

University of North Carolina at Greensboro
College of Arts and Sciences
Department of Communication Studies
Chairperson: Dr. Peter Kellett

COURSE: CST 390.01 Studies in Communication Across the Curriculum: A Seminar
TIME: M,W, & F 10 – 10:50 (class will not meet regularly on Friday's starting the third week of the semester)
CREDITS: 3 credit hours LOCATION: _____
Prerequisites: CST 105 or CST 341 plus instructor permission
PROFESSOR: Kim Cuny (Q-nee) OFFICE LOCATION: 3332 MHRA
Phone: 336-256-1389 (please leave a detailed message)
EMAIL: kmcuny@uncg.edu (no attachments please) OFFICE HOURS: M, T, & Th 8:30am

The mission of the Department of Communication Studies: We research, teach, and practice communication to cultivate the ethical voices of people that speak in critical, constructive, and transformative ways to identities, relationships, and communities.

We engage in communication scholarship in the form of research, teaching, and service that:

- Integrates dialogue and other approaches to communication as the foundation for scholarly inquiry and application to the world
- Cultivates diversity and respect for differences
- Promotes change that leads to more democratic, just, and peaceful relationships and communities
- Engages creative partnerships of faculty, students, and other stakeholders in addressing contemporary challenges and opportunities for improving communication

The Scholarly Focus Areas of The Department of Communication Studies:

These beliefs and values are articulated in the following ongoing scholarly focus areas of the department:

Public Voice

How can communication scholarship help us to understand and improve the quality of public discourse in the world around us?

Voices of Change, Diversity and Difference, and Conflict

How can communication scholarship help people to engage with diversity, differences, and divisions in ways that promote understanding and collaborative/democratic change?

Voices of Identity and Relationships

How can communication scholarship help us understand how people create and sustain desired identities and healthy relationships?

Voices of Teaching and Learning

How can communication scholarship help us understand how we co-construct, critique, learn, and share knowledge?

How does CST 390 fit into the mission and focus areas?: It involves scholarship that engages creative partnerships primarily by way of teaching voices.

Course Description: This three hundred level seminar explores the principles of *Communication Across the Curriculum* and applies them to peer tutoring, interpersonal communication, listening, group communication, public speaking, training, and pedagogy for the purpose of preparing *Communication Consultants* in UNCG's Speaking Intensive program. It is the required academic study attached to consultant hands-on training.

Textbooks:

Required; *Students Helping Students*

Recommended; *The Trainers Handbook* (will not use until midterm all chapters are in Blackboard)

Suggested; *Pocket Guide to Public Speaking*

Additional readings from textbooks and/or journals on: Communication Across Curriculum, Interpersonal Communication, Group Communication, and Public Speaking will be distributed or placed on e reserve.

Additional Materials: A bound journal (not the same as a notebook), note cards, a 1.5 to 2" three-ring (hard cover) notebook, and access to a copy of the current APA guidelines.

METHOD OF INSTRUCTION: Discussion/ small group/ oral presentations/ research/ reflection/ quizzes/ exams/activities/ role-playing/ speaking center application/ peer feedback/ lecture

Campus E-mail: Students enrolled in this class will need to check their campus email at least once a week (best if checked before each meeting) for announcements (like class will not meet today) and occasional reminders.

Weeks one & two – We will meet in our classroom on Monday and Wednesday. We will meet in 21 McIver Building Underground on both Fridays (Speaking Center training room).

Week three –Starting Monday of week 3 students in 390 will need to report to the speaking center in 3211 MHRA for their two weekly shadow hours. Bring your journal. We no longer meet on Fridays.

Student Outcomes: Upon successful completion of this course, the student will be able to:

1. apply major theoretical concepts in the areas of communication already noted in this document
2. apply pedagogical practices fundamental to teaching adults/training
3. engage in collaborative efforts: practice sessions, test critiques, role-play, and group discussion
4. apply peer tutoring & training theoretical concepts and practical applications.

Nature of Course Content:

Each student is responsible for:

1. coming to class fully prepared having read all assigned materials;
2. participating in class discussion and activities;
3. evaluating and providing feedback for peer exercises;
4. development and implementation of one workshop to be used next semester as part of the center's workshop series (final project in teams of two).
5. working with communication consultants to support the center where consultations, committees, community outreach, and workshops are concerned.
6. development and presentation of a center orientation speech to support the needs of the center.
7. completing all assignments on time

Only student earning the final grade of “B” or higher can advance to *Communication Consultant*.

