



MONDAYS (Meet Online) - Field Experiences and Assignments

WEDNESDAYS (Meet In Class) from 12:35pm - 1:50pm in

WE WILL MEET BOTH DAYS DURING THIS FIRST WEEK OF SCHOOL!

Location: (OA Grant Humanities 392)

Contact Information:

Professor: Dr. Jennifer T. Edwards

Office: Grant Building - 3rd Floor (COMM Offices) Phone: (254) 968-9638

E-mail: jtedwards@tarleton.edu

Twitter/Instagram - @drjtedwards

YouTube: <https://www.youtube.com/channel/UCi7VwIk9Yx4GGRIxLIAO9Hg>

(Preferred Communication Methods - Twitter or Canvas Mail)

Office Hours (Updated)

Days	Time	How?
Mondays	Noon -2:00 pm	Have a Question? Send a Message to Me on Twitter Direct Message OR "Canvas Inbox"
Tuesdays	9:00 am -11:00 am	Have a Question? Send a Message to Me on Twitter Direct Message OR "Canvas Inbox"
Wednesdays	11:00 am - 12:00 am 2:00 pm - 3:00 pm	<u>Come by and See Me In Person:</u> Grant 394U
Thursdays	9:00 am -11:00 am	Have a Question? Send a Message to Me on Twitter Direct Message OR "Canvas Inbox"

Course Text & Course Description:

This is an open-educational resources course and we will access course materials from the university library databases. We WILL NOT require students to purchase additional course books, etc.
**The only item that you will have to pay for is the workbook.*



Course Description: (3 Credits) - Course Description: (3 Credits) - This course is designed to improve the individual's understanding of the human communication process. Classroom exercises involve the student in interpersonal, small group, and presentational speaking situations. Special emphasis on developing communication skills needed to check and validate perceptions, control language usage, and analyze and improve reasoning processes.

Intended Student Outcomes

At the conclusion of the course, the student will be able to...

A. Knowledge Outcomes

- Understand the communication model and process.
- Understand the impact of culture on the communication process.
- Understand the listening process and apply good listening habits.
- Understand the impact of culture and context on selection of appropriate verbal communication.
- Be able to recognize cultural norms in nonverbal behavior.
- Be able to analyze and synthesize large amounts of information to produce relevant, insightful presentations.
- Be able to organize presentational information in a coherent manner.
- Be able to seek out information from a variety of sources.

B. Skill Outcomes

- Participate in partner assignment on designing a communication model based on a contextual situation.
- Observe and record poor listening habits in various contexts, and make suggestions for improvement based on good listening skills.
- Develop and participate in nonverbal and culture assignments in order to better understand the significance of cultural norms on nonverbal communication.
- Assist in the development of a course lexicon with emphasis on the improvement of vocabulary and language selection.
- Research, organize and present two presentations; one informative and one persuasive, utilizing a variety of supporting material and sources.

Tarleton Policies

Disability Services Statement

It is the policy of Tarleton State University to comply with the Americans with Disabilities Act and other applicable laws. If you are a student with a disability seeking accommodations for this course, please contact the Center for Access and Academic Testing (CAAT) at 254.968.9400 or caat@tarleton.edu. CAAT is located in Math 201. More information can be found at www.tarleton.edu/caat, in the University Catalog, or at www.ada.gov.

Observation of a Religious Holy Day

Texas House Bill 256 requires institutions of higher education to excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day. The student shall also be excused for time necessary to travel. An institution may not penalize the student for the absence and allows for the student to take an exam or complete an assignment from which the student is excused. No prior notification to the instructor is required.

Academic Integrity

Tarleton State University's core values are integrity, leadership, tradition, civility, excellence, and service. Central to these values is integrity, which is maintaining a high standard of personal and scholarly conduct. Academic integrity represents the choice to uphold ethical responsibility for one's learning within the academic community, regardless of audience or situation.

Requirements for Speeches/Assignments

- Late assignments will receive a 20 percent deduction on every subsequent day the assignment is late. For example, if a 50 point assignment is due on Wednesday and the student turns in the assignment on Thursday, the student can potentially earn 40 points.
- Speeches may only be delivered during the designated speech period on the class syllabus. Extenuating circumstances will be handled on an individual basis.
- Visual Aids (power point, youtube.com links, etc.) should be finished on Google Docs on the day BEFORE your speech is due. Any visual aids that are NOT finished by the day before your speeches will result in a 20 percent deduction. You MUST share your visual aid to Dr. Edwards via e-mail - drjtedwards@gmail.com.
- Appropriate dress must be worn for speeches (please refer to the professional attire section).
- SPEECH SOURCES - Students MUST use the library databases for each of their sources.
- Presentations must make the minimum time limit which is designated on the Speech Assignment sheets.

