INTRODUCTION TO HUMAN COMMUNICATION
COM 100

Fall 2012 – Monday Hybrid

Instructor:          Office Number:
Phone:          E-mail:  Canvas Inbox

Office Hours: On-line and by appointment.

Classroom: AC1N

Text: Essentials of Human Communication (Custom Edition)
By: Joseph A. DeVito

This basic course is designed to help students develop communication effectiveness in interpersonal, small group, and public speaking settings.

Course Competencies:

◊ Comprehend: The basic model of human communication
Factors influencing self-disclosure
The stages of perception & the perception process
Types and characteristics of leadership

◊ Identify: The steps of the listening process
Types of self-disclosure and corresponding risks
Task, maintenance, and negative roles in small groups
Relationships between audience, speaker & occasion

◊ Demonstrate: Skills necessary to organize & manage group meetings
Participation in group presentations for the class
Implementation of audience analysis
Extemporaneous public speaking skills
Presenting a clear central idea for an informative speech
Presenting a clear central idea for a persuasive speech
Writing bibliographies according to APA format

“The liberty of speaking and writing guards our other liberties.”
— Thomas Jefferson
You will need to purchase the 7th edition of “Essentials of Human Communication”. Here’s a campus map. The Library (building LB 11) is on the west side and the bookstore (building 38A) is in center of campus.

http://www.mesacc.edu/locations/maps/main/index.php

Our library has one copy on reserve. The bookstore sells new and used editions of the textbook.

Here’s our bookstore’s link:
http://www.efollett.com/

If you go on-line to get the book be careful. This course uses the 7th edition. The cover may look different because the picture here is from the custom edition (which we sell at the bookstore). It is custom because the color pictures have been changed to black and white. This saves you money 😊 I believe the book is $72.00 at the bookstore. They have used copies for $54.00 and you can rent it for $36.00.

You can rent the book by following the on-line instructions on the book store link. You will need the course section number:

www.mesa.bkstr.com

Bookstore phone number: 480-461-7225
Library: (circulation) 480-461-7680  (reference) 480-461-7682

Finally, if you need assistance logging into the “my MCC portal” or “my.maricopa.edu” (where you register for classes, check grades, get transcripts, etc.) the MCC Help Center is there for you. Their hours are:

Monday – Thursday: 6:30 a.m. – 10:30 p.m.
Friday: 6:30 a.m. – 5:00 p.m.
Saturday: 8 a.m. – 5 p.m.

How do I contact the Help Center?

- Phone: 480-461-7217
- e-mail: HelpCenter@mesacc.edu
- Click on the “Live Help” icon on the Help Center website to chat on-line with a Client Support Analyst: www.mesacc.edu/HelpCenter
- You can just walk in. (Mall entrance to the library.)
You will receive ten grades. They are weighted the same. (Each is 10 percent of your final grade).

You can figure out your grade at any time during the semester. Simply add up your scores and divide by the number of scores you have. Use the worksheet or Canvas will do this for you in the “grades” folder just look at “final grade” at any time during the semester.

I use the traditional numeric values for all grades:

100 – 90 = A     89 – 80 = B     79 – 70 = C     69 – 60 = D     59 & below = F

Attendance Policy: If you miss more than one class meeting, and/or three on-line assignments, you will be withdrawn (Grade: W).
Fall 2012
8 Week Monday Hybrid Class

August 20
(Week One)
Overview / Introductions
Chapters 1 & 4

Canvas: Assignment 1 (Introduction – 8/23 – 24)
Assignment 2 (Com. Model – 8/25)

August 27
(Week Two)
Nonverbal Communication / Group Com.
Chapters 5, 9 & 10

Canvas: Read material

September 3
(Week Three)
(Labor Day)

Canvas: Assignment 3 (Group Observation – 9/5)

September 10
(Week Four)
Assignment 4 (Group presentations – 9/10)

Canvas: Assignment 5 (Test 1 – 9/13)
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<tr>
<th>Date</th>
<th>Activity</th>
<th>Chapters/Assignments</th>
<th>Canvas:</th>
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<tr>
<td>September 17</td>
<td>Public Speaking</td>
<td>Chapters 11, 12, 13, 14</td>
<td>Read Material</td>
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<td>(Week Five)</td>
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<td>September 24</td>
<td>Assignment 6 (Informative Speeches – 9/24)</td>
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<td>(Week Six)</td>
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<td>October 1</td>
<td>Assignment 7 (Persuasive Speeches – 10/1)</td>
<td>Chapters 2 &amp; 3</td>
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<td>(Week Seven)</td>
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<td>Assignment 8 (Test 2 – 10/4)</td>
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<td>October 8</td>
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<td>Assignment 9 (Test 3 – 10/6)</td>
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<td>(Week Eight)</td>
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POLICIES

I have been very fortunate with my past classes. Students have been honest and professional in their academic work. I look forward to the same experience with my new students as we learn and grow in our understanding of human communication. Below are policies which help my on-line classes stay on track. We can discuss additional issues at any time during the semester. The syllabus and policies may be amended to meet the needs of the class.

**Attendance:** If you miss more than 3 consecutive assignments you will be withdrawn from the course due to excessive absences.

**Late Work:** A full letter grade (10 points) is deducted for each day an assignment is late . . . up to 30 points off. After the third day, the grade becomes a zero.

**Testing:** There are three tests in the semester. They are essay tests.

**Writing submissions:** With the exception of the initial introduction, all submissions are completed using Word (.doc or .docx). I cannot open other programs. This allows me to write back to you in blue font . . . thus my comments are easy to spot. All writing is double-spaced. If you do not follow these rules the paper will not be graded.

**Disabilities:** If you have a disability that may impact your work and for which you require accommodations, notify the Resources and Disability Office at: 461-7447. I am very willing to make reasonable accommodation for physical or learning disabilities. I try to have links which have closed captions, but sometimes that isn’t an option. Please let me know if additional material is needed from me to help you be successful in the course. If you have a disability, you MUST be registered with our Disabilities office.

**Grade Appeals:** If you do not think a question on a test or an assignment was graded fairly please contact me in the mail folder. All questions will be given my full attention. The Student Handbook outlines the steps for grade appeals.

**Ethics:** It is unethical to use or present any other person’s work as your own. I will cover how to cite your material in class. You will fail the class if you present work other than your own. Zero tolerance is accepted for disruptive behavior and/or sexual harassment.

**Speeches you will not hear or give in this class:** Religious conversion – I understand that personal beliefs are important, but I cannot ethically let you preach to a captive audience. Abortion – this topic cannot be adequately covered in the short time allowed to speak in the course. My goal is to foster an environment which promotes success; I do not want time limits to be frustrating to you as a speaker.

"Rules are not necessarily sacred, principles are."
~ Franklin D. Roosevelt
32nd American President (1882 – 1945)