


## Core Course Syllabus

	<b>Course</b>	COMM 1311.0H4
	<b>Course Title</b>	Survey of Oral and Technology-Based Communications
	<b>Professor</b>	Letitia Davis (she/her/hers)
	<b>Term</b>	August 21, 2023 – December 7, 2023
	<b>Meetings</b>	Wednesday 4:00pm – 5:15pm ATC 3.205

### Professor's Contact Information

<b>Office Phone</b>	972.883.6167
<b>Other Phone</b>	Discussed in class
<b>Email Address</b>	Letitia.davis@utdallas.edu
<b>Office Hours</b>	By appointment via MS Teams or in-person Email me to setup an appointment
<b>Faculty message</b>	I've taught COMM 1311 since Fall 2018. I believe that no class is the same and seek to provide as much customization around the class as I'm able. It's so much fun to share communication concepts and help my students better handle getting up in front of groups to present their thoughts. I've put together a lot of interesting course materials and activities (well, I believe I have) and I hope everyone enjoys their experience in our class.

### General Core Area 010 Communication

**Description:** Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

**Objectives:**

- Critical Thinking (CT)**—to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information
- Communication (COM)**—to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
- Teamwork (TW)**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Personal Responsibility (PR)**—to include the ability to connect choices, actions, and consequences to ethical decision-making

### General Course Information

<b>Student Accessibility</b>	The University of Texas at Dallas is committed to providing reasonable accommodations for all persons with disabilities. The syllabus is available in alternate formats upon request. If you are seeking classroom accommodations under the Americans with Disabilities Act (2008), you are required to register with the <a href="#">AccessAbility Resource Center (ARC)</a> , located in the Administration Building, Suite 2.224. Their phone number is 972-883-2098, email: <a href="mailto:studentaccess@utdallas.edu">studentaccess@utdallas.edu</a> and the website is
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	<a href="https://accessibility.utdallas.edu/">https://accessibility.utdallas.edu/</a> . To receive academic accommodations for this class, please <a href="#">register and request services</a> by completing the Request for Services form with the proper documentation and meet with the Director of ARC at the beginning of the semester.
<b>Pre-requisites, Co-requisites, &amp; other restrictions</b>	No prerequisites required! We'll focus on enhancing your university-level writing, reading, and speaking skills. You'll also get hands-on experience with software like Microsoft Word and PowerPoint, provided <i>free</i> by UT Dallas.
<b>Course Description</b>	This course is a study of <i>Communications</i> , and it introduces research, theories, and skills to enhance your interpersonal, small group, public speaking, and mediated/technology-based communication. There are "hands-on" activities during and after the completion of each class, which means that you must be present, in person or online.
<b>Learning Outcomes</b>	After completing the work in the class, you'll know how to: <ul style="list-style-type: none"> <li>• Identify the importance of communicating in a civil and ethical manner</li> <li>• Recognize how communication operates in a variety of contexts</li> <li>• Recognize how we form impressions of others and to improve our perception skills</li> <li>• Recognize how our language choices reflect civility and ethics</li> <li>• Describe the functions of nonverbal communication</li> <li>• Describe the listening process and utilize skills to become a more civil and ethical listener</li> <li>• Derive the importance of interpersonal relationships</li> <li>• Identify ways of being supportive and confirming in relationships</li> <li>• Assess how it is possible to be civil in conflict situations</li> <li>• Identify means of moving beyond relational transgressions</li> <li>• Understand the way groups operate and to identify skills for effective group management</li> <li>• Prepare and deliver a presentation with civility</li> </ul>
<b>Required Texts &amp; Materials</b>	The textbook is available in eLearning from the link labeled " <i>Course Textbook</i> ". Lane, Shelley D., Abigail, Ruth Anna., and Gooch, John Casey. <i>Communication in a Civil Society</i> . Routledge, Inc., 2014. <b>ISBN-10:</b> 0-205-77021-5 <b>ISBN-13:</b> 978-0-205-77021-2
<b>Suggested Texts, Readings, &amp; Materials</b>	None
<b>Technology</b>	You'll need access to a computer with updated web browsers (Chrome, Edge or Firefox). If you don't have a computer, there are multiple Computer Labs across campus. Check the UT Dallas homepage for resources.  All students will need to know their NetID and password to access UT Dallas resources like eLearning and Office365, Box or OneDrive. Contact OIT Helpdesk if you don't know your NetID or need to reset your password.  eLearning: In this class, eLearning (Blackboard Learn), UT Dallas's online learning management system, is used for all course activities and communication channels. All assignments are posted on eLearning unless otherwise directed. Information on how to use eLearning is available through the Getting Started with eLearning web page found at <a href="https://ets.utdallas.edu/elearning/students/current/getting-started">https://ets.utdallas.edu/elearning/students/current/getting-started</a> .  OIT Helpdesk: <a href="https://oit.utdallas.edu/helpdesk/">https://oit.utdallas.edu/helpdesk/</a>