- Speeches must be given in an extemporaneous manner (i.e. - must not be read directly from the note cards).
- Only use 3x5 note cards (written in outline form) when delivering speeches. This outline should not have complete sentences, except for evidence and quotes. Speeches should not be read from note cards).
- Professional Attire - No jeans, shorts, or flip flops. The attire is business attire or business casual. Appropriate attire may include the following:
 - Women – suit, dress, khakis, dress pants, blouse, etc.
 - Men – suit, slacks, button-down shirt, tie, etc.

Best Practices for Dr. Edwards' Classes

Five Tips and Best Practices

- o Be punctual and considerate. If you anticipate an absence, please send Dr. Edwards a message on Canvas.
- o Attendance - You may only be absent from class 2 times during the semester (any additional unexcused absences will receive a 2.5% reduction on your course grade per absence for course participation).
- o Respect the opinions/beliefs of others.
- o Complete assignments on-time.
- o Think creatively and have fun!
- o **Late assignments** will receive a **20 percent deduction** on every subsequent day that the assignment is late. For example, if a 50 point assignment is due on Wednesday and the student turns in the assignment on Thursday, the student can potentially earn 40 points.

Use Canvas & Google Docs – Canvas will serve as Dr. Edwards's primary form of communication with the class with direct messages on Twitter. Students will use Canvas to take each examination and Google Docs to create most assignments. Dr. Edwards (I will automatically have access to your document and I will help you along the way). In addition, the class syllabus, supplemental material, test study guides, assignment requirements, and other material will be available on Tarleton's Canvas website. If students have any questions about the website, please contact Dr. Edwards.

*****IMPORTANT** – Dr. Edwards will answer any Canvas e-mail during office hours. Any very important e-mail (papers/assignments) that students would like Dr. Edwards to examine before the due date should be sent at least 72 hours before the date the paper is due.

Modules on Canvas

Description of the Learning Modules (Course Organization) - This course is slightly different than other Bb courses. In this course, we will use “learning modules” to organize our course. In addition, at the beginning of each week, you will receive an e-mail checklist outlining EVERYTHING that needs to be accomplished that particular week.

Here is a slight description:

Tests	Each of your examination study guides and your examinations are located under this learning module.
Resources	Additional Course Resources will be located here.
Learn	Assignments and chapter notes will be listed under this learning module. The content is divided by weeks. The content for past and current weeks is revealed to the student and future weeks’ content will be revealed every Monday. Extra Credit Assignments will be listed in this section.
Speeches	Important information pertaining to the speeches and special projects are featured in this section.

Speeches and Presentations

*****Refer to the speech requirement sheets under the “iSpeak Learning Module” for specific information.**

Dyad Informative Speech: *The purpose of the informative speech is to introduce the audience to new concepts or to gain additional knowledge about an existing concept. At least six (6) sources from current literature are required for this speech. Students must verbally cite each source in this speech. (6-8 minutes) *Refer to iSpeak Learning Module*

Group Persuasive Speech: *The purpose of this speech is for students to persuade their classmates to change their way of thinking, take a certain action, or to purchase a particular product. At least eight (8) sources from current literature are required for this speech. Students must verbally cite each source in this speech. (12-15 minutes) *Refer to iSpeak Learning Module*

Extra Credit – Various extra credit opportunities will be available throughout the semester.
Current Events – Every student should remain informed of local, state, national, and international events. Many class discussions will be centered on current events.

Class Schedule:

<u>Dates</u>	<u>Assignment</u>
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Aug. 26th - Sep. 1st Week 1	This Week's Learning Outcome - Understand the communication model and process. Skill Outcome: Participate in partner assignment on designing a communication model based on a contextual situation. Monday's Topic: Welcome to Class - Syllabus Overview Work on Assignments on Canvas (Due Friday at Midnight) WB - Introduction to Communication (p. 1) WB - Why Learn about Communication? (p. 1) WB - Communication Model Exercises (p. 15) Wednesday's Topic: In Class Database Training Session *** (Meet in the Library Training Center) *** Read It Before Wednesday - Introduction to Public Speaking: Models of Communication, Speaker, Message, Channel, Audience, Feedback: Visual and Verbal Cues, & Noise and Interference (Required) - - Action Item - Week 1 - Create a Twitter Account & Google Account - Action Item - Week 1 - Class Questionnaire
Sep. 2nd - Sep. 8th Week 2	This Week's Learning Outcome - Understand the impact of culture on the communication process. Monday's Topic: Field Experiences and Assignments Work on Assignments on Canvas (Due Friday at Midnight) Assignment will be posted next Monday. Wednesday's Topic: Workbook, Question and Answers Session Read It Before Wednesday: Introduction to Public Speaking: Elements of the Communication Process & Barriers to Effective Communication Form Groups (Required) - Check Canvas for any Weekly Learning Assignments.
Sep. 9th - Sep. 15th Week 3	This Week's Learning Outcome - Understand the listening process and apply good listening habits. This Week's Skill Outcome - Skill Outcome: Observe and record poor listening habits in various contexts, and make suggestions for improvement based on good listening skills. Monday's Topic: Work on Assignments on Canvas (Due Friday at Midnight): Activity - Listening with a Purpose, Activity - Listening Effectively: Appendix A Listening Profile

