



Syllabus

DIVISION OF ARTS AND SCIENCES COM 201: Introduction to Communications

5 Credits

Effective: Summer 2016/2017

Access to the Internet is required.

All written assignments must be in Microsoft-Word-compatible formats.

See the library's APA Style Guide tutorial for a list of resources that can help you use APA style.

FACULTY

Faculty Name: FACULTY NAME

Contact Information: CONTACT INFORMATION

[INSTRUCTOR MAY INSERT PERSONAL MESSAGE IF DESIRED]

COURSE DESCRIPTION

This course introduces basic concepts and theories of communication. Various types of written and verbal communications, including public speaking, communication styles, and communication barriers, are explored. Students demonstrate communication and critical thinking skills by observing and analyzing situations, researching and identifying solutions, and developing content-specific messages for targeted audiences. Upon completion of this course, students can explain their own communication style and create and deliver a variety of communications.

COURSE RESOURCES

Required and recommended resources to complete coursework and assignments are found on the course [Reading List](#). The reading list can be found under Course Information in Blackboard as well as from the library homepage.

Note: Required resources that must be purchased by the student are tagged “Purchase from a vendor of your choosing.” Required resources with a direct link, “Available through CityU Library”, are available at no cost to students.

Students in Canada will see required resources they need to purchase tagged “Purchase from the Canadian Bookstore.” Students outside the U.S. and Canada should contact their advisor or textbook coordinator for additional information.

CITYU LEARNING GOALS

This course supports the following City University learning goals:

- Strong communication and interpersonal skills
- Diverse and global perspectives

COURSE OUTCOMES

In this course, learners:

- Analyze how communication impacts relationships
- Evaluate communication methods and their applications
- Describe the impact of cultural relevance on one's identity and communication style
- Summarize communication strategies when working in groups and teams
- Apply critical thinking skills to diverse and multiple speaking contexts

CORE CONCEPTS, KNOWLEDGE, AND SKILLS

- Communication research methods
- Group communication
- Identity management
- Interpersonal communication
- Listening
- Nonverbal communication
- Perception
- Public speaking

OVERVIEW OF COURSE GRADING

The grades earned for the course will be derived using City University of Seattle's decimal grading system, based on the following:

<i>Overview of Required Assignments</i>	<i>% of Final Grade</i>
Course Activities	40%
Paper 1. Groups/Teams-- Leadership/Followership	30%
Paper 2. Informative and Persuasive Speeches	30%
TOTAL	100%

SPECIFICS OF COURSE ASSIGNMENTS

The instructor will provide grading rubrics that will provide more detail as to how this assignment will be graded.

Course Activities

Class participation through discussion activities is an integral part of this course. To provide structure for balanced participation and allow maximum benefit of enhanced discussion activities and learning, the following are required: 1) Post initial responses to discussion questions within the first three days of the online school week. (The online school week starts on Monday 12:01 a.m. and ends Sunday at midnight PST.) At least one scholarly resource cited in APA format supports this initial response; 2) Post at least two thoughtful and topic-relevant comments, questions, or research notes in response to classmates' posts on at least two different days during the online school week; and 3) Respond to any questions the instructor or classmates have regarding the original post by the end of the online school week.

<i>Components</i>	<i>% of Grade</i>
Quality of Responses	25%
Style and Mechanics	25%
Timeliness	25%
Quantity of responses	25%
TOTAL	100%

Paper 1. Groups/Teams--Leadership/Followership

Students describe the differences between groups and teams, demonstrate their knowledge of effective and ineffective teams, and assess their individual leadership and followership skills. Students: 1) Describe three behaviors or characteristics exhibited by productive teams; 2) Describe three benefits and three limitations of working in teams; and 3) Explain the positive and negative aspects of team conflict and how cultural differences in communication can help or hinder teams in achieving their goals.

This paper concludes with a self-reflection. Students: 1) Describe their individual leadership and followership characteristics including their leader or follower types; and 2) Identify the role in which they will likely add the most value on a future team and explain why.

This paper consists of 6-7 pages (including title page, abstract, and references page so the body of the paper is 3-4 pages) and must be formatted in APA including Times New Roman 12-point font, double spaced, 1-inch margins, and with the exception of the Reflection, the paper must be written in third person. A minimum of three scholarly references are required.

<i>Components</i>	<i>% of Grade</i>
DAS-U-Analysis and use of course concepts	30%
DAS-U-Organization and coherence	30%
DAS-U-Style and mechanics	20%
APA Style (citations, references, formatting)	20%
TOTAL	100%

Paper 2. Informative and Persuasive Speeches

Students identify and assess informative and persuasive speeches and make recommendations for improvements. Students find two different examples of speeches online that relate to the same topic: one example must demonstrate an informative approach; and the second example must demonstrate a persuasive approach. Students identify the elements of each speech that make it either informative or persuasive and describe the strengths and weaknesses of each speech; including but not limited to, delivery type, nonverbal communication, visual and auditory aspects, organization of the speech, and references to or accommodations for cultural diversity. Students evaluate the effectiveness of the speech, determine if the presenter achieved the desired outcome, and make recommendations for improvements if needed. A link to each speech must be included for viewing by the instructor. The speech must include voice and body language and may be found on www.YouTube.com, www.Ted.com, or other professional website.

