

**Laboratory Class (Wednesday and Friday)**

Mr. Bowers	Section _____	Office _____	531- _____
Mr. Buglio	Section _____	Office _____	531- _____
Ms. Lewis	Section _____	Office _____	531- _____
Ms. Maslanka	Section _____	Office _____	531- _____
Ms. Wenson	Section _____	Office _____	531- _____

**Lecture (Monday)**

Dr. Susan A Holton                      Office: Maxwell Library, Room 315                      697-1750  
 sholton@bridgew.edu                      <http://webhost.bridgew.edu/sholton>  
 Office Hours: Monday 9:30 – 10:40    Tuesday 10:30 – 11:45  
 and by appointment (write to me at sholton@bridgew.edu for an appointment)  
 On most Mondays, I'll be available before lecture outside LLH.

*What were the **Top ten personal characteristics** employers seek in job candidates? If you guessed, #1 Communication Skills you are right. In the same survey, employers indicated the importance of skills. The skills you will learn in CC 130 were rated the highest: interpersonal 4.66 (out of 5.0), teamwork 4.59, verbal communication 4.48. (Survey of the National Association of Colleges and Employers).*

*Obviously, this course is important to your future, as a BSC student and a potential employee!*

**Text:** Communicating Effectively by Sandra Hybels and Richard L. Weaver.

This comes bundled with a CD Rom, a tool you will want to use frequently for preparing speeches, studying for tests, and learning the material for class.

Check it out!

*Yes, if you open the CD and use it, you can still sell the book back at the end of the semester. So take it out and use it! You can also write in your text, and still sell it back at the end of the semester. So use both in order to succeed in this class!*

You will also use the MLA style for this and other Communication Studies courses. For your convenience, a handout about MLA style, prepared by the Reference Department of the Library, has been attached to this syllabus. The bookstore has copies of the MLA Stylebook if you wish to purchase a copy, or you can access the MLA information online through your CC 130 webpage.

**Computer Mediated Supplemental Materials are available at:**

<http://webhost.bridgew.edu/cc130> This can also be accessed through Dr. Holton's webpage, listed above.) This is the CC 130 Lecture/ Lab webpage which has been designed to help you succeed in the class. Check it out for every part of the course and you will find additional information, exercises, sample quizzes, research assistance and more.

We also use Blackboard, available at <http://plato.bridgew.edu>. Go to the course listings and look for CC 130, Human Communication Skills, Section 01-02 Dr. Holton. For username type: guest; for password, type: guest; or just click on "preview." Then you can get in to get a wide variety of materials about CC 130, and announcements.

The publisher also has a website for the text. Go to <http://www.mhhe.com/hybels>.

There you will find resources such as study/homework questions, web links, and a message board. The publisher also has a general communication supersite at <http://www.mhhe.com/commcentral>.

This contains links to the text specific sites, to library/ research tools, online journals, presentation tutorials, an internet primer and more.

The text comes with a CD and we recommend that you use it! It has sample speeches, sample quizzes and other content that will be helpful to you in the course.

Dushkin Online, at <http://www.dushkin.com/online> is available to you as well. It has study tips and research links. Through an agreement with the company, you have \$25.00 worth of access to the Northern Light search engine through this site. But be sure that you don't go over that \$25.00 amount or you will have to pay it yourself.

More computer mediated coursework may be used in your section. Professor Wenson is doing some special CMSM work. We are still in the experimental stage with this computer mediated work. So your input on the value of the computer mediated supplemental materials will be important. If you find materials which would help other students, please let Dr. Holton know. Any feedback you have about our CMSM is appreciated. Let Dr. Holton know at [sholton@bridgew.edu](mailto:sholton@bridgew.edu).

**Course Objectives:** Research estimates that 76% of your day is spent in communication: 46% as a listener, 30% as a speaker (the other part includes 15% reading and 9% writing). Whether you are at work, at school, or with significant others, communication skills are vital. Our purpose in CC 130 is to help you learn these skills.

This course will prepare you for every job you will ever have and every course you will take at the College. When you successfully complete this course, you will be more effective in virtually any pursuit or any major. That is a big promise – and one that is true! Education and work today require people who can communicate effectively. And when you successfully complete this course, you will be able to do just that.

This is a survey course, in which you will gain theoretical knowledge and practical skills in all aspects of human communications. This is not a public speaking course, but you will do some speeches; it is not an interpersonal course, but you will do some interpersonal work; it is not a group course, but you will do some group work. In other words, in this course you will have an overview of many different communication situations. We cover intrapersonal, interpersonal, group, public and mass communication and will also briefly cover other areas of the field. You may like any one of these areas so much that you will choose to follow them up with a higher level course in that area.

