacy skills to current ethical situations in mass communication.
- ❖ Discuss theories, new technology, and trends in mass communication.

Policies & Procedures:

1. **Attendance** is a vital part of your learning experience in this course. Points are given for both attendance and **participation** during each class. Students who attend but do not participate in discussions will not receive all the points for that class session. **More than three unexcused absences** will negatively affect your final grade. Arriving late or leaving early will also affect attendance points.
2. Class participation points include, but are not limited to, attendance, contributing to a positive learning environment, work completed for that day, and participation in class discussions, exercises, and group work.
3. Class participation, such as class discussion, exercises or activities, group work, or role playing points cannot be made up if missed. Student presentations require your attendance both as a speaking participant and as a constructive audience member.
4. If you are not present in class or arrive late for class, you are still responsible for the material covered and the assignments. E-mail assignments to the instructor so they are not considered late. Make sure to get your classmates phone numbers or e-mail addresses, or see/ call/ e-mail the instructor.
5. You may make up a test **with verification** that circumstances were beyond your control. In such a case, notify the instructor before class or as soon as possible. Nursing a common cold, picking up someone at the airport, or not finding a babysitter are not considered legitimate excuses. You will need official documentation to be excused, such as a doctor's note from that day, a tow truck invoice, etc.
6. Be aware of assignment deadlines and requirements. Your assignments must be personally submitted when the instructor collects them in class to be accepted on time; otherwise, they will be considered late. If you did not attend class, you may still e-mail the assignment to the instructor that same day before 5:00 pm. in order to be considered on time. **10% points will be taken off** the actual grade of an assignment, for each class day an assignment is late. For example, an "A" paper- 95%, will receive an 85% for being one class day late. Exceptions may be made upon verification that circumstances were beyond your control.
7. All written work assignments (journals/ papers) to be turned in for credit **must be typed**, 12 pt. font, times new roman, arial or a similar font, with 1 inch margins (a cover page does not count for content).

8. In respect to others, please follow **simple courtesies** during class, e.g. no personal conversations while others are presenting, no eating while other students are presenting, make sure beepers and cell phones are silent during class, no leaving/returning in the middle of presentations, do not do homework or other class assignments during lectures etc. Any student who does not comply with this policy may be warned and/or asked to leave the class for the day and docked participation points for the day.
9. This course depends on student discussion and participation during class. Students **should be prepared to talk** about the text or supplemental material, and to offer a constructive, positive environment for all the students to explore, examine, debate, and discuss the material, their ideas, and to practice new skills. Contributing to a negative learning environment will hurt class participation points.
11. Any **plagiarized work** will receive a Zero/ 0% grade and will be reported to HCC administration. **Cite sources!** Do your own work, speak from your own experiences. It is easy to find out if work is copied.
12. Please feel free to talk to the instructor for any reason regarding the class- not understanding the class material, needing clarification, having difficulty participating during discussions or activities, preparing for presentations or group work, etc. You may make an appointment, e-mail, or come in during office hours.

Journals: Journals should be more than one, and up to three pages typed, double spaced (1 ½ - 3 pages). The instructor is looking for **(A)** your knowledge of the topic and material (theories, concepts, principles, studies), and **(B)** how they have appeared in or apply to your own life and experiences. Journals should be a **combination** of course material, and personal ideas, opinions, and analysis. Journals will be kept private between the instructor and individual student. However, the student could use the journal to help facilitate participation in class discussion.

EVALUATION & GRADING

Assignment	Points	My Score
Class Participation (28 x 5 points) (none for test days) Participation points are accrued by active participation during each class, eg. Being on time for class, contribution of quality ideas, opinions, thoughts to the class discussion, talking about journals, constructive and helpful feedback on peer ideas, and participating in activities and exercises. Student participation increases learning opportunities for everyone involved.	140	
Exam #1	125	
Exam #2	125	
Exam #3	125	
Journal #1- 10 of your own "personal theories" about people and communication, and the possible reasons for holding those hypotheses about communication	30	
Journal #2- Discuss how your self-identity has developed, and include references to reflected appraisals, direct definition, similarity/difference, and cultural/ social comparisons	30	
Journal #3- What type of communicator are you? Who do you communicate with and what is their style? What is your self-disclosure style?	30	
Journal #4- How have perceptions or attributions of a person or situation influenced how you think of the person or interaction? Have perceptions caused a misunderstanding?	30	
Journal #5- How has your culture, or co-cultures, affected the way you communicate, understand, or behave with other people?	30	
Journal #6- Have gender or culture differences affected conversations you have had with people? Think in terms of language, non-verbals, speaking and listening style, etc.	30	
Journal #7- Apply theories of relationships to different relationships in your life	30	
Journal #8- Describe a situation in which you acted aggressively, another when you acted nonassertively, and a third where you acted assertively- what were the outcomes?	30	
Journal #9- Discuss your small groups' dynamics, communication styles, decision making process, leadership and small group roles the members are filling.	30	
Journal #10- Watch a TV show, and discuss the attitudes, values, beliefs, stereotypes, scripts, and cultural norms that the show portrays.	30	
Group Presentation- 7-8 minutes for each member, using visual aids, & citing sources Presentation Paper- 4-5 pages typed, plus page for references	75 100	
Students will be asked to discuss one of their journals with the class during the semester	10	
Grade Scale: A=100-90 B=89-80 C=79-70 D=69-60 F=59-0	Total 1000: Divide by 10	

--	--	--