Upon successful completion of CST 390, students will work as *Communication Consultants* starting the next semester. Working in the Center is not a right guaranteed anyone after training. Occasionally a student who earned a B or higher is not extended a staff position upon completion of the course.

Contracts: No one working at the Center is under contract to do so however all employees have set in writing their plan for future employment. Plans are put into place after completion of CST 390. Plans involve either working for academic credit (internship) for at least three credits during next semester or working for hourly pay at least the next two semesters.

UNCG Student Employee Handbook: All CST 390 students are responsible for reviewing this UNCG publication. To aid you, a link has been provided in our Blackboard organization (you will be added to that organization in the next week.) Of particular interest in the handbook will be the “at will” employment section.

E-Meetings: All Consultants, 390 students, directors, consultant assistants, managers, and grad assistants must “attend” the Center weekly e-meeting once weekly between 5pm Tuesday and 6pm Wednesday. Attending means accessing, reading over and responding to all announcements and individual committees (you will belong to one committee). You will be counted as “attending” the weekly e-meeting by posting a reply to your committee. This is how attendance is taken. Staff member who do not attend are written up.

Suggestions: If you wish to make an anonymous suggestion related to Center procedures, you can put it into the feedback/suggestion box or send it via campus mail to Kim Cuny CST Dept. 102 Ferg. Building

Course outline:

- Peer tutoring (1st half of the semester)
- Public speaking

Group/team communication
Interpersonal communication
Training fundamentals (2nd half of semester)

School Closed?: Find out on the Web or call 336-334-4400 for weather advisory messages.

Attendance and Participation: Regular attendance is expected and very important for students who want to do well in this class. Much of the material covered in class draws on, but is not included in, the readings. Also, since this class proceeds more by class activities as well as discussion and less by lecture, class participation is an important component of a learning community in which students' intellectual growth takes place throughout the semester. Two criteria will be used to evaluate the quality of students' class participation:

1. the ability to provide regular and thoughtful questions and comments on the readings and research for class discussion.
2. the willingness to hear out a range of perspectives and reactions to the readings by fellow classmates, to neither dominate nor disengage from group discussions.

Attendance Notes: In order to receive optimum benefit and knowledge, students must be on time and attend class regularly.

- If you arrive after attendance has been started you are late.
- Tardiness or leaving class early exceeding ten minutes will be regarded as absent.
- In cases of absences related to jury duty, death in your immediate family, or medical emergency, you have one week to make up missed work provided you can supply documentation to support the absence. Missed exams must be taken before returning to class.
- In other absences, missed work is due upon returning to class and will be counted as late.
- Students practicing non-participatory behaviors such as sleeping, reading the newspaper, or doing work off task during class will be counted as absent.
- If you stop attending class, you must comply with UNCG's drop policy in order to receive a grade of "W".

The last day to withdraw: from classes (and receive the grade of "W") this semester is: _____

Attendance Policy

Courses offered in association with the Department of Communication Studies require regular class participation, laboratory work, individual and/or group presentations, audience interaction and evidence of reading and research. The faculty believes that the value of a course lies in active student participation during the scheduled classes. A student who is not in attendance is not learning, or is learning less than his/her classmates.

Excessive absences may result in a lower final grade for a course.

You are expected to attend every class session. The course is designed for participation and includes many in-class exercises. There are a lot of in class assignments that cannot be made up if you are absent. You are responsible for all missed material. One absence will be excused. You get one free absence.

This course is designed to train you to effectively serve the needs of the student body. To provide service of the utmost quality you must prove that you are reliable. If you are absent on a day that has been assigned for a major assignment (exams and presentations) you must have a university excused absence. Beginning with the second absence 12 points will be deducted from your final grade for each absence. **You will be dropped from the class with an F on your fourth absence.** Save your absence for an emergency or illness.

(Note: this is the regular semester policy for classes that meet twice a week.)

Questions regarding this policy may be addressed to the Department Chair.

Missed class time If you miss class, you are responsible for getting missed notes and handouts from a classmate.

Special Notes: Oral presentations will be assigned in advance. If an emergency necessitates your being absent on your presentation day, you must contact the instructor prior to class. Failure to do so will result in receiving a grade of “0” for the speech.

Assignments: Assignments are due, in person, at the beginning of class on the dates noted on the course calendar. Late written assignments will be considered on a case by case basis for very serious reasons only and will not be accepted more than one week after due date. This is a 300-level course. Students are expected to have the readings and other assignments completed at the start of class. As is the case with 300-level courses we will not spend time meticulously going over the readings in class. Through the readings and related assignments students will learn. In the classroom activities and discussions will build upon that learning.

