

## **Communication 265G: Principles of Human Communication Spring 2016**

This course is team taught by Dr. Greg G. Armfield (Course Director) and Dr. Brianna Lane. This course requires both the lecture on Friday (9:30, 10:30, or 11:30) and a 2-hour lab section taught by one of the Graduate Teaching Assistants: Bridget Acquah-Baidoo, Beth Cole, Celina Corral, Ahmed Dadzie, Joshua Gonzalez, Olivia Lozano, Vanessa Mendez, Ethan Mendoza, Andrew Potter, Yejin Shin, and Madelyn Stoltze.

COMM 265G is an introduction to the study of human communication. You will learn how communication functions in a variety of situations and settings. COMM 265G combines both the theory and practice of communication. This means that we will cover the theoretic principles of human communication while giving you the opportunity to put these principles into practice. Some of the topics we will cover are public speaking, verbal and nonverbal communication, interpersonal communication, intercultural communication, organizational communication, and group communication.

COMM 265G is a general education course and complies with the general education philosophy and objectives of New Mexico State University and with the State Common Core Competencies. Thus, upon completion of the course, each student should be able to do the following:

- Develop strategies for reducing communication anxiety and for building confidence while communicating with others.
- Express a primary purpose in a compelling statement and order supporting points logically and convincingly.
- Analyze and evaluate oral and written communication in terms of situation, audience, purpose, and culturally diverse points of view.
- Use effective rhetorical strategies to persuade, inform, and entertain.
- Integrate research correctly and ethically from credible sources to support the primary purpose of communication.
- Engage in reasoned civic discourse while recognizing the distinctions among opinions, facts, and inferences.

- adapted from the New Mexico Department of Higher Education

This means that we are particularly interested in helping you develop your *critical thinking skills* and your ability to *integrate and synthesize information* about communication behavior, along with analyzing and preparing Speeches.

### **COURSE REQUIREMENTS**

#### **Required Text:**

Armfield, G. G. & Morgan, E.L. (Eds.). (2014). *Human Communication in Action*. (4<sup>th</sup> Ed.)  
Dubuque, IA: Kendall/Hunt. Book is available in electronic for at:  
<https://www.kendallhunt.com/Search.aspx?searchTerm=armfield>

**Note:** You must have a new (not used or rented) book for this course. Used books will be missing worksheets and you will lose valuable points in your lab. Worksheets will NOT be provided. It is your responsibility to purchase the textbook.

**Canvas:**

You are required in this course to check your lab section's Canvas site on a frequent basis. The site is an important resource for you, as it contains the course syllabus, schedule of labs and lectures, major assignments (speeches and paper), as well as important material. **You are responsible for any information or e-mail announcements on the Canvas site.** Further, your grade will be kept up to date on Canvas. To access Canvas go to: <https://nmsu.instructure.com/>. For help with Canvas, please email [help@nmsu.edu](mailto:help@nmsu.edu) or call (575) 646-3838 or (575) 646-1840.

**Course Assignments:**

Your performance on the following exams and assignments will determine your final grade in this course. Exact assignments may vary slightly from semester to semester.

|  |            |                                     |            |
|--|------------|-------------------------------------|------------|
| <b>Exam One (50 pts.)</b>                          | <b>10%</b> | <b>Informative Speech (75 pts.)</b> | <b>15%</b> |
| <b>Exam Two (50 pts.)</b>                          | <b>10%</b> | <b>Persuasive Speech (100 pts.)</b> | <b>20%</b> |
| <b>Exam Three (50 pts.)</b>                        | <b>10%</b> | <b>Analysis Paper (75 pts.)</b>     | <b>15%</b> |
| <b>Attendance and Participation (100 pts.) 20%</b> |            |                                     |            |

**Failure to complete, or receiving a zero, on informative speech, analysis paper, or persuasive speech will result in a failing (F) grade in the course regardless of your final course percentage!**

**Exams:**

You will be tested on all course material as presented in the textbook, lectures, labs, and any additional materials provided in class or through Canvas. Exam questions will be in a multiple-choice format. Exams account for 30% of your course grade. You will be provided with a review sheet prior to the exam.

**Informative Speech:**

You will present an original speech on a topic that provides information to your audience. Be creative. Try looking at usual topics in an unusual way. Because you are providing information, you are required to orally cite sources in the speech and on your typed outline. Your informative speech must be delivered extemporaneously and in front of an audience. Your outline for the speech must be submitted in its entirety (including references) on the due date. This speech is worth 15% of your grade.

