

MARQUETTE UNIVERSITY
DEPARTMENT OF COMMUNICATION STUDIES

Introduction to Human Communication – CMST 010

Spring Term 2002

Monday, Wednesday, and Friday – 313 Johnston Hall

Section 1001: 9:00 – 9:50

Section 1002: 1:00 – 1:50

Instructor: Jacob Groshek

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Office Hours:

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COURSE DESCRIPTION

Required Text:

Tubbs, S.L., & Moss, S. (1999). *Human Communication (8th ed)*. New York, NY: McGraw Hill.

Course focus and design:

This course is designed to create awareness and application of the basic principles and skills of human communication. Students will learn the basic theories of verbal and nonverbal messages, listening, conflict and negotiation, ethics in communication, interpersonal communication, small group communication, public speaking, mass communication, interviewing, and intercultural communication.

The course is structured around a small lecture session meeting Monday, Wednesday, and Friday throughout the semester. Students are expected to attend and participate in class discussions to deepen their understanding of text materials.

Course requirements:

Your grade in this course will be determined by the following: 1) two examinations; 2) two quizzes; 3) one presentation; and 4) attendance and participation. A more complete description of each requirement is provided below.

Examinations: There will be two examinations given during the term. Each examination will consist of 60 multiple choice or true/false questions and will account for 30 percent of your grade. The combination of the two exams will represent 60 percent of your final

grade. One exam will be given at midterm and one exam will be given during finals week. The second exam will be cumulative.

Quizzes: There will be two quizzes given during the term. Each quiz will consist of 20 multiple choice or true/false questions and will account for 10 percent of your grade. The combination of the two quizzes will represent 20 percent of your final grade. One quiz will be given prior to the mid-term examination and one quiz will be given prior to the final examination. Quiz dates will not be announced in advance, and no make-up quizzes will be given with the exception of pre-arranged, excused absences that occur on quiz dates.

Presentation: This assignment represents 15 percent of your final grade. This assignment will require you to deliver a 15 – 20 minute presentation in class thoroughly and informatively discussing a journal article of your choice. The journal article must be relevant to the class discussion for the day of the presentation. Approximately half of the presentation will summarize the article. Approximately half of the presentation will apply the article to the text assigned for the day of the presentation. Visual aids are strongly encouraged, but not required. Audio-visual equipment for presentations can be reserved and checked out in Johnston Hall, Room 102.

Presentations must be accompanied by an abstract of the journal article. The presenter is responsible for supplying copies of the abstract to each member of the class. Abstracts are to be typed, using single spacing and 12 point, Times New Roman font with 1-inch margins. Abstracts are not to be an outline of the presentation, nor can presenters read their abstract to the class verbatim. Abstracts are not to be copied from the journal article itself, and presenters will be required to turn in a copy of the journal article in its entirety.

As class time is limited, there will be no make-up presentations. No exceptions. Select your journal article carefully. A good starting point can be found at *ComAbstracts*, which can be accessed at <http://www.marquette.edu/library/research/socsci.html>.

Attendance and participation: Attendance will be taken daily. Attendance and participation constitute 5 percent of your final grade. There will be no penalty assessed, per se, for failure to attend class. However, should you be absent on the day of a quiz, you will not be allowed to make-up the quiz without prior consent from the instructor. Additionally, those who are not present are unable to participate in class discussions, and penalty will be assessed accordingly. Furthermore, occasional homework assignments will be included within the participation portion of your final grade. Failure to provide homework assignment(s) on time will result in receiving no credit for the assignment(s). No exceptions will be made and make-up homework will not be accepted. Excused absences will only be considered when the instructor is contacted prior to the date of absence, and are at the discretion of the instructor.