Final project/workshop: This is to be done in teams of two. Your entire presentation needs to be made up of activities that are new to you and your partner. Find new stuff. Doing otherwise is a violation of the honor policy.

Academic Integrity: Ethical criteria for original research and exam conduct follow the university’s published guidelines, which can be found in the Policies for Students. In addition, a copy of the university’s policy on academic integrity and the UNC honor code can be found on the UNCG website: <http://www.uncg.edu/saf/studiscp/Honor.html>
If you have any concerns about ethical research and writing, please come and talk to me. I am happy to help you identify and think through ethical patterns to follow.

Students Who Need Accommodations: Students with disabilities who need accommodations for this (or any other) class are encouraged to meet with their instructor or the appropriate disability service provider on campus as soon as possible. In order to receive accommodations, students must be registered with the appropriate disability service provider on campus as set forth in the student handbook and must follow the University procedure for self-disclosure. Students will not be afforded any accommodations for academic work completed prior to disclosure of the disability. Students will not be afforded any accommodations for academic work completed prior to the completion of the documentation process with the appropriate disability service office.

Any student who has needs because of learning, physical, emotional or other kind of disability should feel free to discuss their needs with this professor during office hours. Please consider identifying yourself (early) so that we can work together to make this a successful semester for all.

Student Athletes: If you are going to miss class due to competition, you need to arrange to hand in your work before you leave so that it is not late.

Special Notes: Oral presentations will be assigned in advance. If an emergency necessitates your being absent on your presentation day, you must contact the instructor prior to class. Failure to do so will result in receiving a grade of “0” for the speech.

Calendar: A complete breakdown as to what will be covered/due each week will be provided in the future. In the mean time, read the journal article in your staff box for our Friday session.

Grade Composition:

Orientation speech (15 points)	Letter to Kim at end of semester (15 points)
Paper to presentation (50 points)	Work under supervision of center staff (50 points)
Facilitate group discussion (10 points)	Your solo consultation status (out of 10 to 30 points)
Field Report – consultations (50 points)	Final exam hours (15 points)
Final workshop project (100 points)	<u>Homework, Quiz, & Participation (100 points)</u>
Midterm project/exam (50 points)	TOTAL
Letter to workshop partner (15 points)	500 points

* Staff members will evaluate your work in the Center at the close of the semester. Staff will evaluate you only in the areas that they have experienced first hand. The categories are; Reliability, Responsibility, Professionalism, Oral communication, Making deadlines, Following directions, Leadership, Personal accountability, Willingness to learn, Ability to work independently, Critical thinking, Creativity, Listening, Team/group work, Taking direction, Enthusiasm (these represent what our family values at the Center).

How do you figure out your current grade: Refer to the “for your records” section of the syllabus and apply the following simple formula.

Points earned to date times 100 = ____ Next divide that by the total number of points **you could have earned to date** = ____.

The total will be less than 100. Apply the numbers listed above under “percentage” to figure out your current letter grade.

Now take a look at the total number of points still available. Compare it to the points you have earned and plan accordingly. 500-point grade scale can be found in syllabus.

For Your Records: Use the following to keep track of your grade during the semester. Put the points you earn in the blanks provided.

_____ Orientation speech (out of 15 points)

_____ Field Report (out of 50 points)

_____ Final exam hours (out of 15 points)

_____ Final project (out of 100 points)

_____ Paper to presentation (out of 50 points)

_____ Facilitating class discussion (out of 10 points)

_____ Midterm exam project (out of 50 points)

_____ Letter to Kim (out of 15 points)

_____ Letter to partner (out of 15 points)

_____ Work under supervision of center staff (out of 50 points)

_____ Solo Consultations (out of 10 to 30 points)

+ _____ Homework & participation (out of 100 points)

_____ Total - **add all of the above** (out of 500 points)

- _____ **Subtract attendance penalties**

_____ Total (see grade scale for letter assignment)

Your participation grade can be obtained from instructor at the end of the semester.

SUBTRACT PROPER LETTER GRADE (S) IN ACCORDANCE WITH ATTENDANCE POLICY.

Be sure to keep track of Quiz and Homework points earned

Grade Scale:

Letter	Percentage	Points
A	93%-100%	463-500
A-	90%-92%	448-462
B+	87%-89%	433-447
B	83%- 86%	413-432
B-	80%-82%	398-412
C+	77%-79%	383-397
C	73%-76%	363-382
C-	70%-72%	348-362
D+	67%-69%	333-347
D	63%-66%	313-332
D-	60%-62%	298-312