Communication Studies 192
Introduction to Communication Studies
Spring 2014

Course syllabus for sections: 09, 10, 11, 12, 13, 14, 15, 16

INSTRUCTORS:

Professors Bineham, Japp, Mutua, and Warne are the instructors of the course and each of you is registered in one of our sections. Professor Japp will maintain the course D2L site. If you need help with D2L, please contact the Help Desk first before contact Professor Japp. If you believe you have found a mistake on D2L contact either your professor or Professor Japp. Contact information and office hours for course professors are listed on the CMST 192 D2L site under Content-->Essential Course Information-->Instructor Contact Information.

TEXT

- Additional assigned readings on D2L.

INTRODUCTION TO COURSE

Welcome! You are about to participate in a course that we hope you will find to be challenging, enjoyable, and fruitful. We know that almost all of you are here because this is a required general education course. We also know that although hardly anyone comes to St. Cloud State University with the intent to major in Communication Studies, literally hundreds of people who take CMST 192 decide to become majors or minors in our department.

We think that’s because people know they must communicate effectively to achieve success in education, business, politics, government, the community and the family. This class provides an introduction to communication principles and practices that will help you to become more skilled in interpersonal, small group, and public settings, and to become more knowledgeable about how to understand, interpret, and critique communication processes. Whether you major in Communication Studies or not, we are convinced that this course can help you to succeed in college, to develop healthy relationships, to be influential citizens, and to prepare for a career.

Much of what you do in this class will revolve around our course theme: What does it mean to be an ethical communicator? Ethics is central to communication in many ways. Consider some of the following concerns: (a) When we describe someone or some thing (when we use a label or title) we suggest an attitude toward what we have described and a way to act in response to what we have described. (b) Whenever we communicate we influence someone – we help to shape someone’s sense of self and we encourage someone to act or believe in a particular way. (c) Whenever we communicate we model (and thus endorse) a way of talking about things and a way of relating to others. (d) Whenever we consume communication, we are influenced in all of these ways, and more!

We live in a world of communication. All of what we know and experience either comes to us through some process of communication or is shaped by previous communication. Because of that we think that for anyone to be an effective communicator he or she must have some sense of the ethical factors at play in the consumption of communication (how are people and events being defined for me?) and in the production of communication (how can I encourage civil discourse?). You will find as you move through the book that we have included in the chapter materials some thought questions about the ethical issues each chapter raises. And you will engage in several discussion sessions about ethical issues in communication.

STUDENT LEARNING OUTCOMES FOR CMST 192
CMST 192 (Introduction to Human Communication) fulfills goal area one of the St. Cloud State University liberal education program (and the Minnesota Transfer Curriculum). A copy of the outcomes for this goal area can be found under the Essential Course Information module. In addition, the Department of Communication Studies has identified the following Learning Outcomes for CMST 192.

Fundamentals

1. Students will be able to recognize and define elements of the communication process.

2. Students will be able to explain how individual differences and perceptions of difference (such as self-concept, gender, culture) affect communication.

3. Students will be able to explain the role of listening in the communication process.

4. Students will be able to identify how verbal and nonverbal behavior influence communication processes.

5. Students will be able to recognize how the fundamentals of communication processes are enacted in multiple contexts (e.g. interpersonal, small group, public speaking).

Interpersonal

6. Students will be able to explain the role of interpersonal communication in relationship creation, maintenance and deterioration.

Small Group

7. Students will be able to explain or demonstrate how group type, roles, norms and communication processes contribute to group effectiveness.

Public Speaking

8. Students will construct and effectively present an informative and/or persuasive message, adapted to the audience, purpose, and context of a situation.

STRUCTURE OF COURSE

The structure of this class is different from traditional university classes. We will deliver only a few lectures, and you will be free to move through the class at a pace faster than that outlined in the course schedule, if you so choose. You will learn primarily from reading the text and completing chapter materials, and from participation in discussions. Your grade will be a product of your work on chapter quizzes, your participation in discussions, your performance on exams, and the satisfactory completion of a public speech.

The content of the course is divided into three units.

- Unit One: Public Speaking (Chapters 1, 12-15; Steps to Preparing an Effective Speech; Ethics Readings—Carter, Griffin, Berger; Discussion/Dialogue reading)
- Unit Two: Fundamentals of Communication (Chapters 2-6)
- Unit Three: Interpersonal and Small Group Communication (Chapters 7-11)

Course Personnel
To understand how the course works you must understand the responsibilities of the various people involved in the course.