	NetID password reset: <a href="https://netid.utdallas.edu">https://netid.utdallas.edu</a> . Login eLearning at <a href="https://elearning.utdallas.edu">https://elearning.utdallas.edu</a> or on the UT Dallas home page at <a href="https://www.utdallas.edu">https://www.utdallas.edu</a> (found in the resources section).
<b>How can I prepare for the class sessions to be successful?</b>	To prepare for class, I'll post a set of reading assignments from the textbook, <i>Communication in a Civil Society</i> or some other resources like discussions. Complete pre-class work weekly. To learn what the preparation steps are you will need to check eLearning (elearning.utdallas.edu) prior to the date class meets.
<b>Civility Clause --- Virtual Classroom Citizenship</b>	The First Amendment is protected in this class, but <b><u>hate speech</u></b> is not. Attacks against people, their beliefs, values, culture, race, sex, gender, sexual orientation, religion, or political affiliation will not be tolerated.  Practice civility. Religious proselytizing of any kind is not permitted.
<b>Course delivery</b>	This is a hybrid course. We meet in-person once a week (Wednesday) and complete supporting work outside the classroom using eLearning.
	General information on student conduct and discipline is contained in the Student Complaints Resources in the online UT Dallas Undergraduate Catalog, <a href="https://catalog.utdallas.edu/now/undergraduate/resources/student-complaints">https://catalog.utdallas.edu/now/undergraduate/resources/student-complaints</a>

**IMPORTANT:** For this state---mandated core required course, you will not pass COMM 1311 if you fail to successfully deliver and pass ALL of your speech presentations by the assigned due dates, regardless of your standing in this course.

### Learning assessments

The final course grade will be calculated using the following components:

<b>Assignment</b>	<b>Points</b>
Self-Introduction (75 pts), Self-assessment (25 points)	100
Self-Introduction replies to members of your group	50
Song Lyric reading (in class)	30
Favorite song lyrics reading (in class)	30
Read 5-minute written article as assigned by Professor Davis (in class)	30
Review assigned videos and present findings in class (2 reviews)	50
Draft outline submitted to Turnitin	25
Group presentation	100
Research-based formal outline (written)	100
Research speech presentation slides	25
Prepare Speaking Outline (written)	100
Present 6-minute Research-based presentation (in class only)	150
Extra credit points awarded by Professor Davis	Up to 40

## Final Grade

Final grades are assigned according to the UT Dallas Undergraduate Catalog scale with “+” and “-”.

Grade	Percentage	Points		Grade	Percentage	Points
A+	97% to 100%	776-800		C+	77% to 79.9%	616-709
A	93% to 96.9%	744-775		C	73% to 76.9%	584-615
A-	90% to 92.9%	720-743		C-	70% to 72.9%	560-585
B+	85% to 89.9%	712-719		D	60%-69.9%	480-559
B	83% to 86.9%	664-711		F	Less than 60%	Less 479
B-	80% to 82.9%	640-710				

**IMPORTANT:** For this state-mandated core required course, you will have to successfully deliver your speech presentations by the due dates. Students who fail to deliver the speech by the assigned deadline, barring a university-approved excused absence, will earn zero points for the assignment but will still have to complete the speech assignment in order to complete the course overall, as well as to meet the course objectives as outlined in this syllabus. To stay compliant with the face-to-face classes, no make-up speeches are permitted. Translation: students can't opt out of speeches in this public speaking class.

## Class Assignments

Accompanying in-class activities and lectures, this an explanation of the types of assignments you can expect to complete during the term.

Individual Presentations	Self-Introduction Recorded Presentation (3) In-Class Practice Presentations Research-based Informative Presentation (1 in total)
Group Presentation	Along with 4 to 5 other people, you will investigate an issue important to your campus environment. You are required to use the SCRIPTS or the Reflective Thinking method to explore the problem and identify a possible solution. During Week 8/week9 your group will present its findings in a 15-minute presentation that includes a PowerPoint presentation. Your final grade for this project will be comprised of the grade on the presentation, a written portion, and peer evaluations of your participation. The written portion should be a 2-page summary of the process you used (SCRIPTS or Reflective Thinking), broken down by steps and including the information that pertains to each step. Peer evaluations should be completed using the form provided to you.
Written assignment	2–5-page paper that is the text for Research-based informative presentation complete with MLA citations and works cited page. 1-2 page summary of the selected problem solving theory used on the Group presentation
Online Discussions	Informative presentation review discussions
Class Participation	So that class members can get the widest range of feedback on their speaking, you are expected to be part of their peer evaluations. Peer evaluations are not factored into the speaker's grade but count as your participation in the class. You will have assigned days for critiquing others' speeches in addition to the days that you deliver your own speeches. You will be provided with forms for this purpose.

