

# Communication Studies 202: Survey of Speech Communication (CMST 202)

\*\*\*\*previously Speech 202\*\*\*\*

Spring 2020

Instructors: Katherine E. Medbery-Oleson (until early May) and Jen Anderson (early May-end of the quarter)

Class Meetings: online (bc.instructure.com)

Office Hours: Katherine: 10:30-11:30 a.m. Wednesdays via Zoom online and by appointment, via telephone; Jen will let you know her office hours in early May

Phone: Katherine: 425-564-3050 (office), Jen: 425-564-4185 (office)

E-mail: [koleson@bellevuecollege.edu](mailto:koleson@bellevuecollege.edu) OR contact me via Inbox in Canvas system by typing my name (until early May); [jen.anderson@bellevuecollege.edu](mailto:jen.anderson@bellevuecollege.edu) OR contact me via Inbox in Canvas system by typing my name (early May-end of the quarter);

**Required Textbook:** Trenholm, S. (2014). *Thinking Through Communication*, 7th ed. Pearson, Allyn & Bacon. \*Please note: You may also use: Trenholm, S. (2008). *Thinking Through Communication*, 6th ed. Pearson, Allyn & Bacon.\* Supplemental required readings will be provided on our Canvas site.

**Course Description:** This course is designed to introduce you to basic concepts and theories in the field of speech communication. As a result of taking this course, you should become more aware of how communication surrounds you and affects your life, better able to identify and analyze communication patterns and their effects, and more aware of your own communication strengths and areas of improvement.

**Class Format:** This is an online course. We will be engaged in online discussions designed to aid your understanding of the concepts discussed in your text and activities online. It is essential that you commit to being an active participant in this class; regular meaningful discussion is required online. The reading materials in this class contain complex theory and terminology. I highly recommended that you have a college level reading, writing and comprehension ability. Please consult your English placement test scores and please contact me with any questions or concerns. Please note that this class is highly writing-intensive (as you will complete online discussion and papers/assignments). There are due dates for discussions, assignments and quizzes. All of these activities are designed to help you to take in the course concepts and apply them to your own interactions in various settings.

**Course Outcomes:** Upon successful completion of this course, students will be able to:

1. Define the process of communication from multiple discipline perspectives.
2. Explain the influence of ancient Greek and Roman philosophers on current rhetorical and communication theory.

3. Describe the symbolic nature of verbal and nonverbal communication and the role of communication theory in improving message clarity and relational satisfaction.
4. Describe the unique qualities found in group interaction and organizational communication and the methods of effective teambuilding and decision making.
5. Analyze a public speech and demonstrate an understanding of effective organization, argument construction, and guidelines for speech delivery.
6. Identify the barriers to effective intercultural communication and describe the methods of adapting to new cultures.
7. Apply contemporary communication research methods to human discourse and behavior.

### Methods of Evaluation:

Quizzes (4 @ 100 points each)	400 points
Online discussion & participation	185 points
Technology Plan	10 points
Assignments (5 @ 40 points each)	200 points
Final Paper Progress Report	5 points
Final Paper	<u>200 points</u>
	1000 points total

**Quizzes:** During the quarter you will be given four quizzes (think: exams), and you will take these on the Canvas site. Each quiz is worth 100 points and will consist of 50 true-false and multiple choice questions. You will have 60 minutes to take each quiz. The quizzes will be available over a 3-day period (from 12:01 a.m. to 11:59 p.m. on 4 occasions throughout the quarter). These questions will test your knowledge, comprehension, and synthesis of course concepts and theories. There will be review sheets posted and a discussion board for quiz-related questions.

**Online discussion & participation:** Participation in chapter discussions online is required for completion of the course and is worth 185 points. Students must post at least 1 answer and 1 response to a classmate's posting for each chapter being discussed. You are also expected to read your classmates' postings. Postings must address all aspects of the discussion question and consist of a well-developed paragraph. One sentence responses are unacceptable.

