

ABCD 1304
Introduction to Course
An A+CE Course
CRN: Fall 20XX

Instructor: Instructor

Office: N1092

Hours: Wednesdays 9:30-12:30; Thursdays 9:00-11:00 a.m. (online)

Class Times: Tuesdays 10:00 – 11:15 and online (hybrid course)

Credit Hours: 3 credit hrs

Phone: 713-221-8010

Email: teacher@uhd.edu

The instructor will read and respond to student emails from UHD Gator Mail accounts ONLY. Please do not contact your instructor via personal email accounts.

Course Catalog Description:

An overview of skills important in developing effective communication. Students will gain experience in interpersonal, small group, and public communication. (SPCH 1311)

Prerequisite: ENG 1302

What is an A+CE Course?

An A+CE Course is enhanced with the study of course-relevant community issues. In this course, we will discuss the awareness of cultural considerations in regards to relevant community issues.

B.A. COMM Studies Learning Outcomes

ABCD 1304 is a required course for a B.A. in Communication Studies.

- Graduates will explain the elements common to all communication contexts.
- Graduates will use principles, theories, and concepts to analyze a variety of communication interactions.
- Graduates will a) evaluate effective messages b) prepare and deliver effective oral presentations using technology c) develop effective written messages.
- Graduates will a) find, interpret, and evaluate communication research b) design and conduct experimental communication research.
- Graduates will discuss the impact of communication in a real world setting.

Course Outcomes

After completing the course:

- Students will prepare and present effective oral presentations.
- Students will apply and discuss theories of communication to a variety of communication settings.
- Students will recognize communication technologies and their influence on human communication in a variety of contexts.
- Students will demonstrate improved listening skills through appropriate feedback.
- Students will engage in effective group discussion and decision-making through the problem solving process.
- Students will write using correct grammar, sentence construction and spelling.

A+CE Student Learning Outcome:

Students will be able to identify or design creative strategies to address an aspect of a community issue.

A+CE Requirements:

- Students will participate in discussions with their assigned group about the impact of culture on community issues and identify or design strategies to address a specific issue.
- Students will complete a Signature Assignment related to this issue.

Textbook & Materials

- DeVito, Joseph A. Essentials of Human Communication. 8th ed. Pearson, 2013. ISBN: 978-0-205-93066-1.
- Access to Blackboard Learn, 3x5 note cards and a memory stick.

Blackboard Learn

Blackboard Learn is an online teaching tool which will be used to supplement this course. The syllabus, assignments, examples, and regular announcements are posted on Blackboard Learn.

POLICIES

1. Attendance

Your failure to attend class or make contact with faculty to adequately explain your absence by the 10th class day of the semester will result in you being administratively dropped from this course. Please be aware all acceptable excuses for absences will be determined by the instructor. Being dropped from this course may affect your enrollment status and/or your financial aid eligibility.

Poor attendance will adversely affect your performance and grades. Attendance will be taken each day at the start of class. If a student is not present when attendance is taken, s/he will be counted as absent or tardy. Coming to class late or leaving early twice will be counted as one absence.

Please make every effort to be on time for class. If you arrive late and a student is giving a speech, DO NOT enter the classroom until the student finishes the speech. Entering the classroom during another student's speech could result in the student being asked to leave and counted as absent for the day.

It is the student's responsibility to ensure that s/he is marked as present, absent or tardy. These stringent policies are necessary for a variety of reasons:

- (1) To prevent unnecessary interruptions
- (2) To be courteous to the professor and fellow students
- (3) To foster a fair and friendly learning environment for everyone
- (4) To ensure that students have ample time to learn material

A hybrid class:

You are allowed to miss class 2 times.

3 absences=final grade lowered by one letter.

4 absences=final grade lowered by two letters.

5 absences=final grade lowered by three letters.