	Wednesday's Topic: Let's Talk About It! Read It Before Wednesday - Listening Effectively: Introduction, Hearing Versus Listening, The Value of Listening, Three A's of Active Listening, Barriers to Effective Listening (Required) - Check Canvas for any Weekly Learning Assignments.
Sep. 16th - Sep. 22nd Week 4	This Week's Learning Outcome - Understand the impact of culture and context on the selection of appropriate verbal communication. This Week's Skill Outcome: Develop and participate in nonverbal and culture assignments in order to better understand the significance of cultural norms on nonverbal communication. This Week's Skill Outcome: Assist in the development of a course lexicon with emphasis on the improvement of vocabulary and language selection. Monday's Topic: Let's Talk About It! Work on Assignments on Canvas (Due Friday at Midnight): WB - Audience Analysis Assignment & WB - Examining Your Cultural Barriers Wednesday's Topic: Let's Talk About It! Read It Before Wednesday - 10.1 – What Language Is and Does (pg. 202) Demographic Factors to Consider: Age, Gender, Sexual Orientation, Education, Religion, Culture, Ethnicity, and Race, & Group Membership (Required) - Check Canvas for any Weekly Learning Assignments.
Sep. 23rd - Sep. 29th Week 5	This Week's Learning Outcome - Monday's Topic: Let's Talk About It! Prep for Midterm Read It Before Wednesday - Midterm Study Guide Wednesday's Topic: In Class Study Session Midterm Examination on Canvas (Due by Sunday) Sep. 29th - Midterm Examination Due (Required) - Check Canvas for any Weekly Learning Assignments.
Sep. 30th - Oct. 6th Week 6	This Week's Learning Outcome - Be able to recognize cultural norms in nonverbal behavior. Monday's Topic: Let's Talk About It! Work on Assignments on Canvas (Due Friday at Midnight): WB - Non Verbal Exercise; WB - Listening Exercise

	Wednesday's Topic: Let's Do It! - BB - Dyad Info. Speech Topic Due by midnight (link under the "iSpeak" Learning Module), Read It Before Wednesday - Nonverbal Aspects of Delivery, Nonverbal Communication Skills List and Examples, Audience Analysis: Objectives and Outline, Audience Analysis: Introduction, & Audience Analysis: Approaches to Audience Analysis (Required) - Check Canvas for any Weekly Learning Assignments.
Oct. 7th - Oct. 13th Week 7	This Week's Learning Outcome - Be able to analyze and synthesize large amounts of information to produce relevant, insightful presentations. & Be able to seek out information from a variety of sources. Monday's Topic: Let's Talk About It! Work on Assignments on Canvas (Due Friday at Midnight): WB - Developing Your Main Points, WB - General and Specific Purpose, WB - Thesis Statement, WB - Writing the Speech Wednesday's Topic: Let's Do It! Read It Before Wednesday - Organizing and Outlining: Objectives and Outline, Introduction, The Topic, Purpose, and Thesis, Writing the Body of Your Speech, Organizational Styles, Connecting Your Main Points, Outlining Your Speech, & Conclusion (Required) - Check Canvas for any Weekly Learning Assignments.
Oct. 14th - Oct. 20th Week 8	This Week's Learning Outcome - Be able to organize presentation information in a coherent manner. WB - Scrambled Outline Exercise, WB - Citing Your Sources Verbally This Week's Skill Outcome: Research, organize and present two presentations; one informative and one persuasive, utilizing a variety of supporting material and sources. INFORMATIVE SPEECH RESEARCH WEEK Monday's Topic: Let's Talk About It! Work on Assignments on Canvas (Due Friday at Midnight): WB - Citing Sources in Your Outline (APA & MLA Examples), WB - Judging Sources Wednesday's Topic: Let's Do It! - BB -Google Docs - Dyad Info. Outline Due by midnight Sunday