**Persuasive Speech:**

You will present an original speech on a socially significant topic that advocates a belief, attitude, or behavior. Choose a topic on which there are a variety of viewpoints and take a position. You are required to orally cite sources in the speech and on your typed outline. Your persuasive speech must be delivered extemporaneously and in front of an audience. Your outline for the speech must be submitted in its entirety (including references) on the day due. This speech is worth 20% of your course grade.

**Analysis Paper:**

You will write an analysis paper on some aspect of communication. Your lab instructor will explain the paper writing process and topic in detail during the semester. Papers are required to be submitted (including references) **in both electronic form and hard copy** on the day due. This paper is worth 15% of your course grade.

### **Attendance/Participation:**

Over the course of the semester, you will be given a number of attendance/participation assignments (10%) and lab assignments (10%) to be completed both during and outside of class. All assignments will be graded on points.

Attendance/Participation: For each lab attended, you will receive 5 points for attendance and FULL participation. If a student is 10 minutes late to class, or leaves early they will lose ALL attendance and participation points for that day. Students will be excused the first time he/she is late.

Lab Assignments: Lab assignments include, but are not limited to, book exercises, impromptu speeches, and lab exercises. Each lab assignment will be worth 5 or 10 points.

Note: All students must turn in worksheets from the textbooks when they are completing various exercises. If lab assignments are not submitted on the proper worksheet they will not receive credit. GTAs are not allowed to make copies of worksheets for students.

All points accumulated for attendance/participation, and assignments will be weighted for 20% of your grade.

### **Center for Communication Development (CCD):**

The Department of Communication Studies offers students of COMM 265G individualized tutoring and assistance with assignments for the class and other presentations for other classes. This assistance is offered through the CCD located in Room 327 in the Speech Building. All students enrolled in COMM 265G are strongly encouraged to utilize the resources provided by this unique center. Lab instructors will provide students with more information concerning center hours and other issues concerning the center.

### **Grades:**

All grades are kept and updated on your Lab Canvas site. Your final letter grade will be calculated on a 90%(A), 80%(B), 70%(C), 60%(D) scale. The upper 3% will receive a "plus" score while the lower 3% will receive a "minus" score (e.g., C+ = 77.0-79.9%, C = 73.0-76.9%, C- = 70.0-72.9%).

## **COURSE POLICIES**

### **Academic Dishonesty.**

The term "academic dishonesty" includes violations of copyright law, plagiarism, and cheating. Plagiarism is the false assumption of authorship, making it appear to be one's own work, and is a serious academic offense. In simpler terms it is using another person's work without acknowledgement, thus making it appear to your one's own. All use of quoted material, paraphrased material, speeches, music, creative writing, projects, drawings, and/or artwork must be accompanied with its proper credit (in-text citation for written work and oral citations in speeches). All written work must have an accompanying reference section. Intentional and unintentional instances of plagiarism are considered an instance of academic misconduct (plagiarism) and are subject to disciplinary action such as failure of the course or expulsion from the university. If academic dishonesty occurs, an immediate grade of zero will be given for that assignment. Depending on the severity of the student actions, failure of the course and suspension from the university can result. Please review the NMSU Student Code of Conduct policy located at: <http://www.nmsu.edu/~vpsa/SCOC/misconduct.html>. The NMSU Library has more information and help on how to avoid plagiarism at <http://lib.nmsu.edu/plagiarism/>.

## **Academic Integrity.**

As an adult college student, you are expected you to hold yourself to the highest standards of academic integrity. Among other things this includes:

- Being prepared for class and completing all readings before class.
- Attending lectures and and taking part in lab discussions.
- Taking exams honestly, relying only on your own knowledge during the test.
- Giving proper attribution to your sources without plagiarizing the work of others.
- Supporting and assisting your classmates in an ***appropriate, ethical, and legal manner*** when you can.

## **Academic Misconduct:**

Academic misconduct covers any academically unethical practice such as plagiarism, cheating on exams, the copying of other people's assignments (including speeches and analysis papers), violations of copyright law, and inappropriate collaboration on assignments. Be very careful when you are preparing your speeches or paper to quote any information you use directly from a source, and to cite the source of any information coming from someone other than yourself when you borrow ideas. All use of quoted material, paraphrased material, speeches, music, creative writings, projects, drawings, and/or artwork must be accompanied with its proper credit (in-text citation for written work and oral citations in speeches).