Through your readings, class assignments and discussions, and programs on Video Systems, you will learn the theory of, and have practice in, a variety of communication contexts. In this course you will:

- 1) **Gain factual knowledge** about communication, including terminology, classifications and types of communication, methods for effective communication, and trends in communication today.
- 2) **Learn fundamental principles, generalizations and theories** about intrapersonal, interpersonal, group, public and mass communication.
- 3) **Develop skills in expressing yourself orally or in writing** through multiple opportunities for oral presentations, and through writing of outlines and papers.

**Course Structure:** Your CC 130 course consists of two parts – a lecture which is held on Mondays in the Maxwell Library Lecture Hall and a “lab” which is held on Wednesday and Friday. **You must attend both lecture and lab.** Some of your friends may also be taking another type of CC 130 which has one professor and meets with the same people and in the same place every class period. All students taking CC 130, whatever the structure of the class, use the same text and learn the same content. The assignments and dates may not be identical, however, so be sure to check in with students in your own class if you have any questions about assignments.

**Participation:** Communication involves not only speaking, but also listening. In order to be an effective communicator you need to learn to both send and receive communication. You will be called upon to participate in class discussion, in groups and in interpersonal experiences in virtually every class. Therefore, it is important that you attend all classes. Your classmates will depend upon you to be there to listen to them, to communicate with them, and

to be a member of a group with them. You may have no more than three (3) unexcused absences (including lecture and lab together); more than three absences will negatively affect your grade. Lateness will also negatively affect your grade. **When you have an oral assignment in class (either as a part of a group or individually), you must present on the day assigned or you will receive a grade of zero (0) for that assignment.** If you miss a class for any reason, it is your responsibility to get the notes and assignments. If you miss a class because of illness, bring medical documentation immediately upon your return. **There will be no make up for quizzes, examinations or oral presentations.** If a snow day is called, or if class is cancelled for any reason, any assignments or presentations are due the next time the class meets.

As a matter of courtesy, respect and professionalism, **turn off your cell phones and beepers during class time!**

**Lecture "Papers":** At some lectures you will be given an assignment to complete either during the lecture, or to be completed outside of class and turned in at the following lab class. Some of these papers will be done cooperatively with other members of the class others will be completed individually. For other lectures, you will be given homework in your lab class to bring in to lecture on Monday.

**Papers:** Any written assignment (with the exception of the previously mentioned lecture papers) must be typed, double-spaced, with adequate margins. There are many computers available at various locations across campus if you need one. It is expected that you will use proper spelling, punctuation, grammar and sentence structure. Use the MLA style as your reference for writing papers. Assigned papers are due at the beginning of class on the assigned day. Any paper turned in late will receive an automatic one grade deduction for each 24 hour period it is late (the first deduction after the beginning of class on the assigned day).

**Oral Presentations:** During the semester you will be required to participate in a number of oral presentations, both individually and with a group. For any oral presentation, your instructor must approve your topic at least two class periods before you speak. You will be assigned a specific date for your presentations and **must** present on that assigned date or you will receive a 0 for that assignment.

There are several reasons for this policy. Each regular appearance of a student before the class is considered a speaking engagement in the real sense. It is the same situation as though you were invited to speak at a designated time and place before a civic club, church group or any other audience. So you must be prepared on the designated date. **Failure to present will result in a zero (0) for that assignment.**

You will be required to do research for these presentations. For your informative speech, you will have at least three outside sources, for your persuasive speech, at least five outside sources. For both speeches, the sources must be no more than 5 years old, no more than one interview, and no more than 2 from a webpage. We will talk in lecture about sources long before these are due.

You will turn in two copies of your complete outline before you speak. One will be returned to you, the other will be kept on file by your professor.

You must turn in all assignments on time. Only severe medical problems are acceptable reasons for missing exams or assignments, and it is your responsibility to make immediate arrangements for make-up work. Computer problems and crashed disks are not valid reasons for late work. If a medical emergency arises, you must provide verification in order to be excused and scheduled for make-up work. Do not call Dr. Holton if you are going to miss a class; contact your lab professor.

**Video Systems:** You will view some assignments on Video Systems. In class, you will receive more information on the system, which is housed in Maxwell Library on the second floor. If you put the TV on channel 6, you will see the menu of the number you need for your show. The system is available at every hour the library is open, so you have approximately 80 showings per week available (better than your local cinema!) and should have no problem finding a time to watch the program. All programs of an hour or less begin on the hour; programs that are more than an hour might begin every other hour. Check that on channel 6.

**Grading:** Your “lab” professor is responsible for all grading. If you have any problems or questions about your grade you should talk with her/him.