**Instructors:** Professors Bineham, Japp, Mutua-Kombo, and Warne are the instructors of the course and each of you is registered in one of our sections. We will be in class each session and we are responsible for the determination of your grade in the course. If your instructor is not in the classroom, you should feel free to talk with any of the other course instructors who are present. You should contact your professor (not your TA) if you have any questions or concerns about the course or need specific help on any course assignment. **If you have questions about D2L you should contact your Professor and Professor Japp (dkjapp@stcloudstate.edu).**

**Teaching Assistants (TAs):** Each student will be assigned to a “pod” of about 10-11 students, and a teaching assistant will be responsible for each pod. You will submit various course materials to your TA, and you will arrange with the TA to take the exams. At several points during the semester the pods will meet with their TAs for discussions. Your TA is your first point of contact during the course of the semester. His or her goal is to facilitate the successful completion of the course for each student. Your interactions with your TA should be during your regularly scheduled class time; you are not to request or schedule meetings with your TA outside of your class time, nor should you send assignments via email to your TA.

**Students:** Your responsibilities are to complete the quizzes for each chapter either on or ahead of schedule, to complete the three unit exams either on schedule, to deliver a satisfactory public speech, and to prepare for and attend pod discussions and other required class meetings. To fulfill these responsibilities you must be able to navigate the D2L web page for the course, which we will explain during the first couple of class meetings.

**Course Assignments**

One of the unique features of this class is that it both requires you to work at a minimum pace and allows you to work at a faster pace if you so choose. It is possible for you to complete all or most of the course requirements several weeks before the end of the semester. Here’s how it works:

**Chapter Quizzes**

You will notice on the course schedule that we have listed deadlines for the completion of quizzes. You will access these quizzes through the D2L web site. You can complete them ahead of schedule, but you must meet the deadline for each quiz. Unless noted otherwise, the deadline for a quiz is 11:59 pm on the date listed on the Daily Schedule. If you fall behind schedule and we determine that it is unreasonable to expect that you will catch up, we will ask you to withdraw from the course. You will submit the quizzes through the D2L site, as explained in class and on the orientation video.

You must achieve mastery on all unit quizzes at the level of **60% or better.** Quiz points are earned as follows: You earn 5 points if you score 100% on a given quiz; 4 points if you score 90%-99%; 3 points if you score 80%-89%; 2 points if you score 70%-79%; and 1 point if you score 60-69%. We will not accept any quiz with a score below 60%. You will not be allowed to take a unit exam unless you have achieved a score of at least 60% on each of the relevant chapter quizzes for that unit exam. You can take the graded chapter quizzes as many times as you want; we will count the highest score you submit before the due date. While we will allow you to progress in the course if you score a 60% or better on a chapter quiz, we encourage you to re-take the chapter quiz until you have achieved mastery. Consistently turning in low quiz scores will hurt your final grade.

Quizzes are often due on a day class does not meet. Keep track of this on the daily schedule and on the D2L news; work ahead if necessary. Once the due date for a quiz has passed, you will need to take a review quiz for the missed chapter and submit it on D2L. Review quizzes are available on the same D2L page as the graded chapter quizzes; you find them by clicking the “quizzes” button in the toolbar near the top of the class D2L pages and scrolling down the quiz page to the review quizzes. Late quizzes are awarded 0 points. Note: even when you miss the deadline for a quiz, you must still complete the (review) quiz with a score of at least 60% or better in order to take the relevant exam.
**Remember:** You are not allowed to take a unit exam unless all chapter quizzes are completed at an acceptable level. This is true even if the quizzes are late and you will not receive any points on them.

**Unit Exams**

Once you have completed the chapter quizzes for a unit, you qualify to take the exam over that unit. The daily schedule lists both a required exam date and a re-take opportunity date for each unit exam. In order to take a unit exam you must have completed the quizzes relevant to that exam at the minimum required level (60%) by the exam date. Failure to complete the required quizzes by that date will result in a zero (0) assigned to your exam score. You are allowed (but not required) to re-take each unit exam on that exam’s re-take date. If you choose to re-take an exam, the best score is the one that will be calculated as part of your final grade. If you miss the exam date you may take the exam on the re-take date as long as you have completed the minimum requirements for that exam. This will count as your re-take opportunity for the exam. You must meet the deadlines for each exam or we may ask you to withdraw from the course. You will have opportunity retake one exam a second time during finals week – so do not despair if you perform poorly on an exam. If your total score on all three exams is below 360 points, you cannot pass the class.