Plagiarism is using another person's work without acknowledgment, making it appear to be one's own. Intentional and unintentional instances of plagiarism are considered instances of academic misconduct and are subject to disciplinary action such as failure on the assignment, failure of the course or dismissal from the university. The NMSU Library has more information and help on how to avoid plagiarism at <http://lib.nmsu.edu/plagiarism/>

For more information on the NMSU Student Code of Conduct see:  
<http://studenthandbook.nmsu.edu/student-code-of-conduct/>.

The best way to avoid plagiarism is to carefully cite your sources. A penalty for academic misconduct will be imposed even in cases of inadvertent plagiarism. The penalty for plagiarism can include but is not limited to a zero score on the assignment, an F grade for the course, and/or suspension from the university. Please review the information from the NMSU Library via the following links. <http://lib.nmsu.edu/plagiarism/>  
OR <http://lib.nmsu.edu/plagiarism/students.shtml>

**All assignments must be original work done by you for this class. Use of work not credited to the original source or use of someone else's work is a serious academic offense and will not be tolerated. Animals in the Classroom:** Unless you have a registered guide animal, you are not allowed to bring animals into the lecture hall or the lab classrooms.

## **Appropriate Class Conduct:**

You are expected to act in a manner that facilitates, not inhibits, your own and other students' learning during lab and lecture. Conversations among students during class are distracting, so please resist talking to other students while any one person is speaking to the class. Also, treat your instructors and other class members with respect and courtesy at all times. In case of violation, we will follow university policy on dealing with disruptive behaviors. The first incident will result in an oral warning from the instructor. The second incident will result in a meeting with one of the professors and may result in a report to the university judicial officer. In any case, if the instructor or other students feel threatened by your behavior, you can be removed from class. We will also call the university police if your actions pose a threat or danger to others. We encourage you to use

class time to develop yourself in an academic nature. For more information on the NMSU Nonacademic Misconduct policy please refer to your student handbook located at: <http://studenthandbook.nmsu.edu/student-code-of-conduct/>.

### **Class Meetings:**

Class lectures are once a week, on Friday, in Gerald Thomas Hall 194. Attend the lecture section for which you are registered. Lab sessions meet twice a week in the Speech Building classrooms. Proper registration and attendance for both lecture and lab are required. If you are not registered in both a lab and lecture, you will not pass the course.

### **Electronic Devices:**

The lecture hall and lab classroom are professional environments and all electronic devices (e.g. laptops, tablets, phones, MP3 players, etc.) must be silenced during class. If you are caught using any device for nonacademic purposes, you will be asked to leave the large lecture. Lab instructors may have an additional policy for their sections.

### **Extra Credit:**

Only the course professors may offer an opportunity to participate in a study for extra credit points; however, the opportunity will be offered to COMM 265 students as a whole and not individually. Requests for extra credit assignments made by individual students seeking to supplement their grade will not be granted.

### **Grade Appeals:**

If you believe there has been an error in the calculation of your points for either an individual assignment or your final grade, please contact your lab instructor so that s/he can adjust your score. If your grade is calculated correctly, but you disagree with the grade you earned on an assignment and want to appeal it, you should initiate your appeal with a written statement to your lab instructor detailing the specific ways in which you believe your assignment was incorrectly evaluated. The written appeal must be presented within 10 school days of receiving the grade you want to appeal. After reviewing the appeal, your instructor will approach you to arrange for a meeting time and discussion of your appeal. Unresolved appeals to your lab instructor may be taken next to the professor of your lecture section, following the same procedure. One special note concerning the appeal of speech grades: If a student wishes to appeal a speech grade, he or she must visually record the speech at the time it is delivered in lab. Toward this end, students must provide the appropriate media on which to record the speech. Lab instructors will provide more information if necessary on this policy.

### **Incomplete Grades:**

In accordance with university policy a grade of incomplete can only be given a) only if the circumstances occurred after the last day to withdraw from the class; b) only in documented cases of circumstances beyond a student's control, such as an extended emergency, illness, documented death or crisis in the student's immediate family; and c) only if a student was passing the class at the time of the incident. Job related circumstances (with the exception of military deployment) are generally not appropriate grounds for assigning an I grade. In no case will an I grade be used to avoid earning the grade of D, F, U, or RR grades for marginal or failing work. Complete information on the university policy can be found in the course catalog for which you registered or the most recent catalog online at: <http://catalog.nmsu.edu>

### **Make-Up and Late Work:**

You can only receive full credit for make-up exams, late speeches, and/or a late paper if you have an excused absence. An excused absence will be given only in the cases of: 1) a documented medical **emergency** (not the sniffles); 2) participation at a University sanctioned event (although you should schedule your speeches accordingly); 3) serious family emergency (death or illness of an immediate family member). **Documentation must be presented** at the time you take the exam or turn in the assignment. The absolute deadline to turn in a late assignment is two weeks after the last possible due date for an assignment. No assignment will be accepted after this absolute deadline. Please note the following specific late policies for exams, speeches, and papers.