<u>Course Requirement</u>	<u>Possible Points</u>	<u>Grading Scale</u>	
Exams	60	93-100	A
Quizzes	20	88-92	AB
Presentation	15	83-87	B
<u>Attendance & Participation</u>	<u>5</u>	78-82	BC
		73-77	C
Total	100	68-72	CD
		60-67	D
		00-59	F

Course Policies:

Make-Up Exams: All examinations must be taken on the scheduled days at the scheduled times unless negotiated with the instructor prior to the day of the exam. Exceptions will be made only in the case of family hardship or verifiable medical problems, and then only at the instructor's discretion.

Academic Dishonesty:

In accordance with the high standards of excellence set forth by, and for, all members of the Marquette University community, the College of Communication finds it imperative that each student understand that the responsibilities associated with high standards of excellence include ensuring that all class work undertaken in this College is performed in an environment that promotes serious scholarship and moral rectitude. Therefore, the College herein delineates a zero-tolerance policy for acts of academic dishonesty. All acts of suspected academic dishonesty will be thoroughly investigated in a manner that is fair, timely, and efficient and done so in a manner that protects the rights of both the faculty member and the student. Any individual that is found to have committed an act of academic dishonesty may receive a penalty, up to and including expulsion from Marquette University.

Tentative Class/Reading Schedule

<u>Week #</u>	<u>Date</u>	<u>General Topic</u>	<u>Assigned Reading</u>
Week 1	1-14 (M)	Course introduction	T&M: Chapter 13
	1-16 (W)	Public communication	
	1-18 (F)	Public communication	
Week 2	1-21 (M)	No Class – Martin Luther King Day	T&M: Chapter 1
	1-23 (W)	Process of human communication	
	1-25 (F)	Process of human communication	

Week 3	1-28 (M)	Perception	T&M: Chapter 2
	1-30 (W)	Perception	
	2-01 (F)	Verbal messages	T&M: Chapter 3
Week 4	2-04 (M)	Verbal messages	
	2-06 (W)	Nonverbal messages	T&M: Chapter 4
	2-08 (F)	Nonverbal messages	
Week 5	2-11 (M)	Listening	T&M: Chapter 5
	2-13 (W)	Listening	
	2-15 (F)	Relationships in process	T&M: Chapter 6
Week 6	2-18 (M)	Relationships in process	
	2-20 (W)	Relationships in process	
	2-22 (F)	Conflict and negotiation	T&M: Chapter 7
Week 7	2-25 (M)	Conflict and negotiation	
	2-27 (W)	Conflict and negotiation	
	3-01 (F)	Ethics in communication	T&M: Chapter 8
Week 8	3-04 (M)	Ethics in communication	
	3-06 (W)	Exam 1	
	3-08 (F)	Exam 1 Review	
Week 9	3-11 (M)	No Class – Spring holiday	
	3-13 (W)	No Class – Spring holiday	
	3-15 (F)	No Class – Spring holiday	
Week 10	3-18 (M)	Interpersonal communication	T&M: Chapter 9
	3-20 (W)	Interpersonal communication	
	3-22 (F)	Interpersonal communication	
Week 11	3-25 (M)	Interviewing	T&M: Chapter 11
	3-27 (W)	Interviewing	
	3-29 (F)	No Class – Easter holiday	
Week 12	4-01 (M)	No Class – Easter holiday	
	4-03 (W)	Intercultural communication	T&M: Chapter 10
	4-05 (F)	Intercultural communication	
Week 13	4-08 (M)	Intercultural communication	
	4-10 (W)	Small group communication	T&M: Chapter 12
	4-12 (F)	Small group communication	

Week 14	4-15 (M) 4-17 (W) 4-19 (F)	Small group communication Organizational communication Organizational communication	T&M: Chapter 14
Week 15	4-22 (M) 4-24 (W) 4-26 (F)	Organizational communication Mass communication Mass communication	T&M: Chapter 15
Week 16	4-29 (M) 5-01 (W) 5-03 (F)	Mass communication Presentations Catch Up Review for Exam 2	
Finals Week:		Exam 2	