

## **CMST 130: Fundamentals of Communication Syllabus**



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### **Course Number and Title:**

*CMST 130: Fundamentals of Communication*

### **Course Brief Description:**

*Broad-based overview of the field of communication as a social and cultural construct, through an examination of practices and theories in various contexts and settings. Topics may include communication theory, media studies, rhetoric intercultural studies, group and organizational communication, and performance.*

*3 credit hours.*

### **Prerequisite Knowledge:**

*No prerequisite knowledge is required for the course.*

### **Course Goals:**

At the end of this course, students will be able to:

- *Describe theories and concepts of communication and culture.*
- *Apply vital critical thinking skills through practices of speaking, writing, and interpersonal interaction.*
- *Practice strategies for overcoming common barriers to communication.*
- *Engage in communication for justice, equity, diversity, and inclusion.*

### **Course Materials:**

*Fundamentals of Communication, Pressbooks: <https://louis.pressbooks.pub/fundamentalsofcomm/>*

### **Instructor Contact Information:**

Instructor:

- Name: Robin Johnstone
- Email: [rjohns2@dcc.edu](mailto:rjohns2@dcc.edu)
- Phone: 504-671-6612
- Office: Bldg. 1, Arts and Humanities; Room 11902E
- Office Hours: Monday/Wednesday 1-2pm; Tuesday 9-9:30am, 11am-2pm, 3:30-4pm; Thursday 12-2 pm, 3:30-4pm; Friday 10-11:30am [Zoom ID 350 331 6145 <https://dcc-edu.zoom.us/j/3503316145>] In person and additional hours by request
- Communication policy: Please use Canvas inbox for messaging

**Course Schedule:**

Module	Topics and Concepts  List and describe as necessary the topics and concepts covered in each weekly unit.	Corresponding Course Materials  Where relevant, indicate if the resource is a chapter(s) or section(s) of a larger resource.
1	Introduction/Foundations of Communication	Chapter 1: The Foundations of Communication
2	Communication Theory & Perceiving and Understanding	Chapter 2: Perceiving and Understanding Chapter 7: Communication Theory
3	Verbal and Nonverbal Communication	Chapter 3: Verbal Communication Chapter 4: Nonverbal Communication
4	Listening & Communication Climates	Chapter 5: Listening Chapter 6: Creating Communication Climates and Conflict Communication Climate
5	Interpersonal Communication	Chapter 8: Interpersonal Communication
6	Cultural Identities	Chapter 9: Cultural Identities
7	Intercultural Communication	Chapter 10: Intercultural Communication
8	Mass Communication	Chapter 11: Mass Communication
9	Final Project	Communication Playlist

**Course Policies:**

- **Technology Requirements**

*Access to a computer and internet is necessary to access course materials. No other technology required.*

- **Netiquette**

*Online Etiquette – When communicating in an online class, posting discussions, sending emails, or course messages, it is important to remember several rules of etiquette.*

*1. Avoid language that may come across as strong or offensive. Language can be easily misinterpreted in written communication. If a point must be stressed, review the statement to*

*make sure that an outsider reading it would not be offended. Humor and sarcasm may easily be misinterpreted as well, so try to be as matter-of-fact and professional as possible.*

*2. Keep writing to a point and stay on topic. Online courses require a lot of reading. When writing, keep sentences focused and brief so that readers do not get lost in wordy paragraphs and miss the point of the statement. Avoid introducing new topics that may confuse the readers.*

*3. Read first, write later. It is important to read all posts or comments of students and instructors within the course discussion before personally commenting to prevent repeating commentary or asking questions that have already been answered.*

*4. Review, review, then send. There's no taking back a comment that has already been sent, so it is important to double-check all writing to make sure that it clearly conveys the exact intended message.*

*5. The language of the Internet. Certain aspects of Internet communications are not appropriate in the online classroom. For example, do not write using all capital letters, which is considered shouting, do not use "IM" language or emotions. Always write complete sentences and check your grammar.*

*6. Consider the privacy of others. Ask permission prior to giving out a classmate's email address or other information.*