**Discussion Days and Pod Written Assignments**

You are required to attend “discussions in pods” on nine days over the course of the semester. On each discussion day you will bring to class a typed assignment that you will submit to your TA. The dates and topics for these discussions are listed on the daily schedule. Detailed descriptions of this written work are posted on D2L content. (See the module “Pod Discussions and Written Assignments.” Specific instructions for the written assignments are in this module as well as the grading rubrics for the written assignments and the discussions. The specific topics are listed by the date of the pod discussion.) You earn points for the written work and for participation in the discussions, so you should prepare for and attend all pod discussions.

The written work for pod discussions is due before or at the beginning of class on the discussion date; pod assignments will not be accepted late. You must type all pod assignments and submit them in hard copy; we will not accept hand written or emailed assignments. If you submit in hard copy fewer than six assignments and/or attend fewer than six pod discussions, you will fail the class. We will deduct points on both the pod assignment and the pod discussion for those who arrive late. If you know you will be absent from a pod discussion, you may still receive points if you complete and turn in your assignment to your TA or professor during a class prior to the pod discussion.

In addition, all pod assignments must be submitted to the appropriate D2L dropbox. Submission to the dropbox does not change any of the requirements stated in the preceding paragraph. We use the dropbox submissions to insure all students are doing their own work and thus to protect against plagiarism. Failure to submit papers to the dropbox will result in loss of points at the end of the semester.

**Written Assignments:** We are looking for a thoughtful response that prepares you to engage in that day’s discussion. Toward that end, you should address each topic clearly and completely, and you should support your ideas with examples and references to communication concepts from your reading. Work that is incomplete, poorly written, or marked by errors will not receive full credit. Make sure you use quotation marks and internal citations where appropriate. Work that includes plagiarism will not be accepted. Depending on the severity of the plagiarism, other penalties might be applied. Under no circumstances should your assignment be identical, or substantially the same, as any other student’s. This is plagiarism and appropriate penalties will be applied.

**Discussions:** The discussions will involve the people in your pod and your TA, and our hope is that the small group nature of these pod discussions will make them enjoyable, help you to get to know the other people in your pod, and facilitate your learning and performance in the course.

**Speeches**
We will have two speeches: a formal, researched speech and an informal speech.

- **Formal, Research Speech**: We will assign each of you a time to deliver a formal, researched speech during weeks 5-7 of the semester. You should consult the public speech assignment for a full explanation of this assignment (under the “Speech Assignment Documents” module of D2L Content). Failure to deliver your speech on the date assigned will result in a significant point penalty. Remember, you must deliver your formal speech to pass the class.

- **Informal Speech**: we have planned one class period for this speech. If you miss this speech it cannot be made up. More information on the informal speech will be announced later.

**Attendance**

You are required to attend every class period, except where we have noted otherwise on the daily schedule. On most of the required days, points will be awarded for some type of activity. For the once-a-week sections we do not expect that planned activities will take up the entire class period most weeks. In general the final hour or so of class will be for taking exams or for you to meet with your TA and/or the professors. During those times your TAs and the instructors will be present to answer your questions and to talk with you about the chapters and any issues those chapters raise. In our experience, the best learning occurs in these more informal discussions, so we encourage you to take advantage of these opportunities.

If you added the course late or missed one or more class periods, you may not make up missed in-class activities and assignments. However, you must complete quizzes at an acceptable level even if you have missed the deadline. For example, we assign points for activities during the first class period. If you added after this period (or were absent) you cannot make up this activity. We will provide a number of opportunities to earn additional points. These opportunities can help you “make-up” any points you lose because of absences, late adds, or any other reason.

Please note: If you fall behind, your instructor might require that you meet with him or her or that you attend full class sessions until you catch up. If your instructor makes this request and you fail to honor it, penalty points may be deducted from your total class points for each day you do not attend and/or you will be asked to withdraw from the class.

