CO 210   Fundamentals of Communication
Course Syllabus and Calendar

Summer Intersession 2024

<u>**Section Information**</u> CO210-02
M,T,W, Th, F 10am -12 pm
EC, Room 211
Moodle course link: Course: CO-210-09 FUNDAMENTALS OF COMMUNICATION - FINAKPO SESSION A '24 - M. LEPOJEVIC (uog.edu)
Self-enrolement Moodle Key:
co21009su

<u>Instructor Information</u>
Dr. Milica Lepojevic (Dr. Millie Nice)
Email milical@triton.uog.edu
Office Location – email or after/before the class

I.   Course Description

1.   Catalog Description
This course introduces students to public speaking and person-to-person communication, as well as to group and intercultural communication. Students learn about basic speech preparation and delivery, as well as effective communication skills suited to the people with whom they interact in a variety of everyday contexts. Oral presentations may include demonstrative, informative, and/or persuasive speeches of 6-8 minutes in length. CO 210 must be completed with a grade of "C" or better. Grades are A, B, C, D, F, I, or NC. Prerequisite: Completion of EN 110 or test out.

2.   Course Content
This course is a survey of Speech Communication theories, concepts, and skills existing in interpersonal, intercultural, small group, and organizational interaction, as well as in oral public presentations. This course offers a combination of humanistic and pragmatic approaches to understanding and evaluating communication. An emphasis is placed on developing skills in public communication, including speech preparation and listening.

II.   Student Learning Outcomes

CO 210 Course Learning Outcomes	Gen Edu Tier 1 CF: *Oral Communication* GE OC LO	Communication Program PLO	Institutional ILO
By the end of the course, students will demonstrate the ability to:	UOG students will be able to communicate ideas, perspectives, and values clearly and persuasively in oral form by:	Upon successful completion of the communication program, the student should be able to demonstrate the ability to successfully:	Some of the expected fundamental knowledge, sills, and values that the University of Guam student will have demonstrated upon completion of any degree are:
SLO 1. Explain the basic parts of the communication process; understand effective communication interactions in interpersonal, intercultural, organizational,	**GE OC LO 2.** Using organization and language to effectively present material to an audience. **GE OC LO 3.** Considering contexts and cultures when crafting and delivering messages for different audiences.	**CLO 1.** Articulate the theories of perception, interaction, and the creation of shared meaning in individual, group, intercultural, mass and digital communication settings. **CLO 2.** Analyze the effects of media messages and form on the individual and society.	**ILO 1.** Mastery of critical thinking. **ILO 3.** Effective oral and written communication. **ILO 4.** Understanding and appreciation of culturally diverse people, ideas and

perception, verbal, nonverbal, listening, and small group communication.		**CLO 3.** Apply basic logic, reasoning, ethics, and interpretation in producing and consuming messages.	values in a democratic context. **ILO 5.** Responsible use of knowledge, natural resources, and technology. **ILO 7.** An interest in personal development and lifelong learning.
SLO 2. Demonstrate the ability to apply the communication principles in interpersonal, intercultural, organizational, mass media, listening, and small group contexts.	**GE OC LO 2.** Using organization and language to effectively present material to an audience. **GE OC LO 3.** Considering contexts and cultures when crafting and delivering messages for different audiences.	**CLO 1.** Articulate the theories of perception, interaction, and the creation of shared meaning in individual, group, intercultural, mass and digital communication settings. **CLO 2.** Analyze the effects of media messages and form on the individual and society. **CLO 3.** Apply basic logic, reasoning, ethics, and interpretation in producing and consuming messages.	**ILO 1.** Mastery of critical thinking. **ILO 3.** Effective oral and written communication. **ILO 4.** Understanding and appreciation of culturally diverse people, ideas and values in a democratic context. **ILO 5.** Responsible use of knowledge, natural resources, and technology. **ILO 7.** An interest in personal development and lifelong learning.
SLO 3. Demonstrate knowledge of speech preparation in research, organization, audience analysis, visual aids, outlining, critiquing and effective presentation skills used in a variety of public speaking contexts to increase speaker credibility.	**GE OC LO 1.** Developing ad presenting material around a central theme. **GE OC LO 2.** Using organization and language to effectively present material to an audience. **GE OC LO 3.** Considering contexts and cultures when crafting and delivering messages for different audiences. **GE OC LO 4.** Identifying, evaluating, and applying different styles and modes of presentation in public speaking and listening. **GE OC LO 5.** Demonstrating appropriate ethical standards and properly citing sources while researching and presenting materials.	**CLO 3.** Apply basic logic, reasoning, ethics, and interpretation in producing and consuming messages. **CLO 4.** Construct and express a cohesive idea, across multiple platforms, drawn from multiple sources of information that arrives at a rational conclusion expressing a defensible point of view. **CLO 5.** Utilize contemporary and understand developing communication technologies.	**ILO 1.** Mastery of critical thinking. **ILO 3.** Effective oral and written communication. **ILO 4.** Understanding and appreciation of culturally diverse people, ideas and values in a democratic context. **ILO 5.** Responsible use of knowledge, natural resources, and technology. **ILO 7.** An interest in personal development and lifelong learning.