- **Exams:** There will be one scheduled opportunity to make-up exams 1 & 2. Normally, this opportunity will be on the Monday after the exam at 8 AM in the Center for Communication Skill Development. The professors may change these dates if necessary. There will only be one make-up for the final exam at 8 AM on Wednesday the day after the Tuesday night exam. If a student with an unexcused absence elects to take a make-up exam at the scheduled make up time, 10 percent of the possible exam grade will be deducted from his/her exam grade. If the student misses the scheduled make-up opportunity, an additional 10 percent of the possible exam grade will be deducted per day up to 7 school days. It is the student's responsibility to arrange a time to take the make-up with his/her instructor. For example, if a student arranges to take a make-up exam on Tuesday after the Friday of the exam, 20 percent of the possible exam grade will be deducted. A Wednesday, Thursday, or Friday make-up exam would result in a deduction of 30, 40, or 50 percent respectively. For the first and second exam, the student must make up a missed exam within one week of the regularly scheduled exam date. The absolute deadline for making up a missed exam is the second Monday after a Friday exam. The absolute deadline for making up a missed final exam is the Thursday during the final exam week, or 2 days after the final.
- **Speeches:** Ten percent will be deducted from your speech grade should you miss the scheduled time to deliver your speech due to an unexcused absence. Any missed opportunities offered by your instructor to deliver your speech thereafter will also result in the deduction of an additional 10 percent per opportunity offered.
- **Papers:** Ten percent will be deducted per weekday (not class period) for papers late due to an unexcused absence.

### **Policy on Web Sources:**

The World Wide Web has significantly changed the manner in which students are able to conduct research. There are a number of problems associated with conducting research solely on the web. According to Susan Beck of the NMSU Library, these include, but are not limited to, the following:

- Anyone, regardless of qualification, can publish anything on the web
- Authors of works are frequently not indicated on web pages
- Web pages rarely have editors or fact checkers like some traditional print resources
- Currently there are no standards to ensure the accuracy of information on the web
- It is often difficult to determine how thoroughly a web page treats a particular subject
- Often the web serves as a public forum where people can express their opinions which makes it hard to assess the objectivity
- Information on the web quickly becomes outdated
- It is hard to tell when the information was produced, etc. Because of this, you will only receive credit for citing World Wide Web sources that are connected to reputable local, regional (such as Las Cruces Sun-News at <http://www.lcsun-news.com/>, Albuquerque Journal at <http://www.abqjournal.com>), or national (e.g. Time, U.S. News, USA Today etc.) publications. If you are unsure about the credibility/reputation of a web site, DO NOT USE IT.

**Students with Disabilities:**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) covers issues relating to disability and accommodations. If a student has questions or needs an accommodation in the classroom (all medical information is treated confidentially), contact: Trudy Luken, Director, Student Accessibility Services (SAS) - Corbett Center, Rm. 208, Phone: (575) 646-6840 E-mail: [sas@nmsu.edu](mailto:sas@nmsu.edu), Website: <http://sas.nmsu.edu/>

NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on discrimination issues, Title IX, Campus SaVE Act, NMSU Policy Chapter 3.25, NMSU's complaint process, or to file a complaint contact: Gerard Nevarez, Title IX Coordinator or Agustin Diaz, Title IX Deputy Coordinator, Office of Institutional Equity (OIE) - O'Loughlin House, 1130 University Avenue, Phone: (575) 646-3635 E-mail: [equity@nmsu.edu](mailto:equity@nmsu.edu), Website: <http://www.nmsu.edu/~eeo/>

Other NMSU Resources:

- NMSU Police Department: (575) 646-3311 [www.nmsupolice.com](http://www.nmsupolice.com)
- NMSU Police Victim Services: (575) 646-3424
- NMSU Counseling Center: (575) 646-2731
- NMSU Dean of Students: (575) 646-1722
- For Any On-campus Emergencies: 911