*7. No inappropriate material. Do not forward virus warnings, chain letters, jokes, etc. to other course takers or the instructor(s). The sharing of pornographic material is forbidden.*

- **Guidelines for communication**

*Always include a subject line.*

*Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.*

*Use standard fonts that do not have serifs, such as Verdana, Calibri and Arial.*

*Do not send large attachments without permission.*

*Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.*

*Respect the privacy of other class members*

**Discussion Groups:**

*Review the discussion threads thoroughly before entering the discussion. Be a lurker then a discussant.*

*Try to maintain threads by using the "Reply" button rather starting a new topic.*

*Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of other's ideas.*

*Be patient and read the comments of other group members thoroughly before entering your remarks.*

*Be cooperative with group leaders in completing assigned tasks.*

*Be positive and constructive in group discussions.*

*Respond in a thoughtful and timely manner.*

**Chat:**

*Introduce yourself to the other learners in the chat session.*

*Be polite. Choose your words carefully. Do not use derogatory statements.*

*Be concise in responding to others in the chat session.*

*Be prepared to open the chat session at the scheduled time.*

*Be constructive in your comments and suggestion*

- **Computer Skills**

*Introductory skills with Moodle and Pressbooks and proficiency with Microsoft Word*

- **Evaluation**

*An assignment and discussion forum is required for completion of each module.*

*H5Ps within the textbook are for self-assessment; they are not graded.*

*At the end of the course there is a final project.*

- **Grading Policy**

*With a valid excuse, students will be allowed to make up ONE assignment, but to do so, they **MUST** make an arrangement with the instructor no later than the next class period after its scheduled due date to complete their assignment. Any other late work may be accepted at the instructor's discretion and subject to a one-letter-grade penalty for each day the assignment is late. No make-up tests or in-class assignments will be given, so the wise student will always be present and on time for class.*

**University Policies and Support:**

- **Code of Conduct:** The attitude that each student brings into the classroom affects the quality of each class meeting and ultimately the quality of the course as a whole. To ensure the quality of the course, the instructor must require that students act like responsible, respectful, self-motivated adults who are serious about meeting standards, achieving goals, and improving their lives. That is, students are expected to show appropriate respect for the class and themselves at all times, to attend all class meetings prepared and ready to learn, and to contribute to the class' overall success by being attentive, asking questions, and participating in class discussions. When all students conduct themselves according to the course's behavioral requirements, students will get the most out of their investment in the course. Any student who does not consistently meet the course's behavioral requirements will be removed from the class on a temporary or, through due process, permanent basis.

- **Academic Integrity:** Delgado Community College requires that students adhere to the highest standards of academic integrity. Students are entrusted to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Cheating, plagiarism, violation of test conditions, complicity in dishonest behavior, or other falsification of academic work is a serious breach of College standards.

Plagiarism is defined as any attempt to represent the work of another as one's own original work. More specifically, plagiarism is the direct appropriation of the language, thoughts, or ideas of another—either literally or in paraphrase—without appropriate notation on the source and in such fashion as to imply that the work is one's own original work.

Depending upon the nature of the case, a student guilty of academic dishonesty may receive penalties ranging from a grade of "F" for the work submitted to expulsion from the College. Such penalties may be of both an academic and disciplinary nature. *See the College Catalog for additional information.*

***ATTENDANCE:*** Attendance is very important in this course, and students who intend to pass it must always be present for every scheduled class meeting. Not only do students miss lessons and explanations, the answers to other students' questions, schedule updates, tests, exams, and in-class exercises and activities when they are absent from class, but they will also lose points from the Attendance and Student Engagement portion of their overall course grade. Because of all of these reasons, students who miss too many classes will likely not pass the course. More specifically, students who miss more than three TR classes or five MWF classes, for any reason, will likely earn ZERO of the Attendance and Student Engagement portion of their overall course grade, which means that they will likely not pass the course and should strongly consider officially withdrawing from the course to avoid earning a failing grade. In addition, if by chance students miss a class, they are responsible for any assignments given.