**Extra Credit Opportunities** (Maximum of 30 Points extra credit per student)

- Informative Speech Run-Through, COMM Lab (appointment required)
- Team Presentation Run-Through, COMM Lab (appointment required)
- In-class quizzes and other assignments at the discretion of your professor

**General Guidelines for Success in this Class**

1. Come to class and fully engage in class activities. Class activities are designed to reduce the stress involved in preparing and presenting speeches. You'll get to practice skills before you are graded on them.
2. Take responsibility for the consequences of your actions. Excessive tardy arrivals and absences will SERIOUSLY cost you at the end of the semester.
3. Assignments can be turned in before the deadline if your physical presence in class is not possible.
4. Email me if you need personal help or have questions – I'm happy to assist you. ***I'm deeply committed to your success in this class.***
5. To do well in this class, you will need to read instructions carefully, study the examples, incorporate discussed techniques into your outlines, and meet deadlines. The most frequent advice my former students tell new students is that speeches always require more time and practice than expected.
6. As computers tend to fail when we need them the most, save your computer work to multiple devices (i.e., USB device, back up hard drive). *Computer failure is not a legitimate excuse for work being late.* ALWAYS HAVE A "PLAN B"!

## Assignments & Academic Calendar

<b>Week</b>	<b>Topic/Lecture</b>	<b>Reading</b>	<b>Activity/Assignment</b>
Week 1 Aug 23	<b>Communication Foundations</b> A First Look at Civil Communication	eLearning Module 1 --- Access the weekly folder in eLearning for this week's activities.  Review Syllabus & Reminders Document	Draft Self-Introduction recording Syllabus Knowledge Check
Week 2 Aug 30	Self-Perception	Ch 1 and 2	Submit Self-Introduction
Week 3 Sep 6	Communication Skills	Ch 3 <b><i>Begin reviewing all documents in the Informative Speech Folder</i></b>	Respond Self-Introduction Song Lyrics
Week 4 Sep 13	Communication Skills	Ch 4	Chapter 4 Knowledge Check Song Lyrics
Week 5 Sep 20	Communication Skills	Ch 5	Knowledge Check Song Lyrics using Slides
Week 6 Sep 27	Relationships and Civil Communication	Ch 6	Chapter 6 Knowledge Check Informative Topic Selection
Week 7 Oct 4	Relationships and Civil Communication	Ch 7	Chapter 7 Knowledge Check Informative Proposal
Week 8 Oct 11	Group Conflicts	Ch 8	Start Group Presentation work Chapter 8 Knowledge Check
Week 9 Oct 18	Civil Group Communication	Ch 9 and 10	Group Presentation Chapter 9 & 10 Knowledge Check
Week 10 Oct 25	Constructing Presentations	Ch 11 and 12	Group Presentation Group Presentation Reflections due
Week 11 Nov 1	Giving Presentations Informative Presentations	Ch 13	Chapter 13 Knowledge Check Informative Outline due
Week 12 Nov 6	Informative Presentations		
Week 13 Nov 15	Informative Presentations		
Week 14 Nov 22	<b>Fall and Thanksgiving Break</b>		
Week 15 Nov 29	Informative Presentations		Submit Best Practice Slide
Week 16 Dec 6	Term Review Best Practice Presentations		

## Course Policies

<p><b>Class Materials</b></p>	<p>The instructor may provide class materials that will be made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course; however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class or uploaded to other online environments except to implement an approved AccessAbility Resource Center accommodation. Failure to comply with these University requirements is a violation of the <a href="#">Student Code of Conduct</a>.</p>
<p><b>Class Attendance</b></p>	<p>The University's attendance policy requirement is that individual faculty set their course attendance requirements. Regular and punctual class attendance is expected. Students who fail to attend class regularly are inviting scholastic difficulty. In some courses, instructors may have special attendance requirements; these should be made known to students during the first week of classes.</p>
<p><b>Class Participation</b></p>	<p>Regular class participation is expected. Students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade for this course is directly tied to your participation in this class. It also includes engaging in group or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures (and/or labs). Class participation is documented by faculty. Successful participation is defined as consistently adhering to University requirements, as presented in this syllabus. Failure to comply with these University requirements is a violation of the <a href="#">Student Code of Conduct</a>.</p>
<p><b>Class Recordings</b></p>	<p>Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the AccessAbility Resource Center has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved AccessAbility Resource Center accommodation. Failure to comply with these University requirements is a violation of the <a href="#">Student Code of Conduct</a>.</p> <p><b>NOTE: if the instructor records any part of the course, then the instructor will need to add the following syllabus statement:</b></p> <p>The instructor may record meetings of this course. These recordings will be made available to all students registered for this class if the intent is to supplement the classroom experience. If the instructor or a UTD school/department/office plans any other uses for the recordings, consent of the students identifiable in the recordings is required prior to such use unless an exception is allowed by law.</p>
<p><b>Classroom Citizenship</b></p>	
<p><b>Comet Creed</b></p>	<p><i>This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:</i></p> <p><i>"As a Comet, I pledge honesty, integrity, and service in all that I do."</i></p>
<p><b>Academic Support Resources</b></p>	<p>The information contained in the following link lists the University's academic support resources for all students.</p> <p>Please go to <a href="http://go.utdallas.edu/academic-support-resources">http://go.utdallas.edu/academic-support-resources</a>.</p>
<p><b>UT Dallas Syllabus Policies and Procedures</b></p>	<p>The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus. Please review the sections regarding the <a href="#">credit/no credit</a> grading option and withdrawal from class.</p> <p>Please go to <a href="http://go.utdallas.edu/syllabus-policies">http://go.utdallas.edu/syllabus-policies</a> for these policies.</p>

*The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.*