Emphasis should be placed on discussing the concepts and theories discussed in the text and personal experiences should only be used as examples of course-related material. Your comments should further discussion, add knowledge or ideas, stimulate interest, act as a catalyst, and/or support or challenge other students substantively, not just with a statement of agreement or disagreement. Additionally, the best responses will include references to the text (including page numbers) and/or references to other sources like websites or books that can enrich our understanding. Your comments should also reflect your understanding of the reading and the ideas we are discussing. Please give some thought to your comments and do some editing in a word processing document before copying and pasting your comments into the discussion board.

**Assignments:** You will complete 5 assignments designed to assess your communication in a variety of settings. These assignments will explore a variety of topics and are worth 40 points

each, totaling 200 points. Further details, descriptions, examples, and rubrics are provided on the Canvas site. You will submit each of these assignments as word processing files through the Canvas site.

**Final paper:** You will write a 5-6 page paper that includes a brief review of literature, a hypothesis, and a suggested method of inquiry on a topic of your choice. You will complete a final paper progress report prior to delving into your paper to make sure your topic and approach fit the assignment parameters. Further detail, resources, and examples will be provided online. This final paper is worth 200 points.

## TOPICS WE'LL DISCUSS THIS QUARTER

The Communication Tradition	Communication models	Perception
Intercultural Communication	Nonverbal Communication	Listening
Language (subsystems; language & social identity; choices)		
Interpersonal Communication	Group communication	
Organizational communication	Communication and the Mass Media	
Public Communication	Preparing & Presenting Public Speeches	
Research methods		

## POLICIES

Grading Scale:

940-1000= A	730-759= C
900-939= A-	700-729= C-
860-899= B+	660-699= D+
830-859= B	600-659= D
800-829= B-	0-599= F
760-799= C+	

**Late Written Assignments/Quizzes:** For purposes of equity and fairness for all students, you will be given a reasonable amount of time to complete all written assignments. Deadlines for all assignments will be announced on the course calendar, written in your course schedule, and posted on the Canvas site from the first day of the quarter. An assignment is on time when it is delivered to the teacher on the day it is due. This is not a self-paced class; there are specific due dates throughout the quarter. Remember, there are due dates throughout the quarter to allow you the flexibility to work ahead (if you so choose) and help guide you to avoid being overwhelmed throughout the quarter. In the event that you do not turn in your assignment on the day it is due, you will be assessed the following academic penalty: late written assignments will receive a one point grade reduction for every full day they are late (i.e. B+ to C+). Late quizzes will not be accepted. If you are having trouble meeting a deadline or having any questions, please contact me immediately so that we can make a plan together.

**Statement on Academic Integrity:** You should know that plagiarism is a serious violation of your contract as a student and will be treated severely. It is important for you to understand that plagiarism is *any* representation of another person's words or ideas in a manner that makes it seem as if they were your own, in either oral or written form. Obviously, this means

that you may not copy another person's papers. But it also means that you should not use another person's unique phrases or organizational schemes without making it clear in your work where those words or ideas originated. If you have taken this course or another course in the Communication Studies Department, you are expected to generate original work for this course this quarter (in other words, you may not reuse an assignment from a previous quarter). Students caught cheating on a quiz or assignment will not receive any credit for that portion of the class and will be reported to the Dean of Student Success for investigation. This link provides a good, short summary of how to avoid plagiarism: [Avoiding Plagiarism](#)

**Disability Resource Center (DRC):** The Disability Resource Center serves students with disabilities. A disability includes any physical or mental impairment that substantially limits one or more major life activities. Common disabilities include physical, neurological (e.g. Autism, ADD), and mental health (e.g. depression, anxiety). If you are a student who has a disability or if you think you may need accommodations in order to have equal access to programs, activities, and services, please contact the DRC.

If you require assistance in an emergency, please meet with your individual instructors to develop a safety plan for while in class and contact the DRC to develop a safety plan for while you are elsewhere on campus.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. [Contact Autism Spectrum Navigators](#) (ASN). Email and phone number is on the web page.

The DRC office is located in building B Room 132. You can contact the DRC by stopping by B132, calling our desk at 425-564-2498, emailing [drc@bellevuecollege.edu](mailto:drc@bellevuecollege.edu), and Deaf students can reach us by calling TTY: 425-564-4110, or by Skype (account name DRCatBC). For more information about the services we offer, including our Initial Access Application, visit the [DRC website](#).