III. Course Requirements

1) Required Texts

Turner, Lynn H. and Richard West. *An Introduction to Communication.* New York, NY: Cambridge University Press, 2018. Print.

2) Final Grades
All grades are based on:
A+ 98-100% GPA 4.00 Honors
A 93-97% GPA 4.00 Outstanding

A- 90-92% GPA 3.67 Outstanding
B+ 87-89% GPA 3.33 Excellent
B 83-86% GPA 3.00 Good
B- 80-82% GPA 2.67 Above Average
C+ 77-79% GPA 2.33 Adequate
C 70-76% GPA 2.00 Adequate
D 60-69% GPA 1.00 Deficient
F 0-59% GPA 0.00 Failure

*Students whose final grade is "D" will earn credit for the course, but will not fulfil the course prerequisite for CO 210. Students who earn a "D" will need to retake CO 210 until a final grade of "C" or better is earned

NC: Student's work does not evidence competency of the Learning Outcomes. The student must retake CO 210.

UW: Unofficial withdrawal assigned by Registrar—Student stopped attending classes and did not submit/file required documents.

W: Withdrawal assigned by Registrar—Student stopped attending classes and submits/files required documents.

3) **Description Course Assignments and Calculation of Assignment Scores**
    Students earn points by attending class, participating during lecture-discussion classes, completing and submitting all assignments, completing assessments, and producing a course portfolio. In the section below the number of points for each course activity are described.

    The class will combine various modes of learning and instruction, which will be interconnected and evaluated. Students will be graded concurrently and formally. Effective course competence entails knowledge of content (tests) and as students are being graded for speaking (presentations) others are being graded for listening (evaluation) and active listening (attendance and quality participation). In-turn responses and assignments should exhibit a progression of such thought (papers) and further research outside of class. In the section below the number of points for each course activity are described.

    Midterm Test –10 points
    Final Test - 10 points
    Homework assignment 1 – 10 points
    Homework assignment 2 - 10 points
    Research paper – 10 points
    Introduction and Informative Speech with outline – 15 points
    Persuasive Speech with outline – 15 points
    Peer Evaluation 1 - 5 points
    Peer Evaluation 2 - 5 points
    Class Participation and attendance - 10 points

    1-3 absences 100 points

3-6 absences 90-70 points
7-9 absences 69-50 points
-10 absences 39-0 points (potential fail)

Total points: 100

Potential for bonus points (up to 10 points): special creativity, peer support, extra assignments agreed on during the course.

Note: Students can choose if they want their lowest graded assignment to be dropped when calculating the final grade.

IV. Course and Program Policies

1. Assignment Submission Policy
   Assignments are generally due on the day stated by the instructor at 1 pm, unless noted otherwise. Late assignments will be penalized by 20 % point deduction if submitted within a week. Assignments will not be accepted later then a week behind the due date.

2. Attendance Policy
   As members of a learning community instructors and students agree to a tacit social contract. That contract ensures that all participants will attend every class meeting, engage one another in an informed and spirited manner, and complete all assigned responsibilities on time. When you signed up for this course, attendance, and participation became two of your assigned responsibilities. Like any other assignment you will be awarded points for meeting that responsibility. Attendance is particularly critical during speech days as the class is expected to provide a supportive audience for all the speakers. More than 3 absences will adversely affect your final grade. Remember that the reason for missing class does not change the fact of your absence. It is also your responsibility to be on time to class, three late arrivals result in one absence. Please avoid arriving more than 15 minutes late to class, anything after will be considered an absence and should be avoided.

3. Make-Up Assignments Policy

   When a student is absent or anticipates a future absence, the student must inform the instructor immediately. Students should inform the instructor via email about their absence and its cause, and request to make-up missed assignments or in-class CO 210 Course Syllabus. This syllabus and course calendar may be revised to accommodate student progress. Changes will be announced in class, via email, or the Moodle course page (if applicable). assessments. When a student is absent for lecture-discussion sessions, students should retrieve lesson and assignment information from peers. Seek the instructor for assistance to clarify information from peers. If the instructor approves a make-up session, especially for assessment purposes, students are reminded to attend any scheduled make-up session. Students should show up on the agreed date, time, and place.

4. Withdrawal Policy

If a student elects to withdraw from the course, the student must do so before the university's voluntary withdrawal deadline (see UOG's undergraduate catalog). If a student electing to withdraw from the course is required by the registrar's office to complete the "Petition to Withdraw" form, then the deadline to withdraw from this course had passed. The course withdrawal deadline is the same deadline as the university's voluntary withdrawal deadline.

