

SPE 100: Introduction to Human Communication

Fall 2005 / Aug. 26 - Dec. 11



Instructor: Jen Almjeld
Class schedule & location: Sunday 1-4 p.m. PA 139
Credit hours: 3
Office hours: By appointment only
E-mail: jennifer_almjeld@owens.edu

Section: 010
Prerequisites: None
Section: 010
Phone: (419) 308-7504

Course Description

This course will examine oral communication in human relationships. Focus will be on the basic principles and theories, as well as practice in interpersonal communication, small group communication, and public speaking. Students will be provided a general understanding of the human communication process via exercises and activities in each area.

Course Objectives

This course is designed to provide students with fundamental skills to succeed in the human communication process. Students will study the basic principles of speech communication and apply these principles to intrapersonal, interpersonal, and speaker-audience situations.

Students will:

- develop confidence in the ability to communicate
- understand the theories behind the communication process
- recognize individual strengths and weaknesses in communication
- develop skills in organization and speech preparation
- develop listening and critical thinking skills
- develop vocal and nonverbal speech skills
- develop skills in evaluating communication
- develop an understanding of and respect for other individuals and their needs

Text

DeVito, J. A. (2006). *Human Communication: The Basic Course* (10th ed.) Boston, MA: Pearson Education, Inc.

Instructional Methods:

The course content will be presented using lectures, class discussions, small-group activities, peer response, and individual conferences with the instructor. Students will also practice and demonstrate mastery of concepts taught while delivering presentations to the class.

Classroom Conduct Guidelines

All members of this class are expected to conduct themselves as mature members of a learning community. This class may challenge your views, attitudes, and beliefs and encourage each of you to express yourselves; however, racial, sexist, or other oppressive language will not be tolerated under any circumstances. Listen, discuss, and debate all topics in a mature, respectful way. If you have any questions about the appropriateness of your rhetoric, please see me.

Late/make-up work

Written assignments: Since our class meets only once each week it is vital that everyone sticks to the schedule when it comes to assignments and readings. All assignments and exams must be submitted on the day they are scheduled. Assignments turned in late receive a **10%** reduction in points for each day (up to seven days past the due date). The conditions for work being accepted late are that you have a valid excuse (serious illness that prohibits you from getting your work to me, death in the family, etc.), and you must contact me before the assignment is due (if at all possible).

Graded in-class activities: Cannot be made up.

NO WORK WILL BE ACCEPTED MORE THAN ONE WEEK PAST THE DUE DATE.

Academic Honesty

Each student is expected to submit original and individual work. Cheating and plagiarism are not tolerated. Remember to cite any work that is not your own.

Please refer to the college's policy on cheating and plagiarism found in the College Catalog. Read it and understand it. Plagiarism is the use (either intentional or unintentional) of another's work or ideas and passing them off as your own. This includes copying other's exam answers, pirating information off the Internet, not citing sources correctly, or having another person do your work for you.

Attendance

Consider coming to class each day in exactly the way you would consider showing up for work. It is important to inform your boss of illnesses and other necessary absences as soon as possible (preferably before the absence) to avoid being fired for a lack of responsibility and dependability. Because this course emphasizes live performances it is impossible for you to succeed in this course if you do not attend regularly. Please note that a portion of your grade comes from attendance and participation in class. You will be permitted a total of three absences – excused or unexcused.

Miscellaneous

Assignments or tests may be altered and dates changed or eliminated at the instructor's discretion. I will never move any assignments up (unless the class agrees to the change), but our schedule is tentative and will almost assuredly change depending upon the progress or problems our class may encounter.

Announcements regarding changes in schedule will be made as early as possible. We will refer to the syllabus frequently, please bring it and your textbook to class regularly.

Support services

Writing Center: The Writing Center offers friendly assistance to help students improve their writing skills. Students may bring notes, prewrites, outlines, and drafts to the Writing Center and professionally trained writers will assist them in developing the skills necessary to become independent and effective writers. Students may call (567) 429-3628 to schedule an appointment; however, the Center welcomes walk-ins. The Center is located in Room 104 of the Center for Development Training at 1300 N. Cory St. Hours vary so visit the Owens Community College Web site for information.

Disability Resource Services Office: Individualized services and/or accommodations intended to ensure equal opportunity for all students are available at the Disability Resource Services Office. Anyone who may be eligible for services are encouraged to call (567) 661-7194.

Important Dates

Last day to add a class – Sept. 2

Last day to drop a class – Oct. 10

Assignments

Assignments consist of individual and small group exercises. All assignments are due at the beginning of class on the listed due date. If rescheduling is necessary, a 10% deduction for each day beyond the original due date will be assessed. All written assignments are to be typed, using APA style, with the exception of in-class work.

All assignments and exams must be completed to get a passing grade for the course.