Service Animals are allowed in this classroom. Emotional Support Animals need to be approved through the DRC. All other animals will be asked to leave. If you believe you need your animal with you, please connect with the DRC and refrain from bringing your animal until a decision has been made.

Please meet with me if you have any questions.

**Accessibility:** The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

**Classroom Conduct:** When engaged in your role as a student, please be constructive in your comments and discussion online. Students are expected to model the behavior discussed in the content of this course. You may certainly disagree and debate online during discussion; in this and at all times, you are required to treat your classmates with respect. Please consult

with the Arts and Humanities Division statement of [Student Procedures and Expectations](#) and/or contact your instructor should you have any questions or concerns.

Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: [Student Code](#)

**Affirmation of Inclusion:** Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

Please also review the [A&H Commitment to Student Growth and Development](#).

**Reasons of Faith and Conscience:** Reasonable Accommodations for Reasons of Faith and Conscience: Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first two weeks of the course to the office of the Associate Vice President of Student Affairs (see Bellevue College Policy 2950 (<https://www.bellevuecollege.edu/policies/id2950/>)). In the event you feel you are being discriminated against based on faith or conscience, you may refer to the procedures outlined in the college's Discrimination, Harassment and Retaliation Policy 1440P (<https://www.bellevuecollege.edu/policies/id-1440p/>).

**College Anti-Discrimination Statement (Title IX):** Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.

Reports of gender and sex-based based discrimination, sexual misconduct, or retaliation by a student should be raised with the Title IX office (see 1440P2 for contact information). In cases where the impacted party is a student and the responding party is a college employee, the Title IX coordinator will direct the matter to the Office of Human Resources (HR). All other reports, including all reports where the impacted party is an employee, should be raised with the HR. If a report is against personnel in the Title IX office or HR, it should be submitted to the president's office for referral to an alternate designee. Equal Opportunity details here: (<http://www.bellevuecollege.edu/equal/>).

**Confidentiality and Mandatory Reporting:** As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share with the Title IX Coordinator any and

all information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that impacts someone on campus. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212. The Title IX Office can be contacted at 425-564-2441 and more information can be found on the [Title IX web site](#).

For further information and contacts, please consult [College Anti-Discrimination Statements](#). If you have any concerns, you may report to: [Report Concerns](#)

**Exposure to Content:** Essential to a liberal arts education is an open-minded tolerance for ideas and modes of expression which might conflict with one's personal values. By being exposed to such ideas or expressions, students are not expected to endorse or adopt them but rather to understand that they are part of the free flow of information upon which higher education depends. Please consult the syllabus and communicate any questions or concerns you may have.

## IMPORTANT LINKS

**Bellevue College E-mail and access to MyBC:** All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: [Create Email](#)

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the [Technology Help Desk](#)

**Help with Canvas:** The following link may be helpful: [Student Help Desk](#). You will find additional resources in our Canvas site in the "Getting Started" module.

**Public Safety and Emergencies:** Public Safety is located in D171 building and can be reached at 425-564-2400 (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at [RAVE Alert Registration](#)

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these three rules:

1) Take directions from those in charge of the response - We all need to be working together.

- 2) Do not get in your car and leave campus (unless directed to) - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.
- 3) In an emergency, call 911 first, then Public Safety.

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the [Public Safety](#) web page for answers to your questions.

**Academic Calendar:** The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

- [Enrollment Calendar](#) On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- [College Calendar](#) This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.

**Note:** Please know that this is a demanding course in the Communication Studies Department. I have high expectations of you and hope that you have just as high, if not higher, expectations of yourself. I want you to succeed and will absolutely support you along the way. I look forward to this Spring 2020 quarter together!

## SCHEDULE

[Please note: We will try to remain on this schedule, but learning does not always happen according to strict timelines, and unforeseen events can push us off our ideal timeline. Therefore, this schedule is subject to change. You will be informed of any changes that evolve over the course of the quarter.]