***TARDINESS:*** Students are responsible for all material covered in class whether they are present in the classroom and should avoid being late to class or risk failing the course. The instructor may not mark present a student that arrives past the halfway point of any class meeting. Likewise, the instructor may mark absent a student that leaves class shortly after attendance has been taken. Being tardy will count against a student's Attendance and Student Engagement portion of the overall course grade.

- **Title IX Statement:** Delgado Community College is committed to creating and maintaining an environment in which sexual violence against men and women is not tolerated. Intervening in such instances helps to foster a safe environment for all, while sending a message that his kind

of behavior will not be tolerated and is unacceptable in our community. As part of its commitment to providing an educational environment free from discrimination, Delgado Community College complies with Title IX of the Education Amendments, which prohibits discrimination and harassment based upon sex in an institution's education programs and activities. Title IX prohibits sexual harassment, including sexual violence, of students at Delgado Community College sponsored activities and programs whether occurring on-campus or off-campus.

- **Accessibility and Disability Services:** It is the general policy of Delgado Community College to provide an equal opportunity for academic success to all students. Reasonable accommodations for a student with a disability will be made provided the student has self-identified with the Office of Disability Services and has provided the required documentation. Instructors will appropriately modify their methods of instruction, course and examination requirements and general procedures to accommodate the special needs of the student provided the academic integrity of the course or examination is not violated and the accommodation does not jeopardize the health and welfare of all students. Accommodations will not be made without the letter of accommodation from the Office of Disability Services. *See the College Catalog for more information.*

**WITHDRAWING FROM THE COURSE:** The last day for students to withdraw from a course with a *W* (Withdrawn) is Wednesday, November 2. Students should also make certain that their contact information is up-to-date in the LOLA/Banner system. After that date, a letter grade must be given. In other words, if students do not complete the course, they must officially withdraw by the deadline to avoid an *F*. To withdraw officially from a course, students can go to the Registrar's Office or do so through their LOLA account.

**FN GRADE:** Class attendance is required. Students must regularly and punctually attend (or interact online, if applicable) all classes in which they are enrolled. Failure to do so may lead to a lower or failing grade in a course and an outstanding financial obligation. Students who stop submitting assignments and attending class for two or more consecutive weeks will earn a grade of *FN* and may be unofficially withdrawn from the college. If withdrawn, students may request reinstatement; however, instructors are not obligated to allow reinstatement or provide makeup provisions for missed coursework. *See the College Catalog for more information.*

**THE "I" GRADE:** A grade of *I* (Incomplete) indicates that satisfactory work has been done in a course, but the student has been prevented from taking the final examination. The *I* is not given unless the student contacts the instructor and requests an *I* grade. It must be removed by the end of the next semester or sooner; otherwise, the grade becomes an *F*. Students **MUST** contract their instructor and sign the *I* contract to receive an *I* for a missed final, etc. *I*'s are given at the point when at least 90% of the class work is successfully completed.

**GRIEVANCE PROCEDURES:** The College encourages students to meet with their instructors to resolve any problems that they encounter in their classes before discussing a complaint with a department chair. If students want to file official complaints related to academics (grades, assignments, lessons, discussions, etc.) or discuss such complaints with a department chair, they should follow the Student Academic Complaint process, which requires that they file complaints within seven (7) days of the incident.

Students who want to file official complaints unrelated to academics must follow the College's grievance procedure. This procedure requires that students complete the Student Complaint Form, which is available on Delgado's website and at the Office of Student Life on each campus/site, and follow the instructions contained in the college's Student Grievance Procedures policy. *See the college's Student Grievance Procedures policy for more information.*

**CHILDREN ON CAMPUS:** In accordance with the college's policy, children—attended or unattended—are discouraged from being on campus and are prohibited from classrooms. Students who encounter a need for childcare should contact the Joey Georgusis Center for Children at (504) 671-6542.

**PREPAREDNESS:** In the unlikely event that the campus is closed for an extended period of time (more than a week), students should check the Delgado home page at [www.dcc.edu](http://www.dcc.edu) for information. Students should also make certain that their contact information is up-to-date in the LOLA/Banner system. Instructors will contact students through email/Canvas with additional information.