**Advice**

The above four items explain the gist of the class. Our main advice is to stay ahead of schedule. If you are able to complete the requirements early, you will give yourself ample time to complete the class. You will thus place less pressure on yourself, which will ensure a better learning experience not only in this class, but in your other classes as well. If you fall behind schedule, you must take the responsibility to talk with your professor and make the necessary arrangements to catch up. Our second piece of advice is to seek help when you need it. Because this class asks you to work independently, you must take the initiative when you need help. Remember, the course instructors and TAs are here to assist you in completing this course successfully.

**POLICIES AND EXPECTATIONS:**

The theme for this course grows out of the understanding that communication is a process that results in measurable effects in the world. In order for us to inhabit a shared world, we must be mindful not only of the desirability of specific outcomes of our communication, but also the desirability of processes, structures, and systems that are put into play by our communicative acts. In other words, as a community of people this course and the ways people communicate in it result in real effects. Our understanding and expectations of your rights and responsibilities are consistent with and attempt to clarify the university’s statement on the Code of Conduct, as it pertains to this specific course: “St. Cloud State University is committed to the creation and maintenance of an academic community which fosters the intellectual, personal, social and ethical development of its students. Respect for the rights of others and self-discipline are essential for the fulfillment of these goals.”
Academic Integrity:

1. While we encourage collaborative learning with your peers, **all written work that you turn in must be your own**. For example, you may work with other students on written assignments by discussing and clarifying your ideas, but your final product—what you turn in—should be the culmination of your thinking and interaction with the reading. No two students should submit identical work, nor should there be extensive duplication.

2. Plagiarism: "... includes, but is not limited to, the use by paraphrase or direct quotation [of] the published or unpublished work of another person without full and clear acknowledgment; unacknowledged use of materials prepared by another person or agency engaged in selling or otherwise providing term papers or other academic materials" See the consequences of plagiarism below. ([Saint Cloud State University Code of Conduct](http://www.stcloudstate.edu/studenthandbook/code/prohibited.asp)).

3. We are aware that there are several ways one might be able to cheat on the quizzes. If we find your quiz activity suspicious, we will ask D2L administrators to investigate and you will be asked to account for your quiz activity. Academic dishonesty will be punished.

4. A final word on cheating and plagiarism: don’t do it.

According to the **SCSU Student Handbook**: “Where an instructor has convincing evidence of cheating, he/she may take the following action: a. assign a failing grade to the paper, examination, report, etc. on which the student was caught cheating; or b. assign a failing grade for the course in which the student cheated; or c. assign other appropriate sanction(s).” [http://www.stcloudstate.edu/studenthandbook/policies/academic.asp](http://www.stcloudstate.edu/studenthandbook/policies/academic.asp)

Communication:

What you bring to this class in terms of intellectual energy and inquiry is vital to our collective experience in this class. Therefore, please come to pod discussions prepared and ready to participate. We believe education is done best when students commit themselves to:

- engaging in thoughtful interaction during class;
- respecting the dignity and worth of other members of the classroom community; and finally,
- taking personal responsibility for their choices made in and outside of class. Please show respect and consideration in your communication with your peers, TA, and professor.

EARNING GRADES

Your final course grade will be awarded according to the number of points you earn throughout the semester based on your performance on the unit exams, public speech assignments, chapter quizzes, pod written assignments, pod discussions, and additional point opportunities. You can earn points over the course of the semester as indicated in this table:

<table>
<thead>
<tr>
<th>Assignment or Activity</th>
<th>Possible Points</th>
<th>Possible Bonus Points</th>
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<tbody>
<tr>
<td>Unit One Exam</td>
<td>200</td>
<td>5*</td>
</tr>
<tr>
<td>Unit Two Exam</td>
<td>200</td>
<td>5*</td>
</tr>
<tr>
<td>Unit Three Exam</td>
<td>200</td>
<td>5*</td>
</tr>
<tr>
<td>Public Speech Assignments</td>
<td></td>
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<tr>
<td>Informal Speech</td>
<td>10</td>
<td></td>
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<tr>
<td>Prelim Report</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Research Speech</td>
<td>100</td>
<td></td>
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<tr>
<td>Outline</td>
<td>15</td>
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<tr>
<td>Chapter Quizzes</td>
<td>80</td>
<td>(16 @ 5 points each)**</td>
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<td></td>
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</tr>
<tr>
<td>Pod Written Assignments</td>
<td>90</td>
<td>(9 @ 10 points each)***</td>
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<tr>
<td>Pod Discussions</td>
<td>90</td>
<td>(9 @ 10 points each)</td>
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<td></td>
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<td></td>
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<tr>
<td>First and Third Week Activities</td>
<td>10</td>
<td>(2 @ 5 points each)</td>
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<tr>
<td>Additional Point Opportunities****</td>
<td></td>
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</tr>
<tr>
<td>TOTAL</td>
<td>1000</td>
<td>30+</td>
</tr>
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</table>

