

CST 105- Introduction to Communication Studies-Fall 2009

The University of North Carolina at Greensboro

Department of Communication Studies

-The Power of Voices-

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.

-Speaking to Transform-

Course Objectives

This course is designed to help you become a competent communicator in a variety of contexts. You will be introduced to the principles and basic skills of interpersonal communication, small group and team communication, and public communication. Your work will be constructively evaluated to enhance growth. Videotaping will be used during the course.

Student Outcomes

- Identify, define, and understand the principles of human communication
- Identify and utilize criteria for effective oral communication
- Articulate specific goals for oral messages
- Organize oral messages in a clear, coherent manner
- Provide appropriate supporting material and evidence based on the audience, speech purpose, and occasion
- Utilize logical reasoning and credible evidence for persuasive messages
- Interpret and evaluate persuasive arguments
- Evaluate and improve your oral communication skills
- Understand your ethical responsibilities to others in communication transactions

Required Textbook, Materials, & Access

- Beebe, S.A., Beebe, S.J. & Ivy, D.K. (2010). *Communication Principles for a Lifetime*. (4th ed.). Boston: Pearson Education.
- Course Pack (required). Available at the campus bookstore, the course pack contains the assignments, evaluation forms, and helpful resources.
- 3 scantron forms (NA 3100-6) for exams
- Note cards for speeches
- Web access
CST 105 website: www.uncg.edu/cst/105
Blackboard: www.blackboard.uncg.edu

Basic Course Director and Supervising Instructor of Record

Dr. Jessica Delk McCall

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Instructors - Office: 202 Curry building

Ms. Melinda Alston
Ms. Jana Baker
Mr. Joshua Bledsoe
Ms. Sarah Blizzard
Mr. Michael Bond
Mr. Robert Fussell
Ms. Stephanie Greene
Mr. Dante Johnson
Ms. Ashley Miller
Mr. Derek Shaw
Ms. Maria Williams

Department of Communication Studies Office

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Evaluation Criteria

This course combines theory and performance. Evaluation consists of both oral and written components.

Assignment	Percent of Final Course Grade
Any Old Bag Speech	5%
Group Presentation	15% (10% group; 5% individual analysis)
Informative Speech	15%
Persuasive Speech	20%
Exams	30% (3 @ 10% each)
Quizzes/ Additional Assignments/Participation	15%

Grading Scale

A+ = 97-100, A = 93-96, A- = 90-92, B+ = 87-89, B = 83-86, B- = 80- 82, C+ = 77-79, C = 73-76, C- = 70-72, D+ = 67-69, D = 63-66, D- = 60-62, F = 59 or below

Expectations for Speech Days

You will prepare a typed outline for your instructor. The detailed, complete sentence outline will be a part of your speech grade. You will use note cards during the presentation. Dress professionally. Your instructor will define this further in class.

Attendance Policy

This course is participation-intensive, which requires regular attendance. **There are no scheduled days for make-up exams or speeches and you may receive a ZERO** if you are not present - **regardless of the reason**. Common illnesses, car trouble, work conflicts, lack of preparation, etc. are not excuses for absences and do not justify a make-up opportunity. If an EMERGENCY occurs (i.e. family death, extensive personal hospitalization) contact your instructor immediately (prior to the assignment deadline). You may be given the opportunity to make-up the assignment; however this will be up to the discretion of the instructor. **Late points will be deducted and determined by the professor**. Do not plan to make-up the speech without having received special permission from the instructor. If granted, **this make-up appointment will be held outside of class and not attending this make-up appointment will result in an automatic ZERO**.

If you have class 3 Days a Week:

You may **miss a total of 3 classes**, not coinciding with an exam or assigned speech, without a penalty.

Beginning with the 4th absence **two points will be subtracted from your overall average for each absence**.

If you miss 7 classes, you will be **dropped from the course with an F**.

If you have class 2 Days a Week:

You may **miss a total of 2 classes**, not coinciding with an exam or assigned speech, without a penalty.

Beginning with the 3rd **absence two points will be subtracted from your overall average for each absence**.

If you miss 5 classes, you will be **dropped from the course with an F**.

Tardies

- Two tardies and/or early departures will count as one absence.
- You must be present for at least $\frac{3}{4}$ of the class to receive any credit for attendance.
- Please save your absences, tardies, and early departures for illnesses and emergencies. In a professional setting, you would be present at all times if at all possible.
- Any student who decides to drop the course must comply with institutional procedures in order to get a grade of "W".

The attendance policy is for emergencies. Do not ask to be excused. Save the cuts without penalty for sickness and emergencies.

Assignments

Late papers and assignments will not be accepted. You will be expected to properly cite sources in your papers and speeches in APA format. If you have questions about citations, be sure to ask. Plagiarism will not be tolerated.

You are responsible for keeping up with all assignments regardless of presence. Ex: If you are sick on Monday, and an assignment was due on Monday- it is still due on Monday- not Wednesday. If you are sick on Monday and an assignment is given for Wednesday you are responsible for finding out what is due and turning it in on Wednesday.

Participation and Professionalism

This class is participation-intensive. Students should:

- Be prepared and ready to cooperate with others in the classroom.
- Be in class on time and stay the entire class. Be present in mind and body.
- Communicate your support for classmates when they give speeches by being present and attentive.
- Be respectful and listen to all others in the classroom.
- Be prepared and willing to speak or write in class by completing assignments before class.

- Respect the opinions of others. Listen to others.
- Practice ethical communication.
- Submit and present professional and appropriate assignments.
- Deactivate and put away all cell phones and pagers while class is in session. Do not answer the phone, read or check messages during the class. Cell phones should not be visible during class.
- Appreciate the opportunities you will have to practice and improve your communication skills.
- Put away iPods and handhelds. They are wonderful devices, but they should not be used during the class period. AKA: any device you are playing with or listening to creates a communication barrier between you and the sender / receiver.
- Only use laptops when necessary for notes or presentations. Otherwise, they should be put away.

Speaking Intensive Course

UNCG students are required to take two speaking-intensive courses. All sections of CST 105 are approved for speaking-intensive credit. The purpose of a speaking-intensive course is to help you to “speak clearly, coherently, and effectively as well as to adapt modes of communication to one’s audience.” Because a speaking-intensive course focuses on learning through active engagement in oral communication, the class will be interactive. You will be encouraged to share ideas, argue viewpoints, and engage in meaningful discussion. Individual improvement is a key component in the course. You will learn to analyze and evaluate your skills and set goals for improvement. You will receive constructive feedback from your instructor and peers.

University Speaking Center

The University Speaking Center is designed to help you improve your oral communication skills. You have the opportunity to practice your individual or group presentations and to work with a trained consultant. To schedule an appointment, call (336) 256-1346. The Speaking Center is located at 3211 HHRA

Hours:

- Mon.-Thurs. 10am to 8pm
- Fri. 9am to noon
- Sun. 5pm to 8pm

Disability Services

215 Elliott University Center / 334- 5440 --- <http://ods.dept.uncg.edu/services/>

If you have a disability that may affect your academic performance and are seeking accommodations, please visit The Office of Disability Services. The Office of Disability Services advises and assists in securing academic support services requested by qualified disabled students. Specific services are provided on an individual basis and aimed toward enabling students with disabilities to compete on an equal basis in the classroom with their peers.

Honor Code

You are expected to know and to abide by the UNCG Honor Code guidelines.