

Winter - 2023

COM-100.0002
Communication Fundamentals
In person on campus
T/W/TH/F 10:00 am – 2:30 pm

Instructor: Mark R. August
Office: Davis Hall, Room: 406
Office Hours: By appointment
Department Main Number: 874-2552 Department Fax Number: 874-4722
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Required Text:

Communication Fundamentals
(University of Rhode Island Custom Book and Online Courseware).
Can be purchased at the URI Bookstore.

<http://connect.mheducation.com/class/m-august-com->

Tech. Support Call: (800) 331-5094 Email & Chat: mhhe.com/support

Course Requirements:	Class Participation & Opening Speech	10%
	Online ‘Connects’ Chapters (Need to complete 13 different chapters)	10%
	Individual Presentation	20% (6 minutes)
	Group Presentation	15% (24-30 minutes)

	Midterm	20%
	Final	25%
		----- 100%

*Two Exams— Midterm, chapters: 1,5,6,11,12,13,14
and
Comprehensive Final on
Chapters: 1,5,6,11,12,13,14 and 7,8,9,10,3,4*

Midterm and Final equal 45% of final grade.

COURSE OVERVIEW

This course provides students with theoretical knowledge and practical experience in communicating interpersonally, working in groups and teams, and speaking in public spaces. We combine an understanding of the theories and research on communication with the development of practical skills. We will explore the ways to analyze the range of ways in which people communicate, in an effort to also improve our own skills in communicating with a variety of people. A primary focus in this course is on analyzing audiences, listening, speaking effectively, managing conflict in teams and in our personal relationships, and in applying skills and strategies to enter into civic engagement and improving our communities.

LEARNING OUTCOMES

University of Rhode Island –COM-100 (B2, C1) General Education

*B-Develop intellectual and interdisciplinary **competencies** for academic and lifelong learning through the following outcomes:*

- **B2 –Communicate effectively** via listening, delivering oral presentations, and actively participating in group work

*C-Exercise individual and social **responsibilities** through the following three outcomes:*

- **C1 –Develop and engage in civic knowledge and responsibilities**

COURSE OBJECTIVES

Students who fully engage in this course will be able to ...

- *Recognize core concepts and theories of public communication, interpersonal communication and small group communication.*
- *Apply theories and skills to be a competent communicator in a variety of contexts, with diverse audiences.*
- *Analyze and evaluate the oral and written messages and arguments of others.*
- *Construct effective arguments and communicate those arguments to diverse audiences in oral and written forms.*
- *Demonstrate ethical communication when constructing arguments, interpreting messages, and communicating with others.*

ACCOMODATIONS FOR SPECIAL NEEDS

“Section 504 of the Rehabilitation act of 1973 and the Americans with Disabilities Act of 1990 require the University of Rhode Island to provide academic adjustments or the accommodations for students with documented disabilities. The student with a disability shall be responsible for self-identification to the Disability Services for Students in the Office of Student Life, providing appropriate documentation of disability, requesting accommodation in a timely manner, and follow-through regarding accommodations requested.” It is the student’s responsibility to make arrangements for any special needs and the instructor’s responsibility to accommodate them with the assistance of the Office of Disability Services for Students. Students should also contact Disability Services for Students, Office of Students Life, 330 Memorial Union, (401) 874-2098

More resources for faculty from Disability Services are available here: <https://web.uri.edu/disability/students/>

ACADEMIC HONESTY & INTEGRITY

All submitted work must be your own. If you consult other sources (class readings, articles or books from the library, articles available through internet databases, or websites) these MUST be properly documented, or you will be charged with plagiarism and will receive an F for the paper. In some cases, this may result in a failure of the course as well. In addition, the charge of academic dishonesty will go on your record in the Office of Student Life. If you have any doubt about what constitutes plagiarism, visit the following websites: the URI Student Handbook, and Sections 8.27.10 – 8.27.21 of the [University Manual \(web.uri.edu/manual/\)](http://web.uri.edu/manual/).

If you need more help understanding when to cite something or how to indicate your references, PLEASE ASK.

ACADEMIC ENHANCEMENT CENTER

The work in this course is complex and intensive. To do the best you can, it’s a good idea to visit the Academic Enhancement Center (AEC) in Roosevelt Hall. AEC staff assist students with academic skills development as well as course-based content. Options for content tutoring include: joining a *Weekly Tutoring Group* (for BIO, CHM, CMB, CSC, ECN, MTH, PHY, STA), stopping by a *Walk-In Center* (for CHM, MTH, PHY), or making a *One-Time Group Appointment*. AEC tutors can answer questions, clarify concepts, check understanding, and help you learn to study effectively. Visit uri.edu/aec, call (401) 874-2367, or stop by the fourth floor in Roosevelt Hall.

