

LINN-BENTON COMMUNITY COLLEGE  
COMM100: INTRODUCTION TO SPEECH COMMUNICATION – Fall 2016

INSTRUCTOR: Zach Harper  
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OFFICE HOURS: Tuesdays & Thursdays 12:00-1:00pm

REQUIRED TEXT: Verderber, Verderber & Sellnow. (2015). **COMM<sup>4</sup>**. Cengage.  
ISBN: 9781305659582

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## **COURSE DESCRIPTION**

COMM100 is a survey course covering the complexities of the communication process and the impact of communication on obtaining employment. The course will include insights into the causes and effects of general communication behaviors, involvement in active exploration of basic communication theories and concepts, and opportunities to develop communication strengths.

## **PERFORMANCE-BASED LEARNER OUTCOMES**

**Upon successful completion of the course, students should be able to:**

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1. *Demonstrate effective public speaking and presentation skills appropriate to the workplace.*
2. *Apply appropriate interpersonal communication skills in the workplace.*
3. *Collaborate within groups or teams to solve problems in the workplace.*

## **COURSE POLICIES**

**ATTENDANCE:** Attendance for this course is a requirement. And rest assured I do take attendance. Students with more than **3** absences will see a deduction of points reflected in their participation points (which are a part of your overall grade). The fourth and every subsequent absence will see a progressive deduction of points. Should you miss more than six class periods, you should not expect to pass the course. Fair warning.

You must provide written verification for all *excused* absences. I will only excuse an absence of you provide evidence that you were either ill (and received medical care) or had to deal with a family emergency.

***By signing up for this course, you have indicated to me that you will meet the attendance requirements for the course. If you are unable to attend class when it is scheduled to meet, you should drop the course now.***

## ACCESSIBILITY AND ACCOMODATIONS:

Students with **documented disabilities**, who have special needs, are reminded that it is your responsibility to identify yourself to your instructor no later than the first week of the term so reasonable accommodations for learning and evaluation within the course can be made. For further information contact LBCC's Accessibility Resources at 917-4789.

ACCOUNTABILITY: All class participants will be held accountable for their actions.

1. Proper respect and decorum will be observed during ALL class sessions. Civility is critical to ensure all students feel confident and comfortable in the classroom.
2. It is your responsibility to complete assignments PRIOR to the start of class. This includes assigned readings, homework, papers, and speech preparation. This allows us to engage in productive class discussions and is the time to ask relevant questions. I reserve the right to give in-class pop quizzes if it becomes apparent reading assignments are not being completed.
3. All assignments will be turned in at the beginning of class on the designated due date. Acceptance of late work will be handled on a case-by-case basis. All written assignments MUST be typed. In-class quizzes and participation points CANNOT be made up.
4. Please don't let tardiness become a problem. If you are more than 5 minutes late or more than one occasion, I will discuss this with you outside of class. If the problem persists, further instances of tardiness will count as unexcused absences.
5. LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

BEHAVIORAL EXPECTATIONS: A course catalog contains a very clear summary of the rules of conduct for any class, including academic performance and classroom behavior. If you violate these rules, you may be in violation of the LBCC Judicial Code. Penalties range from grade reductions and failure of the course, to expulsion from the College. In addition to these requirements, I have the following expectations of students:

1. If you wish to speak to me about a grade or any other personal matter, please arrange a meeting outside of class time. It is not suitable to engage in these discussions in front of fellow students.
2. The use of cell phones and other electronic devices during all class meetings is prohibited.

## ASSIGNMENTS:

1. **PLAGIARISM, ACADEMIC MISCONDUCT, & CHEATING WILL NOT BE TOLERATED.** Penalties for these actions may result in zero points for the assignment or exam, failure of the course, or possible expulsion from the College.

See your undergraduate catalog for the College's definition of plagiarism and academic misconduct.

2. ALL presentations **MUST** be given on the day they are assigned. If you are unable to attend class on your scheduled presentation day or an exam day, I must be notified as soon as possible PRIOR to the assigned presentation day/time. I understand that special circumstances can occur, but it is YOUR responsibility to inform me of any. Make-up presentations or exams will be evaluated on a case-by-case basis. Student athletes and others who miss class due to College activities must complete assignments PRIOR to an absence.
3. Proper dress is required for students on presentation days. Failure to comply with our understood dress guidelines may result in loss of points. Professional attire is encouraged but not mandatory. At times, though, it may result in bonus points. More information on this will be made available as presentation days approach.

**CORE ASSIGNMENTS** (All assignments subject to change at instructor's discretion)

<u>Assignment</u>	<u>Points Possible</u>
In-Class Assignments/Quizzes	60
Mid-term Exam	50
Job Skills Interview	30
Resume and Cover Letter	50
Speech Proposal	30
Public Speech	100
Active Listening Response	30
<u>Group Presentation</u>	<u>50</u>
<b>Total Points</b>	<b>400</b>

**Grade Breakdown**

A	400-360pts
B	359-320pts
C	319-280pts
D	279-240pts
F	239-0pts

**To contest a final course grade**, you must submit the following to me in writing:

- The course section you are in and the final grade you received
- The grades you received in class on each individual assignment and your own personal calculation of the point total you feel you *should* have
- The specific reasons you are disputing the grade
- Plus have ALL graded course assignments available to serve as a checklist against my records

## **Course Schedule** (Subject to change at instructor's discretion)

### Week One

Tuesday, 9/27: Course Overview

Thursday, 9/29: Chapter 1 - Communication Perspectives  
Chapter 2 - Perception of Self and Others

### Week Two

Tuesday, 10/4: Chapter 4 - Verbal Messages

Thursday, 10/6: Chapter 5 - Nonverbal Messages

### Week Three

Tuesday, 10/11: Chapter 6 – Listening

Thursday, 10/13: Chapter 7 - Interpersonal Relationships  
Chapter 8 - Interpersonal Communication

### Week Four

Tuesday, 10/18: **MIDTERM EXAM**

Thursday, 10/20: Appendix: Interviewing

### Week Five

Tuesday, 10/25: Resume Building: *Guest Speaker – Marci Johnston*

Thursday, 10/27: Cover Letter Crafting: *Guest Speaker – Marci Johnston*

### Week Six

Tuesday, 11/1: Job Skills - **INTERVIEWS**

Thursday, 11/3: Public Speaking: Speech Overview

### Week Seven

Tuesday, 11/8: Chapter 11 - Topic Selection and Development

Thursday, 11/10: Chapter 12 - Organizing Your Speech

### Week Eight

Tuesday, 11/15: Chapter 14 – Language

Thursday, 11/17: Chapter 15 – Delivery

### Week Nine

Tuesday, 11/22: **SPEECHES/ALR**

### Week Ten

Tuesday, 11/29: **SPEECHES/ALR**

Thursday, 12/1: Chapter 9 - Communicating in Groups  
Chapter 10 - Group Leadership and Problem Solving

### Finals Week

Tuesday, 12/6: 4:30-6:20pm: **GROUP PRESENTATIONS**