**Fundamentals of Oral Communication**

COMM 101 3 credit hours

**Semester/year: Fall 2017 Office Location:  BOHS**

**Instructor: Kelly Gardner Office Hours:  by appointment**

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**Course Description:**

*Fundamentals of Oral Communication* (COMM 101) is a course intended to improve your communication abilities in a variety of academic, social, personal and business settings. Emphasis is placed on the communication process, public address, small group discussion, and listening.

**Course Objectives:**

Fundamentals of Oral Communication is a course intended to improve your communication abilities in a variety of academic, social, personal and business settings.  This course has two broad goals:

1. To provide you with an understanding of human communication, so you might better:

* Comprehend the complexity of the communication process
* Recognize the multitude of factors that influence communication
* Appreciate the importance of improving human communication

2. To help you utilize the foregoing knowledge to develop and improve skills in the following areas (concentrations dependent upon instructor and class size):

* Communication Process and Perception
* Public Communication
* Listening and Language
* Nonverbal Communication
* Group Communication and Cultural Communication

**Outcomes Assessment:**

At the end of this course, students will be able to demonstrate an understanding and application of human communication concepts in the areas of communication process, public communication, listening, group communication, nonverbal communication, persuasion, language and culture on a comprehensive final exam to account for 20% of the final grade in COMM 101.

**Required Textbooks and Supplies:**

* Adler, Rodman, and DuPre’s *Understanding Human Communication*. 13th edition. Oxford Press, 2017.
* College of Southern Idaho’s on-line Canvas and Internet systems
* gardnerk.weebly.com – Mrs. Gardner’s website dedicated to the course

**Policies and Procedures:**

**Attendance:** Students are expected to attend class daily.  Students who are excessively absent have a difficult time maintaining good grades.  Every student is expected to attend class and will be held responsible to the school’s attendance policy.  Credit for the course will not be given to students who have exceeded the allowed absences.

* + Scheduled speeches and group presentations **will not be given late**.
  + If you know you are going to miss class, make arrangements ahead of time.

**General Education Competencies:**Because this course is part of your GE, students will be exposed to the following competencies:

* Research, discover, and develop information resources and structure verbal messages to increase knowledge and understanding.
* Research, discover, and develop evidence-based reasoning and persuasive appeals for influencing attitudes, values, beliefs, or behaviors.
* Understand interpersonal rules, roles, and strategies in varied contexts.
* Effectively listen and adapt verbal messages to the personal, ideological, and emotional perspectives of the audience.
* Employ effective verbal and nonverbal behaviors that support communication goals.
* Effectively recognize and critically evaluate the reasoning, evidence, and communication strategies of self and others.

**Participation:**  Be in present in class and take notes.  You increase your knowledge by participating in class discussions.  You cannot be passive and participate.

* Be respectful of yourself, your classmates, and your teacher.

**Electronic Devices**:  Your education is too important to be distracted.  Electronic devices will not be allowed for entertainment purposes.

**ACADEMIC DISHONESTY: There is no place within high school or higher education for academic dishonesty in any form.**Plagiarism and/or cheating on exams/quizzes will be grounds for penalties.  You are responsible for citing sources in all your work.  Be Honest.  It will pay off.

**Assignments:**  Assignments are due at the beginning of class when I call for them.  Assignments must follow the MLA format in order to be assessed.  Late work will not be accepted.  Outlines for speeches will not be accepted late -- ***NO OUTLINE = NO SPEECH!***

**Grading Practices:  Your grade will be based on the following assignments.**

|  |  |  |
| --- | --- | --- |
| Informative Speech/Outline | 150 points | **Grading Scale:** |
| Persuasive Speech/Outline | 150 points | A = 90%-100% |
| Weekly assignments | 200 points | B = 80%-89% |
| Test 1 | 100 points | C = 70%-79% |
| Test 2 | 100 points | D = 60%-69% |
| Test 3 | 100 points | F = 0%-59% |
| Final Exam | 200 points |  |
| Total | 1000 points |  |

It is the student’s responsibility to drop the course.

A student may drop a course or all courses prior to the end of late registration (first Friday of the term) without it being recorded on the student’s official transcript. A student initiated drop after the late registration period is considered a withdrawal, and results in the grade of W.

(Students may drop courses online until the end of the late registration period. In order to withdraw from one or more courses following late registration, a completed registration form is required. Instructions on the form indicate when a signature of instructor and/or Financial Aid advisor is required. The completed form may be submitted to Admissions & Records or any off-campus center.)

NOTE: Students may withdraw from courses until 75% of the course meetings have elapsed. No course may be withdrawn from after 75% of the course has elapsed.

**CSI E-mail**

Since email is the primary source of written communication with students, all registered CSI students get a college email account. Student e-mail addresses have the following format: [<address>@eaglemail.csi.edu](https://mail.csi.edu/owa/redir.aspx?C=f1d301c12d1a441b9364eab39135c261&URL=mailto%3aaddress%40eaglemail.csi.edu) where <address> is a name selected by the student as a part of activating his/her account. Students activate their accounts and check their CSI e-mail online at [http://eaglemail.csi.edu](https://mail.csi.edu/owa/redir.aspx?C=f1d301c12d1a441b9364eab39135c261&URL=http%3a%2f%2feaglemail.csi.edu). Instructors and various offices send messages to these student accounts. Students must check their **CSI e-mail accounts regularly to avoid** missing important messages and deadlines. At the beginning of each semester free training sessions are offered to students who need help in using their accounts.