## Course Schedule

**You should complete all reading before the Friday lecture**

| <b>Mon. Date</b> | <b>Monday and Tuesday Labs</b>   | <b>Wednesday and Thursday Labs</b>   | <b>Fri. Date</b> | <b>Friday Lecture Topic</b>                              |
|------------------|--|--|------------------|--|
| 1/18             | <b>Martin Luther King, Jr. Holiday<br/>NO CLASS</b>                          | Introductions, Course Syllabus, Assign Plagiarism Quiz                         | 1/22             | An Introduction to Communication Studies                 |
| 1/25             | Introduction Speeches, Assign Informative Speech.                            | What is Communication? Comm. Apprehension                                      | 1/29             | Public Speaking<br><b>Read Chap. 5</b>                   |
| 2/1              | Organization, Outlining, Audience Analysis, and Supporting Material          | Informative Speech Worksheet, Last minute speech prep                          | 2/5              | Principles of Human Communication<br><b>Read Chap. 1</b> |
| 2/8              | <b>Informative Speeches Speech Outline Due</b>                               | <b>Informative Speeches Speech Outline Due</b>                                 | 2/12             | Nonverbal<br><b>Read Chap. 3</b>                         |
| 2/15             | <b>Informative Speeches</b>  | <b>Informative Speeches</b>  | 2/19             | Interpersonal Communication<br><b>Read Chap. 7</b>       |
| 2/22             | Interpersonal Communication and Relationships                                | Exam Review  | 2/26             | <b>Exam 1</b>  |
| 2/29             | Exam and Speech Discussion<br><b>Assign Analysis Paper Speeches Returned</b> | Intro. to Cultural Comm. Narratives and Rituals<br><b>Exam Grades Returned</b> | 3/4              | Culture and Communication<br><b>Read Chap. 9</b>         |
| 3/7              | Cultural Adaptation  | Intro. to Org. Comm.   | 3/11             | Organizational Communication<br><b>Read Chap. 10</b>     |
| 3/14             | <b>Spring Holiday<br/>NO CLASS</b>   | <b>Spring Holiday<br/>NO CLASS</b>   | 3/18             | <b>Spring Holiday<br/>NO CLASS</b>                       |
| 3/21             | Organizational Comm. Activity  | Impromptu Speech   | 3/25             | <b>Spring Holiday<br/>NO CLASS</b>                       |
| 3/28             | Introduce Persuasive Speaking Assignment                                     | Impromptu Speech<br><b>Analysis Paper Due</b>                                  | 4/1              | Persuasion<br><b>Read Chap. 6</b>                        |
| 4/4              | Introduce Persuasive Speaking Assignment                                     | Exam Review<br><b>Analysis Paper Returned</b>                                  | 4/8              | <b>Exam 2</b>  |
| 4/11             | Propositions, Emotional Appeals and Credibility                              | Persuasive Speech Worksheet<br><b>Exam Grades Returned</b>                     | 4/15             | Communication Technology<br><b>Reading TBA</b>           |
| 4/18             | <b>Persuasive Speeches</b>   | <b>Persuasive Speeches</b>   | 4/22             | Group<br><b>Read Chap. 11</b>                            |
| 4/25             | <b>Persuasive Speeches</b>   | <b>Persuasive Speeches</b>   | 4/29             | Conflict<br><b>Read Chap. 8</b>                          |
| 5/2              | Small Groups, Teamwork Activities<br><b>Speeches Returned</b>                | Exam Review  | 5/6              | Common Myths   |

**Final Exam Tuesday May 10, 2016**

Section 1: 6:00 PM in Hardman/Jacob Undergraduate Learning Center 125  
 Section 2: 7:00 PM in Hardman/Jacob Undergraduate Learning Center 125  
 Section 3: 8:00 PM in Hardman/Jacob Undergraduate Learning Center 125

### Important University Deadlines for Spring 2016 Semester

|   |                 |
|---|-----------------|
| Late Registration – A late fee of \$25 will be assessed   | January 20 - 29 |
| LAST DAY TO ADD A COURSE<br>Without Instructor’s Permission (by 5 PM)   | January 21      |
| LAST DAY TO ADD A COURSE<br>Instructor’s Permission Required (by 5 PM)  | January 29      |
| LAST DAY TO CANCEL A COURSE (with 100% refund) by 5 PM  | February 5      |
| Degree Application Deadline   | January 29      |
| LAST DAY TO DROP A COURSE WITH A “W” (by 5 PM)  | March 28        |
| LAST DAY TO WITHDRAW FROM THE UNIVERSITY<br>*Note: Students who do not officially withdraw from a course or from the University and fail to attend classes may receive failing grades and will be liable for all tuition and fees. Students may be required to repay a portion or all financial aid received. | April 22        |
| LAST DAY OF CLASSES   | May 13          |