

CMAT 100 T/Th 8-9:15 am, 7-8:15 pm
Fundamentals of Communications
Course Syllabus and Policies

Fall 2007

Instructor: Amanda Welch
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Office: HH335
office hours: t/th 9:30-11:30 am
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Required text: Verdeber, R. F. Communicate!. (12th Ed)

Course Description: This course serves as an introduction to Communication Arts. The course is designed to develop a theoretical and practical understanding of the communication process in interpersonal, small group, and public situations. The course begins with the investigation of general concepts of communicative behavior (e.g. listening, nonverbal, verbal). It progresses to more specific concepts such as interpersonal, small group and public speaking. This course includes discussions, reading, texts, formal presentations and activities to involve students in course content. There will be three uninterrupted speeches including one small group presentation.

Course Objectives:

1. Understand and identify contexts and conditions that influence the communication process.
2. Develop knowledge and understanding of your own communicating ability, behaviors and interpersonal style.
3. Develop criteria for analyzing and evaluating your own communicative behaviors and the behaviors of others.
4. Develop and evaluate group dynamics and leadership skills.
5. Develop skills in creativity and critical thinking.
6. Develop the ability to speak competently, confidently and ethically.
7. This course meets the goals of the "Writing Across the Curriculum" program.

At the University Writing Center at Herb's Place (Guerrieri University Center, Room 213), trained consultants are ready to help you at any stage of the writing process. It is often helpful for writers to share their work with an attentive reader, and consultations allow writers to test and refine their ideas before having to hand papers in or to release documents to the public. In addition to the important writing instruction that occurs in the classroom and during teachers' office hours, the center offers another site for learning about writing. All undergraduates are encouraged to make use of this important student service. For more information about the writing center's hours and policies, visit the writing center or its website at www.salisbury.edu/uwc.

Classroom Expectations

1. No gum is allowed during formal speeches.
2. All formal speeches require business casual attire. This will be further discussed in class.
(No jeans, ripped or dirty clothes)

3. Due to the nature of the class, we must create an open and trusting environment where people feel free discussing their opinions and speech topics. Respect is required.

Course Requirements: Written requirements must be turned in on the appointed day at the beginning of class. Late assignments and presentations will be penalized. All written and oral requirements will be explained more fully on handouts distributed during the semester.

Test #1		100pts
Test #2		100pts
Final		100pts.
Application Journal		100pts.
Impromptu Speech		30pts.
Outlines	(2x15pts.)	30pts.
Quizzes		100pts.
Small Group Presentation		175pts.
Informative Speech		65pts.
Persuasive Speech		100pts.
Participation*		<u>100pts.</u>
	Total	1000pts.

* Discussion, classwork, activities, and attendance.

Grading: The following is the grading scale used to compute final grades.

A	1000 – 895	D	694 – 595
B	894 – 795	F	594 and below
C	794 – 695		

The instructor reserves the right to make any adjustments at the end of the term to insure equitable grading.

Policies:

1. Attendance: The attendance policy is that all scheduled class meetings are mandatory. If a case arises where you are unable to attend class, it would be in your best interest to provide some kind of documentation (e.g. doctor's note/receipt, court order, job interview letter). Documented absences are illness, hospitalization, death of a family member, and SU approved activities. The instructor reserves the final right to determine what constitutes a documented absence. If an illness or special circumstance prevents you from attending class or arriving promptly, please contact me prior to the absence/tardiness. It is the student's responsibility to make up any missed work. Make-up tests will be given at a time mutually convenient to the student and the instructor. Make-up work for speeches and formal presentations will only be considered in cases of documented absences. Documented absences must be reported immediately. No credit will be given to students who try to document absences at the end of the semester. Absences will affect your grade. After 3 undocumented absences your grade will be lowered 1 letter grade.

2. All written assignments must be typed and must reflect, in form and appearance, the guidelines of an appropriate college-level style manual. It would be in your best interest to keep a copy of all work turned into the instructor.
3. Quizzes: The instructor reserves the right to give quizzes (announced or unannounced). They are necessary to insure student participation and comprehension.
4. Academic Integrity: Policy on Academic Misconduct: Cheating, plagiarism, illicit collaboration and all other forms of academic misconduct are dealt with in accordance with University regulations. Please consult the Student Policy on Academic Integrity in your SU student handbook for more information regarding student misconduct (www.salisbury.edu/Students/handbook/welcome.html). The CMAT department expects that all students have read and understand the University's policy and thereby agree to honor these standards. The CMAT department considers academic dishonesty as a serious offense and ALL incidences are subject to disciplinary action including, but not limited to, separation from the university.

** TENTATIVE COURSE SCHEDULE

			Reading Assignment
Week One:	8/28	Intro to Course	Ch. 1
	8/30	Ch.1	Ch.2
Week Two:	9/4	Ch. 2	Ch. 3
	9/6	Ch. 3	Ch.4
Week Three:	9/11	Ch. 4	Ch. 7
	9/13	Ch.7	Ch. 12
Week Four:	9/18	Ch. 12	Study
	9/20	test #1	Ch.13
Week Five:	9/25	Ch.13	Ch. 14
	9/27	Ch. 14	Ch. 15
Week Six:	10/2	Ch. 15	Ch. 16
	10/4	Ch. 16	Ch 9
Week Seven:	10/9	Ch. 9	
	10/11	form small groups	
Week Eight:	10/16	Test # 2	
	10/18	Group work day	
Week Nine:	10/23	Informative Speech	
	10/25	Informative Speech	
Week Ten:	10/30	Informative Speech	Ch.17
	11/1	Ch. 17	Ch.10

Week Eleven:	11/6 Ch. 10	Ch. 11
	11/8 Ch. 11	Ch. 5
Week Twelve:	11/13 Ch. 5	
	11/15 persuasive speech	
Week Thirteen:	11/20 persuasive speech	
	11/22 Thanksgiving –No class	Ch. 6
Week Fourteen:	11/27 Ch. 6	Ch. 8
	11/29 Ch. 8	Journals Due
Week Fifteen: 12/4	Group Presentations	
	12/6 Group Presentations	

Final Exam Week:	t/th 8-9:15am	Dec 10	8-10:30am
	t/th 7-8:15pm	Dec 11	7-9:30pm

*This schedule is subject to change due to class specific needs. There will be sufficient notice of any changes.