	Read It Before Wednesday - <u>Critical Thinking & Reasoning: Objectives and Outline</u>, <u>Critical Thinking & Reasoning: Introduction</u>, & <u>Critical Thinking & Reasoning: Critical Thinking</u>, <u>Supporting Your Ideas: Introduction</u>, <u>Personal and Professional Knowledge</u>, <u>Library Resources</u> (Required) - Check Canvas for any Weekly Learning Assignments.
Oct. 21st - Oct. 27th Week 9	This Week's Learning Outcome - Monday's Topic: INFORMATIVE SPEECH PREPARATION WEEK Work on Assignments on Canvas (Due Friday at Midnight): Evaluate Speeches Wednesday's Topic: Let's Do It! (MEET IN YOUR GROUPS-- Prepare for Speeches
Oct. 28th - Nov. 3rd Week 10	This Week's Learning Outcome - Monday's Topic: INFORMATIVE SPEECH PREPARATION WEEK Record Speeches Wednesday's Topic: Practicing Speeches in Class (and in Small Groups), Decide on a Group Persuasive Speech Upload Speeches on Canvas (Due Sunday at Midnight) All COMM 1311 Students are required to attend the BIG Texan Debate Event on Wednesday, November 6th at 7pm in the Fine Arts Auditorium. You will need to swipe your cards to show me that you attended this event. ***There are also smaller Texan Debate events at 2pm & 3pm in Grant 116, 117, 118. You may attend one of these for extra credit (5pts). Just swipe in!** (Required) - Check Canvas for any Weekly Learning Assignments.
Nov. 4th - Nov. 10th Week 11	This Week's Learning Outcome - Monday's Topic: INFORMATIVE SPEECH PRESENTATIONS Prepare for Speeches on Canvas Wednesday's Topic: DYAD INFORMATIVE SPEECHES IN CLASS 10am - 11am, 12:35pm - 1:50pm (Sign Up for a Time) - BB -Google Docs -Group Business Plan Outline Due by midnight (Nov. 10th)

	(Required) - Check Canvas for any Weekly Learning Assignments.
Nov. 11th - Nov. 17th Week 12	This Week's Learning Outcome - Monday's Topic: PERSUASIVE SPEECH /PREPARATION WEEK Prepare for Speeches on Canvas Wednesday's Topic: RESEARCH & PRACTICE PERSUASIVE PRESENTATIONS IN CLASS - Friday, November 15th: Google Docs - Group Persuasive Speech Outline Due by midnight
	(Required) - Check Canvas for any Weekly Learning Assignments.
Nov. 18th - Nov. 24th Week 13	This Week's Learning Outcome - Monday's Topic: PREPARE FOR PERSUASIVE SPEECH Complete Assignments on Canvas Wednesday's Topic: PERSUASIVE SPEECH DELIVERY WEEK (IN GROUPS) Prepare for Speeches in Class
	(Required) - Check Canvas for any Weekly Learning Assignments.
Nov. 25th - Dec. 1st Week 14	This Week's Learning Outcome - Monday's Topic: PERSUASIVE SPEECH REFLECTION WEEK Prepare for Complete Assignments on Canvas Wednesday's Topic: Thanksgiving Week! Prepare for Speeches in Class
	(Required) - Check Canvas for any Weekly Learning Assignments.
Dec. 2nd - Dec. 8th Week 15	This Week's Learning Outcome Monday's Topic: Study for Finals! Record Group Speeches Wednesday's Topic: Start Taking Your Final Examination Upload Group Speeches (Due Sunday at Midnight) Case Study & Final Examination (on Canvas) Due by Sunday, December 8th (Required) - Check Canvas for any Weekly Learning Assignments.

Dec. 9th - Dec. 15th Week 16	Thank you for all of your hard work this semester! Remember to complete your evaluation of the course!
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Grading Rubric: Students should use this rubric to write down the grades that they receive in the class. Most grades will be posted on the Canvas. Students can always know their current grade in the course by dividing the total number of points possible by the total number of points received.

<u>Grade</u>	<u>Points Possible</u>	<u>Points Received:</u>
<u>SPEECHES/PRESENTATIONS</u>	<u>250</u>	
Informative Speech	125	
Persuasive Speech	<u>125</u>	
<u>ASSIGNMENTS</u>	<u>125</u>	
Group Member Evaluations		

<u>EXAMINATIONS</u>	<u>300</u>	
Midterm Examination	150	
Final Examination	150	
TOTAL POINTS	587	

******This syllabus may be modified and updated at any time during the semester. If this syllabus is modified, the document will be updated under the syllabus tab on Canvas and each student will receive a Bb e-mail or Twitter group message related to the update.***

Have a wonderful semester! Please contact me if you have ANY questions or need any help!

Sincerely,

Dr. Edwards