*You may earn up to 5 bonus points for the first attempt at each exam (counted in the exam score) that you complete on the scheduled exam date.

**You must achieve mastery on all unit quizzes at the level of 60% or better. See the “Chapter Quizzes” section of the syllabus, or “Grading Criteria for Chapter Quizzes” under the “Essential Course Information” module on D2L, for an explanation of how quizzes are scored. Remember, you are not allowed to take a unit exam unless all relevant chapter quizzes are completed at an acceptable level.

***Remember that we will not accept pod written assignments if they are late or not typed. They must be turned in before or at the beginning of a pod discussion.

****In addition to the exam bonus points you will have the opportunity to earn additional points throughout the semester. These opportunities might include attending a specific event, completing an assessment, participating in a face-to-face interview, etc. You are not required to participate in any of these opportunities. We will announce through D2L when these opportunities are available.

There will be opportunities for at least 30 additional points. This means that while there will be at least 1030 points available for you to earn, we are awarding grades based on 1000 points. While 30 points might not seem like much on a 1000 point scale, you can tell from the following chart that these additional points can raise your final course grade one-third of a letter grade (from a C+ to a B- for example). Because we have already built in these additional points, do not expect that we will scale grades at the end of the semester. You should earn the number of points for the grade you desire in this course. The A+ grade is reserved for work that the instructors deem consistently outstanding over the course of the semester.

**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
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<tbody>
<tr>
<td>A</td>
<td>930-1000</td>
</tr>
<tr>
<td>A-</td>
<td>900-929</td>
</tr>
<tr>
<td>770-799</td>
<td>C+</td>
</tr>
<tr>
<td>730-769</td>
<td>C</td>
</tr>
<tr>
<td>700-729</td>
<td>C-</td>
</tr>
<tr>
<td>B+</td>
<td>870-899</td>
</tr>
<tr>
<td>B</td>
<td>830-869</td>
</tr>
<tr>
<td>D+</td>
<td>670-699</td>
</tr>
<tr>
<td>B-</td>
<td>800-829</td>
</tr>
<tr>
<td>D</td>
<td>630-669</td>
</tr>
<tr>
<td>D-</td>
<td>600-629</td>
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</tbody>
</table>

The official record is the written record we keep in class, not the D2L gradebook. You may look at your official record whenever you want; just ask your TA or your professor when you are in class.
If you have questions about any grades you receive, whether on the D2L gradebook or in the official record, you may talk to your TA in class or you may talk to your professor in class, during his or her office hours, or via email. **You should not email, text, or call your TA.**

**Minimum Requirements**

The following are the minimum requirements that you must meet to pass the class:

1. Your total score must be at least 600 points.
2. Your exam scores must total at least 360 points.
3. You must deliver the public speech, and if required, the redo speech.
4. You must submit six pod papers on or before the due date.
5. You must attend six pod discussions.

**DAILY SCHEDULE**

See D2L for the Daily Schedule.

**PLEASE NOTE:** (1) We reserve the right to change the course schedule and requirements to account for unforeseen contingencies during the semester. If changes occur we will notify you through the news on the D2L web-site. It is your responsibility to check the D2L site frequently for any news. (2) If the University (or your class) is cancelled for any reason (e.g. weather), it is your responsibility to check your huskynet e-mail and the course D2L site for information about changes in the course schedule. We will expect you to come to the next required class prepared to participate in whatever activity is scheduled for that day. (3) You are not required to attend your finals week period. During your scheduled final exam period you may take for a second time any of the exams you have not already re-taken. In addition, you may take one unit exam for a third time. (4) The official record of your grades is in your course file, **not** in the D2L grade book. We try to keep the D2L grade book current and accurate, but you should review your course file with your professor or your TA to see your official records.