2. Emergency Preparedness

To access information about severe weather or emergencies on campus, go to: <https://www.uhd.edu/administration/employment-services-operations/Pages/hr-emergency.aspx/>. Students are encouraged to update their contact information at <http://www.uhdemergency.info/go/site/1553/>, so they will receive any emergency information automatically. Announcements will be posted by the instructor on Blackboard Learn in order to minimize any class disruption caused by the closing of the campus.

3. Academic Misconduct

The penalty for misconduct is a grade of “F” on the assignment or for the course, depending on the severity of the infraction.

- You are expected to work **independently** on all assignments unless classified as a “group assignment.” To do otherwise is to cheat and will be considered academic misconduct.
- A student observed copying answers from another individual on class assignments (which are not group work) or on the exams will meet the criteria for academic misconduct.
- If you have questions regarding what comprises academic misconduct or plagiarism, please contact the instructor. Ignorance of the definition of plagiarism or academic misconduct is not a valid excuse and will not keep a student from being charged.

All students are subject to UHD’s Academic Honesty Policy and to all other university-wide policies and procedures as set forth in the UHD University Catalog and Student Handbook. To review the catalog, visit <https://global.dt.uh.edu/eservices/> and click on *Course Catalog*.

4. Make-up Assignments

There are no make-up exams without a doctor’s note. You must deliver your assigned speech at the assigned time in front of an audience of peers. **If you are not ready when called on, a grade of zero will be recorded.** If you miss a speech due to an emergency that is documented and verifiable, you will be allowed to make up the speech, in class when time permits, only if you make arrangements with your instructor within one week of your return to school. Otherwise, make-ups will not be allowed. There are absolutely no make-up speeches or written assignments for absences that are not documented, verifiable, and resulting from an extreme emergency.

5. ADA Policy

The University of Houston-Downtown complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for students with a disability. In accordance with Section 504 and ADA guidelines, UHD strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. If you believe that you have a documented disability requiring academic adjustments/auxiliary aids, please contact the Office of Disability Services, One Main St., Suite 409-South, Houston, TX 77002. (Office) 713-226-5227 (Website) www.uhd.edu/disability/ (Email) disabilityservices@uhd.edu

6. E-mail

Your instructor may contact you via your GatorMail e-mail account or via Blackboard Learn mail. Therefore, it is important that you check your Gator Mail account regularly. The instructor will **ONLY** contact you/respond to you at this email for confidentiality reasons. Students can obtain their username and password for Gator Mail and BB Learn via Student e-Services at www.uhd.edu/eservices.

7. Cellular Phones and other electronics

As a courtesy to other students and the instructor, you must silence cell phones and all other electronics that may disrupt classroom activities. Any student who fails to silence any device will be asked to leave the classroom and will be counted absent for that day. Absolutely no electronic devices are permitted during exams. If a student uses any type of electronic device during an exam, the student will not receive credit for the test. At any time, a student will be asked to leave the classroom and will be counted as absent if s/he uses a cell phone to talk, check voicemail, text, email, etc. The use of laptops is not permitted without the instructor's permission.

8. Extra Credit

Extra credit may be offered depending on available activities. However, extra credit is not guaranteed.

9. Withdrawals

If for any reason a student cannot complete this course, it is the responsibility of the student to withdraw and receive a 'W' on his/her transcript. Otherwise, the instructor will assign the grade 'F'. International students: Receiving a 'W' in a course may affect the status of your student visa. **LAST DAY TO WITHDRAW FROM THE COURSE:**

10. Grades

Grades will be assigned by points using a standard grading system. You are encouraged to keep track of your own grades. The point scale is based on 100 (100%) possible points. See below. You are responsible for keeping all assignments as documentation of points earned.

90-100 %	A
80-89 %	B
70-79 %	C
60-69 %	D
Below 60 %	F

EXAMS

Test 1 (Chapters 1-7 and class supplements)	15 %	_____
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Test 2 (Chapters 8-14 and class supplements)	15 %	_____
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PRESENTATIONS AND PAPERS

Individual Presentation (2-3 min)	15 %	_____
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A+CE Signature Assignment Group Presentation (12-15 min)*	15 %	_____
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Communication Event (2-4 pages)	15 %	_____
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Activities & Participation**	25 %	_____
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*Presentation is worth 10%; Reflection paper based on the experience is worth 5%.