THE WRITING CENTER

The Writing Center, located in Roosevelt Hall 009, offers one-on-one peer tutoring for student writers who need help developing ideas or need advice on any aspect of writing. The Writing Center serves all student writers, not just “beginners.” Visiting writers are encouraged to bring a draft, notes, syllabus, or any relevant information to help facilitate the session. Students may view the schedule and make appointments. Sessions are 45 minutes per appointment and students are encouraged to make appointments in advance by logging onto uri.mywconline.com. For more tips on how to make the best of your Writing Center appointment, visit uri.edu/aec/writing.

THE SPEAKING CENTER

The URI Speaking Center provides assistance to students who need or want to improve their public speaking skills, or manage issues regarding speech apprehension and anxiety. The Center is staffed by exceptional undergraduate students, graduate students, and faculty who ensure that students are adequately trained to prepare, develop, and deliver oral presentations. The URI Speaking Center also serves to prepare students for the inevitable expectation of effective public speaking in their careers. Please stop by the URI Speaking Center or check out their website for operating hours.

CLASS ATTENDANCE

Students are expected to attend class and classroom activities. Occasionally, students may miss class activities due to illness, severe weather, or sanctioned University events. If ill, students should not attend class and should seek medical attention especially if they have a communicable disease such as influenza (flu). Students should not attend class when the University announces classes are cancelled due to severe weather. Also, it is the policy of the University of Rhode Island to accord students, on an individual basis, the opportunity to observe their traditional religious holidays. Students desiring to observe a holiday of special importance must inform each instructor and discuss options for missed classes or examinations. See [Sections 8.51.11 – 8.51.14 of the University Manual](#) for policy regarding make-up of missed class or examinations.

STANDARDS OF BEHAVIOR

Students are expected to treat faculty and fellow classmates with dignity and respect. Students are responsible for being familiar with and adhering to the published “Student Code of Conduct” which can be accessed in the [University Student Handbook](#) (<https://web.uri.edu/studentconduct/student-handbook/>). If you must come in late, please do not disrupt the class. Please turn off all cell phones, pagers, or any electronic devices.

CIVILITY POLICY

Teachers at the University of Rhode Island are committed to developing and actively protecting a class environment in which respect must be shown to everyone in order to facilitate and encourage the expression, testing, understanding, and creation of a variety of ideas and opinions. Rude, sarcastic, obscene, or disrespectful speech and disruptive behavior have a negative impact on everyone’s learning. Please note that when a person disrupts the class in these ways, the course instructor will have the disruptive person removed from the class.

Misc. Information:

No illegal, immoral or unethical behavior will be permitted while gathering material, preparing or presenting any speech. Such actions will result in a student receiving a “0” for the presentation and the student’s name will be turned over to the proper legal and administrative authorities.

Counseling Center:	401-874-2288 http://www.uri.edu/counseling/
Alcohol and Drug Services:	401-874-5073 http://www.uri.edu/substance_abuse/
Dean of Students Office:	401-874-2957 http://web.uri.edu/cels/deansoffice/

You will need to invest in **one memory card**, which you will use to record your individual presentation.

If you miss your scheduled date for a presentation, you will receive an “0” for that speech unless the absence is officially excused (doctor’s note or other arrangements made with instructor **prior to date of speech**).

Speech Information: Both a preparation outline (one copy) and a speaking outline (two copies) are due at the time of the preparation (outlines must be computer generated). **If paperwork is not turned in on time, your presentation grade will drop 5 points for each day that the paperwork is late.** You will also **be responsible** to complete a self-evaluation of your presentation.

GRADING POLICY

A+ = 97-100	A = 93-96	A- = 90-92	B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72	D+ = 67-69	D = 63-66	D- = 60-62

F = Below 60

Week #1

January

Tuesday 3rd

Day: 1

Welcome to 100 - Introduction to the Course

Presentational Skills

Chapter: 1 (Communication: A First Look)

Wednesday 4th

Day: 2

Chapter: 5 (Communicating Nonverbally)

Chapter: 6 (Listening Effectively)

Chapter: 11 (Choosing, Developing, and Researching a Topic)

Day: 3

Thursday 5th

Chapter: 12 (Organizing and Finding Support for your Speech)

Chapter: 13 (Presenting a Speech Confidently and Competently)

Chapter: 14 (Speaking Informatively)

Day: 4

Friday 6th Chapter: 7 (Communicating in Social and Professional Relationships)
Chapter: 8 (Communicating in Intimate Relationships)
Chapter: 9 (Communication in Small Groups)
Midterm Chapters: 1,5,6,11,12,13,14 (20% of grade)

Week #2

Day: 5

Tuesday 10th **Individual presentations (20% of grade)**

Day: 6

Wednesday 11th Chapter: 10 (Decision Making and Leadership in Groups)
Chapter: 3 (Perceiving Ourselves and Others)
Chapter: 4 (How We use Language)
Review – Individual presentations

Day: 7

Thursday 12th **Group presentations (15% of grade)**
Group A
Group B
Group C

Day: 8

Friday 13th *Last Day of Class*
Review – Group presentations
Final Exam (25% of grade)
Chapters: 1,5,6,11,12,13,14 and 7,8,9,10,3,4