Participation, Lecture papers	10%
Informative Speech and Outline	20%
Tests	20%
Groups/ Group Paper	10%
Persuasive Speech and Outline	25%
Final Exam	15%

We use the College’s plus/minus grading system and grade designation: A=superior, B=good, C=satisfactory, D=poor, E=failure.

**FOR YOUR INFORMATION:**

**Plagiarism:** “Academic honesty is expected of all students; plagiarism and cheating are not condoned and are subject to academic penalty, which may be failure for the course in which the violation took place. A record of the violation is kept and repeated offenses may result in suspension or dismissal from the college.” (From the BSC Student Handbook) Plagiarism may be in the form of copying ideas, words or speeches of another person or another source (such as

the internet, the web, a book or a magazine). The penalty for plagiarism is a zero for the assignment. The penalty for repeated plagiarism is failure for the course.

**The Writing Center:** The Writing Center provides individualized instruction to assist you in improving and refining your writing skills. It is located in the Academic Advising Center.

**The Reading Center:** This will help you with all types of assistance, not just reading. If you need tutoring, want to be in a study group, or have any variety of academic needs, this center can help you. It is also in the Advising Center.

**Tutoring:** If you need help in your class work or in preparing oral assignments, see Dr. Holton or your lab professor to arrange for tutoring as soon as possible.

**Computers** for your use are located throughout the college. There will be computers available for you to use the CD which comes with your text. You will be told those locations in lecture.

**Computer Classes** are provided for students each semester. Watch the Comment for dates and more information, or check the link under “Student Resources” on the CC 130 webpage (<http://webhost.bridgew.edu/cc130>). These classes are free for students.

Names, phone numbers and email addresses of other students in the class:

Tests do not appear here; your lab professor will give the dates for your tests and quizzes to you.

<u>Date</u>	<u>Class Topic</u>	<u>Reading Assignment</u>
<b>1/14 Components, Foundations, and Ross Model of Communication</b>		
1/16	Overview, Syllabus, and introductions	Chapter 1
1/18	Introductory speeches (2 minutes)	
<b>1/21 Martin Luther King Day – no classes</b>		
<b>1/22 (Tuesday) MONDAY SCHEDULE OF CLASSES – DAY AND EVENING</b>		
<b>Interpersonal Communication</b>		
<i>Video Services: <u>Reading People</u> – see if you can tell if someone is lying to you!</i>		
1/23	Listening	Chapter 3
1/25	Perception and Self Concept	Chapter 2
<b>1/28 Public Communication: Informative Speaking I</b>		
<i>Video Systems: Student Speeches and Communication Anxiety</i>		
1/30	Nonverbal Communication	Chapter 5
2/1	Informative speaking	Chapter 11
<b>2/4 Public Communication: Informative Speaking II</b>		
<i>Video Systems: Delivery Techniques</i>		
2/6	Informative speaking	Chapter 13
2/8	Informative speaking	
<b>2/11 Research, Web Evaluation and Sources</b>		
Chapter 12		
2/13	Informative speeches	
2/15	Informative speeches	
<b>2/18 President's Day – No classes</b>		
<b>2/20 (Wednesday) MONDAY SCHEDULE OF CLASSES – DAY AND EVENING</b>		
<b>Language</b>		
Chapter 4		
2/22	Informative speeches	
<b>2/25 Relationships and Conflict</b>		
Chapter 6, 7		
2/27	Informative speeches	
3/1	Informative speeches	
<i>Yes, we <b>DO</b> have class on the Friday before break (and the Monday after). We expect you to be there! You will probably have your midterm exam on that date.</i>		

3/2 THROUGH 3/16 – Spring Break Have a SAFE and enjoyable break!

**3/18 Public Communication: Persuasive Speaking I** Chapter 16

3/20 Persuasive speaking

3/22 Persuasive speaking

**3/25 Public Communication: Persuasive Speaking II**

*Video Systems: Persuasive speeches*

3/27 Persuasive speaking

3/29 Persuasive speeches

**4/1 Group Communication I: Theoretical Model** Chapter 9

4/3 Persuasive speeches

4/5 Persuasive speeches

**4/8 Group Communication II:  
Decision Making & Problem Solving** Chapter 10

4/10 Persuasive speeches

4/12 Persuasive speeches

**4/15 Patriot's Day – no classes**

*Video Systems: Deborah Tannen and Robert Bly on gender communication*

4/17 Group communication

4/19 Group communication

**4/22 Intercultural Communication**

4/24 Group communication

4/26 Group communication

**4/29 Mass Communication**

Chapter 17

5/1 Group communication

5/3 Group communication

FINAL EXAM – will be held at the time scheduled for your lab class.