Students choose to present their findings in one of the following: 1) An academic paper; or 2) A presentation.

1) The paper consists of 6-7 pages (including title page, abstract, and references page so the body of the paper is a minimum of 3-4 pages) and must be formatted in APA including Times New Roman 12-point font, double spaced, 1-inch margins, and written in third person. A minimum of three scholarly references are required.

2) As an alternative to the academic paper, students may choose to design and deliver a presentation. The presentation consists of a PowerPoint (or other medium such as Prezi) slideshow using the voice over feature. The presentation must be of academic quality, reflect presentation best practices as defined in the course module, and include all components of a professional presentation such as a title page, an introduction, a conclusion, in-text citations, and a references page. A minimum of three scholarly

references are required.

<i>Components</i>	<i>% of Grade</i>
DAS-U-Analysis and use of course concepts	40%
DAS-U-Organization and coherence	20%
DAS-U-Style and mechanics	20%
APA Style (citations, references, formatting)	20%
TOTAL	100%

COURSE POLICIES

Late Assignments

LATE ASSIGNMENT

Participation

PARTICIPATION

Professional Writing

Assignments require error-free writing that uses standard English conventions and logical flow of organization to address topics clearly, completely, and concisely. CityU requires the use of APA style.

UNIVERSITY POLICIES

You are responsible for understanding and adhering to all of City University of Seattle's academic policies. The most current versions of these policies can be found in the [University Catalog](#) that is linked from the CityU Web site.

Non-Discrimination & Prohibition of Sexual Misconduct

City University of Seattle adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The University is committed to ensuring that the education environment is bounded by standards of mutual respect and safety and is free from discriminatory practices.

In the U.S., the University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex include sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by City University of Seattle policy. City University of Seattle also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, visit <https://my.cityu.edu/titleix> or contact the Title IX Coordinator.

In Canada, in compliance with the British Columbia Human Rights Code, the Alberta Human Rights Act, WorksafeBC, and the Workers' Compensation Board of Alberta, the University believes that its environment should at all times be supportive and respectful of the dignity and self-esteem of individuals. Discrimination, harassment and bullying conduct, whether through person to person behaviour or via electronic communications such as email or social media is not acceptable and will not be tolerated. As an educational institution, it is our responsibility to cultivate an environment of excellence, equity, mutual respect and to recognize the value and potential of every individual. The University will take all necessary steps to meet or exceed the requirements of the law to prevent discrimination, harassment and bullying. The Respectful Workplace Policy for the prevention of discrimination, harassment and bullying policy and procedure can be found at <https://www.cityu.edu/discover-cityu/about-cityu/> under the Policies section or at <https://www.cityuniversity.ca/about/>.

Religious Accommodations

City University of Seattle has a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The University's policy, including more information about how to request an accommodation, is available in the University Catalog and on the my.cityu.edu student portal. Accommodations must be requested by the 20% mark of this course (e.g. day 14 of a ten-week course, day 7 of a 5-week course) using the Religious Accommodations Request Form found on the student dashboard in the my.cityu.edu student portal.

Academic Integrity

Academic integrity in students requires the pursuit of scholarly activity that is free from fraud, deception and unauthorized collaboration with other individuals. Students are responsible for understanding CityU's policy on academic integrity and adhering to its standards in meeting all course requirements. A complete copy of this policy can be found in the University Catalog in the section titled [Academic Integrity Policy](#) under Student Rights & Responsibilities.

Attendance

Students taking courses in any format at the University are expected to be diligent in their studies and to attend class regularly. Regular class attendance is important in achieving learning outcomes in the course and may be a valid consideration in determining the final grade. For classes where a physical presence is required, a student has attended if they are present at any time during the class session. For online classes, a student has attended if they have posted or submitted an assignment. A complete copy of this policy can be found in the [University Catalog](#) in the section titled Attendance under Student Rights & Responsibilities.

Final Assignments Due Date

Final assignments for each class at CityU must be due on or before the final date of the course as indicated in the university's course information system. Due dates that extend beyond the final date of the course may negatively impact tuition funding for students.

SUPPORT SERVICES

Disability Services Accommodations Statement

Students with documented disability who wish to request academic accommodations are encouraged to contact Disability Support Services to discuss accommodation requests and eligibility requirements.

Please contact Disability Support Services at disability@cityu.edu or 206.2369.4752 or visit the [Disability Support Services](#) page in the my.cityu.edu portal. Confidentiality will be observed in all inquiries. Once approved, information about academic accommodations will be shared with your course instructors.

Library Services

CityU librarians are available to help students find the resources and information they need to succeed in this course. Contact a CityU librarian through the [Ask a Librarian](#) service, or access [library resources and services](#) online, 24 hours a day, seven days a week.

Smarthinking Tutoring

CityU students have 24/7 access to free online tutoring offered through Smarthinking, including writing support, from certified tutors. Contact CityU's Student Support Center at mycityusupport@cityu.edu to request a username and password.