

# COMMUNICATION 1000

NEW SCHOOL  
DEPARTMENT OF  
COMMUNICATION

Comm 1000, Winter Term, 3 credits

## Course Highlights

- Speaking, writing and digital communication —an interactive class!
- 2 hours of preparation per week for 7 in-class quizzes (5% each) and 5 in-class assignments (5% each)
- 2 individual presentations (10% each) will take about 3-4 hours each to prepare—given in class
- Final 2 hour exam (20%) based on 4 case scenarios on situations with poor communication

## COURSE INFORMATION

### Days & Times:

Tuesdays and Thursdays  
2:00—3:30 p.m.

### Dates:

January 4—April 5th  
Reading Week: Feb 14-18

### Class Location:

Madison Arts Building  
Room 210 (Computer Lab)

**URL:** <http://www.new.edu/deptcomm/comm101>

### Instructor Contact Info:

**Name:** Dr. Kate Morgan

**Office:** # 519, Peterson Bldg

**Hours:** Mondays and Fridays  
9:30 a.m.—12:00 p.m. (drop  
in, no appointment needed)

**E:** [kate.morgan@new.edu](mailto:kate.morgan@new.edu)

**P:** 999.555.1234

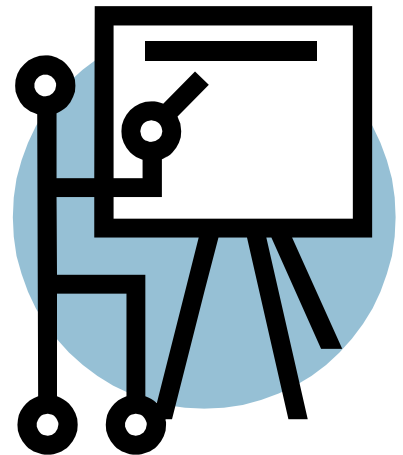
**Preference:** Email is an-  
swered within 24-48 hours

**Address:** New School, 2000  
Academic Drive, Newton,  
New State

My background is in effective communication practices for the business and education sectors with an emphasis on proper use of technological communication tools.

There aren't any labs or tutorials associated with this course. If you have any questions, please feel free to drop in during office hours or send me an email to arrange another time that is mutually agreeable.

I am here to help you learn!



## COURSE DESCRIPTION

### Prerequisites

This is an introductory course. Any student can take it. It also is a core course for anyone taking the Communication Stream and must be taken prior to taking COMM 2000.

### Course Overview

This course looks at the basics of good communication in the oral, written and digital media. It introduces you to current practices, socially acceptable etiquette and proper form and function of various communica-

tion methods. The course aims to give you an overview of this field, yet at the same time give you time to practice and hone your communication skills through activities, presentations and creative assignments.

### Teaching and Learning Strategies

There will be a lot of interaction and participation expected. It is a communication course—so we must communicate! There will be short readings to do prior to class, a number of small in-

class quizzes and then opportunities for you to practice your skills through assignments and in-class presentations. Sometimes I will give you partial notes; sometimes you will create your own. It will be a fun class in that we'll talk lots, write lots and produce exciting digital communication pieces.

### Workload

I expect you to do about 2 hours of preparation for the class each week (for quizzes and in-class work). The 2 presentations will take about

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## Course Content by Topics

### Introduction to Communication—Jan 4

Importance of Communication in Today's World

Communication Processes

### Verbal Communication

Non-Verbal Communication

Public Speaking

### Listening

Presentation # 1: Personal Story  
Public Speaking—Feb 3

### Digital Communication

Slideshow Presentations

Presenting with Props and Slides

### Web 2.0 Tools for Communication

Web Page Design

### Written Communication

Formats and Types

Word Processing and Desktop Publishing

Presentation # 2: Blog, Wiki or  
Web Page Demonstration—Mar 29

### Review of Communication—April 5

## Learning Objectives

By the end of the course students will be able to:

- Explain five major roles communication plays in today's world
- Identify 3 communication processes

By the end of the course students will be able to:

- Give a 2-3 minute public presentation using verbal and non-verbal skills for effective story telling
- Apply understanding of verbal and non-verbal skills in advising others how to improve their speaking skills

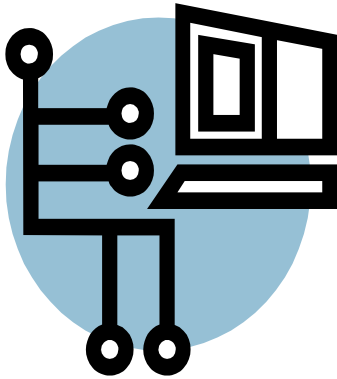
By the end of the course, students will be able to:

- Create a slideshow presentation utilizing current and proper communication techniques for clearly and professionally conveying messages and information
- Make valid suggestions for improvement of digital communication products
- Identify 10 main points to consider when presenting with props or slides
- Choose appropriate Web 2.0 communication tools for varying situations
- Explain what makes a good web page in terms of communication and design

By the end of the course, students will be able to:

- Create a wiki, blog or web page using appropriate web tools or software
- Apply conventions and mechanics of proper writing to various forms of written communication

## ASSESSMENT AND EVALUATION DETAILS



### In-class Quizzes (5% each)

- 7 in-class quizzes
- Online and individually completed
- 10 minutes to complete
- Based on the textbook, other readings and activities we have done in class
- **Dates:** Jan 18, 25, Feb 1, 8, Mar 1, 8, 22 (Tuesdays)
- Multiple choice, matching, true/false, matching and short answer

Total: **35% of final mark**

### In-class Assignments (5% each)

- 5 in-class assignments
- Digital and individually completed
- 30—60 minutes to complete
- Based on activities in class, application of knowledge and skills, often done on the computer and handed in digitally
- **Dates:** Jan 13, 27, Feb 24, Mar 3, 17 (Thursdays)
- Creating, designing, writing, manipulating digital compositions

Total: **25% of final mark**

### Presentation 1: Public Speaking

- In-class presentation
- 2-3 minutes in length
- Application of verbal and non-verbal skills to tell a personal story to class
- Peer assessment for informal feedback
- Date: Feb 3

Total: **10% of final mark**

### Presentation 2: Blog, Wiki or Web Page Demonstration

- In-class presentation
- 2-3 minutes in length
- Application of practices in digital format to demonstrate a blog, wiki or web page you created
- Peer assessment for feedback
- Date: Mar 29

Total: **10% of final mark**

### Final Exam

- April 24
- 2 hours
- 4 case study scenarios revolving around communication problems—written answers
- Each case should take about half an hour to answer

Total: **20 % of final mark**

**In-class Assessment Activities:** Every now and then I will ask you to participate in a short activity which will allow me to hear how you are feeling about the course, where you are having problems and where I can help you.

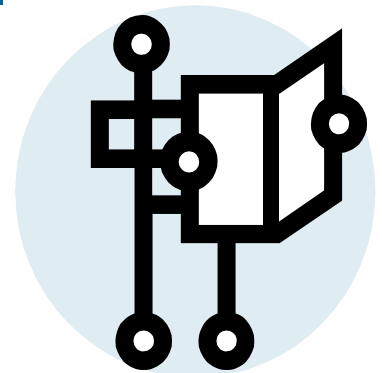
## COURSE MATERIALS

**Textbook:** Communication Basics by Rodney Teather, 2011 4th Edition by New Books Inc. ISBN: 99-9999-9999-09 (Bookstore - \$ 89.00)

**Readings:** Each week I will provide you with readings to supplement the text book. You will be provided with URLs to the PDF documents or web pages. You will see these listed on the course web site.

**Library Reserve:** 2 copies of textbook on reserve (3 hours only library use), under my name at front desk

**Course Tools:** You can work in the computer lab or work at home. You will need a computer that has good access to the Internet if you are working from home.



## COMMUNICATION 1000

## January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 <b>First Class</b>	5	6	7	8
9	10	11	12	13 <b>In-class Assignment (5%)</b>	14	15
16	17	18 <b>Quiz (5%)</b>	19	20	21	22
23	24	25 <b>Quiz (5%)</b>	26	27 <b>In-class Assignment (5%)</b>	28	29
30	31					

## February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 <b>Quiz (5%)</b>	2	3 <b>Presentation # 1 (10%)</b>	4	5
6	7	8 <b>Quiz (5%)</b>	9	10	11	12
13	14 <b>Reading Week</b>	15 <b>Reading Week (No class)</b>	16 <b>Reading Week</b>	17 <b>Reading Week (No class)</b>	18 <b>Reading Week</b>	19
20	21	22	23	24 <b>In-class Assignment (5%)</b>	25	26
27	28					

## March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Quiz (5%)	2	3 In-class Assignment (5%)	4	5
6	7	8 Quiz (5%)	9	10	11	12
13	14	15	16	17 In-class Assignment (5%)	18	19
20	21	22 Quiz (5%)	23	24	25	26
27	28	29 Presentation # 2 (10%)	30	31		

## April

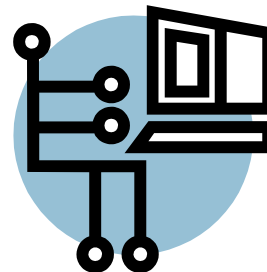
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 Last Day of Class	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21 Final Exam	22	23
24	25	26	27	28	29	30