****This includes discussion board posts (10%) and the Relationship Paper (15%).**

Individual Presentation (2-3 minutes) Outline, visual aids and copies if required by professor Grade based on time, use of visual aids, and extemporaneous delivery.	This speech is an opportunity for students to construct and present effective oral presentations. It is also an opportunity to develop listening skills. Topic to be determined by the instructor. The speech will be given extemporaneously.
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Group Presentation (12-15 minutes) Required items to be determined by professor and may include: meeting notes, outline, audience analysis, paper, visual aids and copies for professor Grade based on organization, eye contact, transitions between speakers, time, and visual aids.	For this assignment, students will engage in effective group discussion and decision-making in regards to a topic centered on a community issue. Students are expected to meet during class meeting times as well as outside of the classroom and keep detailed meeting notes. Every group member must participate in the presentation and complete an evaluation of group members. The group will present extemporaneously.
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Communication Event Presentation (2-4 pages) Grade based on content, support, organization, and mechanics.	Students will attend or participate in a communication event such as a university speech, podcast, conference, town hall meeting, Skype conference or other event approved by the instructor. Students will analyze the communication according to the concepts learned in the course, provide proof of attendance, and write a short essay. Students will be able to recognize communication technologies and their influence on human communication in a variety of contexts.
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Activities & Participation Grade based on involvement, content, support, organization, and mechanics.	In class, students are expected to participate in discussion, oral/written critiques of speeches, practice/impromptu speeches, quizzes, attendance, and additional application activities. Your instructor may also ask you to complete additional written work and other related exercises. Participation is necessary both in the classroom and in online forums.
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<p>Discussion Posts (10 total, worth up to 10 points each)</p>	<p>Attendance is imperative for participation points to be earned; no make-ups will be granted for participation activities.</p> <p>Students are asked to respond to questions posted on Blackboard Learn regarding the course material. There will be 10 postings throughout the semester, worth up to 10 points per posting (10% of course grade). Students will respond to the instructor's original post (worth up to 6 points) and at LEAST two classmates' posts (worth up to two points each). Make-ups will NOT be granted. Grade based on content, support, organization, and mechanics.</p>
<p>Relationship Paper</p>	<p>Students will analyze a communication phenomenon by applying theories of communication. The paper should represent clear identification of class concepts, examples to clarify the concepts, and application of the concepts to real-world phenomena. Students will improve written communication by engaging in this analysis.</p>

EXAMS

Exams will be multiple choice and true/false and will be taken on BB Learn.

Fall 2016 Course Schedule

DATE	TOPIC	DUE DATES
	Introduction to the Course on BB Learn	Discussion Post 1
	Our first class meeting: room B116 Chapter 1: The Essentials of Human Communication	Discussion Post 2
	Chapter 2: Perception of Self and Others Chapter 3: Listening in Human Communication	Discussion Post 3
	Chapter 4: Verbal Communication Chapter 5: Nonverbal Communication	Discussion Post 4
	Chapter 6: Interpersonal Communication & Conversation Chapter 7: Interpersonal Relationships	Discussion Post 5
	Chapter 8: Managing Interpersonal Conflict Chapter 9: Small Group Communication	Exam 1: Chapters 1-7
	Chapter 10: Members & Leaders in Small Group Comm Introduction to Group Project	Relationship Paper
	Chapter 11: Public Speaking Preparation	Discussion Post 6
	Chapter 12: Public Speaking Preparation & Delivery	Discussion Post 7
	Chapter 13: The Informative Speech	Discussion Post 8
	Individual Presentations	Discussion Post 9
	Individual Presentations	Communication Event Paper
	Group Presentations	Discussion Post 10
	Group Presentations	Teamwork Reflective Paper; Extra Credit (optional)
	Chapter 14: The Persuasive Speech	Final Exam

***Please note that the course schedule is at the discretion of the instructor, and may be changed.**