Wed. April 8	Check out Canvas site (read through “Getting Started” module) Buy textbook Introduce yourself in online discussion board
Thurs. Apr. 9	The Communication Tradition (Ch. 1; Ch. 2 p. 18-23; “Corax & Tisias” reading) Work on Technology Plan assignment
Fri. April 10	The Communication Tradition (Ch. 1; Ch. 2 p. 18-23; “Corax & Tisias” reading) Communication Models (Ch. 2 p. 23-42) <b>Technology Plan due</b>
Mon. April 13	Communication Models (Ch. 2 p. 23-42)
Tues. April 14	Perception (Ch. 3 p. 43-55)
Wed. April 15	Perception (Ch. 3 p. 43-55)
Thurs. April 16	Listening (Ch. 3) Work on Assignment 1
Fri. April 17	Listening (Ch. 3) Work on Assignment 1

Mon. April 20	Review for Quiz 1
Tues. April 21	Quiz 1 available
	<b>Assignment 1 “Games People Play” due</b>
Wed. April 22	Quiz 1 available
Thurs. April 23	Quiz 1 available
	Language (Ch. 4)
Fri. April 24	Language (Ch. 4)
Mon. April 27	Language & social identity (Ch. 4)
	Nonverbal Communication (Ch. 5)
Tues. April 28	Nonverbal Communication (Ch. 5)
	Supplemental reading Chapter 5 (healthcare and workplace settings)
Wed. April 29	Nonverbal Communication (Ch. 5)
	Work on Assignment 2
Thurs. April 30	Nonverbal Communication (Ch. 5)
	Work on Assignment 2
	<b>Assignment 2 “When Rules Collide” due</b>
Fri. May 1	Review for Quiz 2
Mon. May 4	Quiz 2 available
Tues. May 5	Quiz 2 available
Wed. May 6	Quiz 2 available
	Interpersonal Communication (Ch. 6)
	Supplemental reading/viewing: Gottman
Thurs. May 7	Interpersonal Communication (Ch. 6)
Fri. May 8	Intercultural Communication (Ch. 12)
Mon. May 11	Intercultural Communication (Ch. 12)
	Work on Assignment 3
Tues. May 12	Review for Quiz 3
	Work on Assignment 3
Wed. May 13	Quiz 3 available
Thurs. May 14	Quiz 3 available
	<b>Assignment 3 “Intercultural Communication” due</b>
Fri. May 15	Quiz 3 available
Mon. May 18	Group communication (Ch. 7)
Tues. May 19	Group communication (Ch. 7)
Wed. May 20	Organizational communication (Ch. 8)
	Supplemental reading Chapter 8 (organizational challenges)
	Work on Assignment 4
Thurs. May 21	Organizational communication (Ch. 8)
	Work on Assignment 4
	<b>Assignment 4 “Group roles” due</b>
Fri. May 22	Review for Quiz 4
Mon. May 25	Memorial Day Holiday. No class.
Tues. May 26	Quiz 4 available
Wed. May 27	Quiz 4 available



Thurs. May 28	Quiz 4 available Methods of Discovery (Ch. 13) <b>Extra credit opportunity – film/tv or leadership analysis due</b>
Fri. May 29	Methods of Discovery (Ch. 13) Read Final Paper Assignment Work on final paper (initial research)
Mon. June 1	Methods of Discovery (Ch. 13) Read Final Paper Assignment Work on final paper (initial research)
Tues. June 2	Communication and the Mass Media (Ch. 11) Work on final paper (initial research)
Wed. June 3	Communication and the Mass Media (Ch. 11) Work on final paper (initial research)
Thurs. June 4	Public Communication (Ch. 9) Preparing and Presenting Public Speeches (Ch. 10) Work on final paper (research)
Fri. June 5	<b>Final Paper Progress Report due</b> Public Communication (Ch. 9) Preparing and Presenting Public Speeches (Ch. 10) Work on final paper (research)
Mon. June 8	Work on Assignment 5 Work on final paper (research) <b>Assignment 5 “Speech Analysis” due</b>
Tues. June 9	Work on final paper (research)
Wed. June 10	Work on final paper (research)
Thurs. June 11	Work on final paper (research, write)
Fri. June 12	Work on final paper (research, write) <b>Final Research Paper draft due (highly suggested, not required)</b>
Mon. June 15	Work on final paper (write)
Tues. June 16	Work on final paper (write) <b>Final Research Paper due online by 11:59 p.m.</b> <b>Course Evaluation due</b>