Tests (100 pts each)	200 pts		
Interview Report	75 pts		
Small Group Presentation One		100 pts	
Small Group Presentation Two	125 pts		
Outline One	20 pts		(Grading based on 10% increment scale)
Informative Speech	100 pts	A	950-855
Outline Two	25 pts	B	854-760
Persuasion Speech	125 pts	C	759-665
Final Exam	100 pts	D	664-570
Participation/In-class work	80 pts	F	569-below

Total 950 pts

Course Assignments

Interview Report and Presentation

Each student will be required to interview a person using questions they have constructed concerning interpersonal communication. The student will give a report about that interview and their findings indicating why certain questions were chosen, how they analyzed the answers, and how his or her interview pertains to what has been discussed in class.

Small Group Presentation One

Owens students must effectively balance home, work, and school pressures. How can they get it all done? Develop a brief brochure for freshman about how to get everything done. Time limit for presentation: 15 min.

Small Group Presentation Two

Owens is always looking for ways to improve as a college. Create a standard for what makes a good community college and demonstrate where Owens falls short or meets or exceeds that standard. Time limit for presentation: 15 min.

Informative Speech

This will be a 4-6 min. speech using proper techniques. Students will choose to present a speech focusing on a common approach to informative speaking including description, definition, and demonstration. Presenters will be expected to use visual aids, handouts, and other tools intended to increase understanding in your listeners.

Persuasive Speech

This will be a 5-7 min. speech. Speakers will use visual aids and other helps and will also learn to avoid fallacies in reasoning and how to choose effective evidence. Can take on two formats.

Value Speech – Focuses on a question of what is good or bad, moral or immoral, just or unjust. Although this is often strongly tied to a speaker's personal views and beliefs, relies on solid reasoning and outside research.

Policy Speech – Moves beyond questions of right and wrong and asks audience to respond through action or alliance to a given stance.

Outline

Each student must hand in a final outline of his or her speech before they present their speech. The outline will consist of full sentences, extensive details, source identification, a bibliography of sources, transitional sentences, and introduction and conclusion, and will utilize proper outline format. This outline not only meets a requirement for our course, but should also provide a helpful guide while presenting your speeches.

Exams

There will be two individual exams in this course and one final exam (100 pts each).

Tentative Course Calendar

- | | |
|--------|--|
| Week 1 | Aug 26 Intro course, syllabus; Introductions; 10 Principles of Effective Communicators; Discuss Unit 2
<i>For homework: Check blackboard site for class and post; Read Units 4, 5, 6, and 8</i> |
| Week 2 | Sept. 4 No class – Labor Day holiday |
| Week 3 | Sept. 11 Discuss perception, listening, self as communicator, and nonverbal communication
<i>For homework: Read Units 9 and 11</i> |
| Week 4 | Sept. 18 Discuss small group communication
<i>For homework: Read Units 12 and 13</i> |
| Week 5 | Sept. 25 Discuss leadership, membership, and conflict resolution in group settings: Review for Test 1
<i>For homework: Review for Test 1 (units 4, 5, 6, 8, 9, 11, 12, 13)</i> |
| Week 6 | Oct. 2 Test 1; Intro concepts of public speaking; Discuss topics and research; Intro group presentation assignments; Will form groups for presentations; Begin brainstorming topics
<i>For homework: Read Units 14 and 15</i> |
| Week 7 | Oct. 9 Using readings from selecting a topic and supporting and structuring a speech, begin work in groups on first presentations for next week
<i>For homework: By Oct. 12 will post report on expected individual role in group presentation, working outline, and source list for each group's project.</i> |
| Week 8 | Oct. 16 Small Group Presentations 1 (15 min each); Discuss public speaking and speech organization
<i>For homework: Read Unit 16</i> |

- Week 9 **Oct. 23** Discuss speech delivery as groups, individuals; Choose groups for second group presentation
For homework: Post proposed topic, possible sources, and individual roles for group presentation 2.
- Week 10 **Oct. 30** In-class work on group presentations 2; Possible library time
For homework: Prep for presentation; By Nov. 4 post response to group work
- Week 11 **Nov. 6** Small Group Presentations 2; Intro informative and persuasive speeches (video clips)
For homework: Read Unit 17 (informative speeches)
- Week 12 **Nov. 13** Discuss outlining, visual aides, audience analysis; In-class planning time for informative speeches
For homework: Read Unit 18 (persuasive speeches)
- Week 13 **Nov. 20** Informative Speeches; Discuss persuasive speeches
For homework: Prepare for Test 2 and begin work on persuasive speech
- Week 14 **Nov. 27 No class** – Thanksgiving holiday
- Week 15 **Dec. 4** Test 2 (Units 14, 15, 16, 17, 18); Review for final exam; prepare for persuasive speeches
For homework: Review for final exam; Prepare are persuasive speech
- Week 16 **Dec. 11** Final Exam; Persuasive Speeches (possibly move speeches up)
- Finals Because this is a weekend class and we must wrap up before graduation, this class will not meet during finals week, but will instead take our final on our last regular class meeting.
- ***If time permits we may work in some discussion of Mass Media from unit 19.