V. University Policies and Student Services

1. ADA Policy and Commitment to Student Learning
   If you are a student with a disability who will require an accommodation(s) to participate in this course, please contact me or the Institutional Compliance Officer privately to discuss your specific needs. You will need to provide me with documentation concerning your need for accommodation(s) from the EEO/ADA & TITLE IX Office. If you have not registered with the EEO/ADA & TITLE IX Office, you should do so immediately at 735-2244, (TTY) 735-2243 to coordinate your accommodation request.

2. Plagiarism Policy
   The University of Guam defines plagiarism in the Student Code of Conduct as follows: "The term 'plagiarism' includes, but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials." Plagiarism is a serious academic offense. As such, any student found to have committed an act of plagiarism in an CO 210 course will, at the very least, fail the assignment. Multiple offenses, if discovered, may be referred to the Student Discipline and Appeals Committee for more severe consequences.

3. if you are a student with a disability who will require an accommodation(s) to participate in this course, please contact the Disability Support Services office to discuss your specific accommodation needs confidentially. You will need to provide me with a Faculty Notification letter from the DSS counselor. If you are not registered, you should do so immediately at the Student Center, Rotunda office #6, ph/TTY: 735-2460, or uogdss@triton.uog.edu to coordinate your accommodation request.

Tentative Course Calendar

Calendar Date	Session	Activities and Assignments	SLO Alignment
WEEK 1			
May 28, 2024	Course Session 1	Introduction to course: sylabus, attendance and introduction 1 Practice: How do you feel?	SLO 3
May 29, 2024	Course Session 2	Chapter 1: Communication Process Practice: Why is communication important / How is your life going to improve?	SLO 3

May 30, 2024	Course Session 3	Chapter 2: Culture and Communication Practice: Hello, have we met? Practice: Look at that stranger / 3 good things Practice: I got you this gift…	SLO 1,2
May 31, 2024	Course Session 4	Chapter 6: Interpersonal and Relational Communication Introduction to Cultural/Informative Research Paper Practice: Calling your favorite aunt / Leave that message on the machine	SLO 1,2,3

WEEK 2

June 3, 2024	Course Session 5	Chapter 9: Preparing your speech – Fear and Public Speaking	SLO 1,2
June 4, 2024	Course Session 6	Chapter 9: Preparing your speech Practice: Inverted Pyramid Practice: Meeting a stranger	SLO 1,2
June 5, 2024	Course Session 7	Chapter 9: Composing and Organizing Your Speech Practice: Learning by watching others **Homework 1 Due**	SLO 1,2,3
June 6, 2024	Course Session 8	Test preparation	SLO 1,2,3
June 7, 2024	Course Session 9	**TEST 1**	SLO 3

WEEK 3

June 10, 2024	Course Session 10	Chapter 4: Verbal and Nonverbal Communication Introduction to Cultural/Informative Project Practice: One paper, one pen	SLO 1,2
June 11, 2024	Course Session 11	Chapter 4: Verbal and Nonverbal Communication – Cont. Practice: Pick your card **Research Paper Due**	SLO 1,2
June 12, 2024	Course Session 12	**Informative Speech/Ouline Due (Speech 1)** **Peer Review – In class**	SLO 1,2
June 13, 2024	Course Session 13	Chapter 3: Perception, the Self, and Communication Practice: Pick your role	SLO 1,2

This syllabus and course calendar may be revised to accommodate student progress.
Changes will be announced in class, via email, or the Moodle course page (if applicable).

| June 14, 2024 | Course Session 14 | Chapter 9: Preparing and Composing Your Speech
Practice: Call To Courage – Brene Brown | SLO 1,2, 3 |

WEEK 4

June 17, 2024	Course Session 15	Practice: Call To Courage – Brene Brown - Cont. Practice: Pick your hat	SLO 1,2,3
June 18, 2024	Course Session 16	Chapter 9: Preparing and Composing Your Speech Introduction of Persuasive Speech/Evaluation Project	SLO 1,2
June 19, 2024	Course Session 17	Chapter 9: Communication Goals Practice: What do you want?	SLO 1,2,3
June 20, 2024	Course Session 18	Chapter 10: Audience Analysis and Speech Delivery	SLO 1,2
June 21, 2024	Course Session 19	Chapter 10: Audience Analysis and Speech Delivery - Continuation	SLO 1,2,3

WEEK 5

June 24, 2024	Course Session 20	Bonus points presentations	SLO 1,2,3
June 25, 2024	Course Session 21	Practice: Building a house **Homework 2 Due**	SLO 1,2
June 26, 2024	Course Session 22	Test Preparation	SLO 1,2,3
June 27, 2024	Course Session 23	**Final Test**	SLO 1,2
June 28, 2024	Course Session 24	Course Wrap up	SLO 1,2,3