**Online course evaluation statement:**

Students are strongly encouraged to complete evaluations at the end of the course. Evaluations are very important to assist the teaching faculty in continually improving the course. Evaluations are available online through MyCSI (<http://mycsi.csi.edu>) by clicking on the CoursEval tab in the yellow navigation bar at the top of the MyCSI website once you are successfully logged-in.  Students will receive an email when the evaluation becomes available and then have up to two weeks to submit the evaluation before the end of the course. The last day to complete an evaluation is the last day of the course. Evaluations are anonymous and are not available to faculty until after grades are submitted.

**Disabilities:**

Any student with a documented disability may be eligible for reasonable accommodations.  To determine eligibility and secure services, students should contact Student Disability Services at their first opportunity after registration for a class(es).  Student Disability Services is located on the second floor of the Taylor Building on the Twin Falls Campus, and  208-732-6260.

**Nondiscrimination Statement**

It is the policy of the College of Southern Idaho to comply with all federal, state and local authorities requiring nondiscrimination, including but not limited to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, and Executive Orders 12898 (Environmental Justice) and 13166 (Limited English Proficiency).  College of Southern Idaho is an equal opportunity employer.

The college does not exclude from participation in, deny the benefits of, or subject any individual to discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, income, protected veteran status, limited English proficiency, or any other status protected under applicable federal, state or local law.

For more information or if you believe you have been subject to discrimination on the basis of sex, sexual orientation, gender identity, or disability, or if you believe you have been subject to discrimination on any other basis, please contact the College of Southern Idaho’s Title IX, ADA, and 504 Coordinator: Eric Nielson--Director of Human Resources, (208) 732-6267.

**Academic Integrity Statement**

*The College values its mission as an educational institution.  CSI students, faculty, staff, and administration are expected to be honest in all aspects of their college education and employment. All student work is evaluated with the assumption that the work presented is the individual’s own. All work submitted is to be a representation of an individual’s own ideas, concepts, and understanding. Anything less is unacceptable and is subject to disciplinary action as outlined in the Student and Faculty Handbooks.  Please see the Academic Integrity Website for more information.*

**Course Outline:** This information is as accurate as possible. Dates may change depending on circumstances. Speech and test dates will not be moved up without prior notice to students.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Week | date | day | Unit | Assignment/Test |
| 1 | 28-Aug | M |  |  |
|  | 29-Aug | T | FRESHMAN DAY |  |
|  | 30-Aug | W |  | Rules/Intro/Expectation |
|  | 31-Aug | R |  | CSI Registration/textbook/Formative Assessment |
|  | 1-Sep | F | Chapter 11 | Speech Process |
| 2 | 4-Sep | M | Labor Day |  |
|  | 5-Sep | T |  |  |
|  | 6-Sep | W | Chapter 12 | Informative Speech |
|  | 7-Sep | R |  |  |
|  | 8-Sep | F |  | Quiz on Ch. 11 & 12 |
| 3 | 11-Sep | M |  | Research |
|  | 12-Sep | T |  |  |
|  | 13-Sep | W |  |  |
|  | 14-Sep | R |  | Informative Outlines Due |
|  | 15-Sep | F |  |  |
| 4 | 18-Sep | M |  | Informative Speeches |
|  | 19-Sep | T |  | Informative Speeches |
|  | 20-Sep | W |  | Informative Speeches |
|  | 21-Sep | R | Chapter 1 | What is Comm? |
| 5 | 22-Sep | F |  |  |
|  | 25-Sep | M | Chapter2 | Perceptions |
|  | 26-Sep | T |  |  |
|  | 27-Sep | W |  | Review |
|  | 28-Sep | R |  | Test 1 |
|  | 29-Sep | F | Chapter 5 | Listening |
| 6 | 2-Oct | M |  |  |
|  | 3-Oct | T |  |  |
|  | 4-Oct | W | Chapter 4 | Verbal Comm. |
|  | 5-Oct | R |  |  |
|  | 6-Oct | F | No School |  |
| 7 | 9-Oct | M |  |  |
|  | 10-Oct | T | Chapter 6 | Nonverbal |
|  | 11-Oct | W |  |  |
|  | 12-Oct | R |  |  |
|  | 13-Oct | F | Chapter 7 | Interpersonal |
| 8 | 16-Oct | M |  |  |
|  | 17-Oct | T |  |  |
|  | 18-Oct | W |  | Review |
|  | 19-Oct | R |  | Test 2 |
|  | 20-Oct | F | Chapter 3 | Culture and Identity |
| 9 | 23-Oct | M |  |  |
|  | 24-Oct | T |  |  |
|  | 25-Oct | W | Chapter 9 | Groups |
|  | 26-Oct | R |  |  |
|  | 27-Oct | F |  |  |
| 10 | 30-Oct | M | Chapter 13 | Persuasive Speaking |
|  | 31-Oct | T |  |  |
|  | 1-Nov | W | Chapter 10 | Decisions Making in Groups |
|  | 2-Nov | R |  |  |
|  | 3-Nov | F |  | Persuasive Outline Due |
| 11 | 6-Nov | M |  |  |
|  | 7-Nov | T |  | Persuasive Speeches |
|  | 8-Nov | W |  | Persuasive Speeches |
|  | 9-Nov | R |  | Persuasive Speeches |
|  | 10-Nov | F |  | Persuasive Speeches |
| 12 | 13-Nov | M |  | Review |
|  | 14-Nov | T |  | Test 3 |
|  | 15-Nov | W |  |  |
|  | 16-Nov | R |  | Final Review |
|  | 17-Nov | F | End of 1st Trimester | Final |

As I am traveling between schools, be sure to make an appointment with me for some extra help or a meeting. I am here to help you succeed in school. Please do not get behind or be afraid to ask questions – this is your education, make the most of it!

Mrs. G

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