## COMMUNICATION 1000

### POLICIES AND PROCEDURES

#### Attendance and Assignments

It is important to attend class. There are 7 in-class quizzes and 5 in-class assignments. There are also 2 presentations required to be performed in front of the class. If you are unable to make it to class, please send me a short email at least an hour prior to class start. If you have an appointment or personal situation you know of ahead of time, please also let me know as soon as possible. We will work together to ensure you have an opportunity to make up a missed quiz (by taking another version online at a later date) or complete a similar assignment you miss. Presentations will have to be scheduled in another class or in my office. If you fail to email me or miss more than 1 quiz or more than 1 assignment, there will be no opportunities for making up missed work. You must take the final exam. If you miss the final exam, you will have to take a make-up exam at a later date.



#### Academic Integrity

It is required that students be informed of the university policy that any act of academic dishonesty is a serious offence. Plagiarism (the unacknowledged use of another writer's work) may be dealt with by the instructor giving a "0" (zero) on any assignment containing plagiarism in the course. A final grade of "0" (zero) may be awarded to the student guilty of academic dishonesty regardless of how well the student is doing in the course at the time. Please refer to the academic policy in the Academic Calendar.

*“The problem with communication ... is the illusion that it has been accomplished.”*

George Bernard Shaw

#### Grading

All in-class quizzes are worth 5% and all in-class assignments are worth 5% of the final mark. The two presentations are worth 10% each of the final mark. The final exam will be worth 20% of your final mark and is mandatory you take it regardless of your mark in the course. Grades will be calculated and submitted on April 30th with final marks being available to see May 1. If there are any questions with your final grade, please make an appointment. Information on grade appeals appears in the academic calendar.

#### Participation

This is a highly participative course. Each class we will be doing activities, having discussions and interacting with each other. It is expected you will participate in as many ways as possible.

#### Professionalism

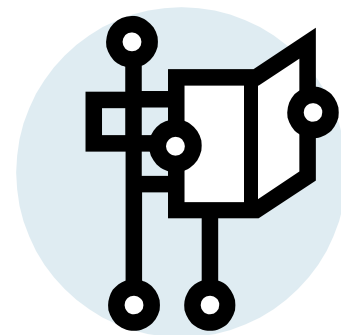
It is expected that you act professionally at all times in your written and oral communication both online and in the classroom. Any devices or activities which disrupt the learning of others will not be tolerated and you will be asked to stop (e.g., watching videos on laptop, texting on phone, talking to someone while others are speaking, writing an email etc.). If you are found disrupting the class more than once, you will be asked to see me.

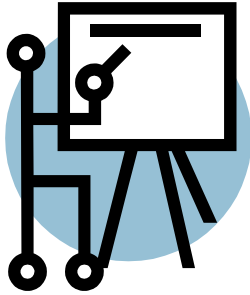
#### Safety

If there is a lockdown initiated (e.g., harmful individual or bomb threat) or a natural disaster (e.g., tornado or earthquake) please follow my directions. Please listen to the local radio stations for any notice on school closures due to weather or campus incidents. Be safe at all times coming to and from school.

#### Respect

There may be different points of view raised in this course. It is hoped that you will respect everyone's point of view and give people the time to speak and be heard. We'll do the same for you when you speak. After the two presentations, it is expected you will give useful and positive feedback to your classmates.





*“To listen well is as powerful a means of communication and influence as to talk well.”*

John Marshall

## ACCOMMODATIONS

To ensure that disability-related concerns are properly addressed during this course, students with documented disabilities and who may require assistance to participate in this class are encouraged to speak with me as soon as possible.

Students who suspect they may have a disability that may affect their participation in this course are advised to go to the Centre for Students with Disabilities or see your Academic Advisor.

Please feel free to approach me should you be encountering any academic problems.

There is a Learner Support Centre on campus which helps students in a variety of areas such as studying, writing papers and time management.

## LEARNING RESOURCES

### Tips for Success

Here are some suggestions for success in this course that have helped former students.

1. Attend class—it is simply the best way to grasp content and practice applying it.
2. Discuss the readings with a friend before the quiz. It helps solidify concepts and details.
3. Choose a story for your
4. Work on your second presentation well ahead of the due date. It isn't something you can complete the night before.
5. Paste the calendars (included in the syllabus) in the front of your textbook or binder to remind you about all the quizzes

public speaking presentation that means something to you—it will be easier to talk about it.

and assignments.

6. Buy the textbook—it is worth the cost and will help you with future communication courses. The readings from it are quite interesting.
7. See the instructor if you are confused or not sure about something.

Access URLs and resources I provide you in the course web site. They are all helpful in supporting you in this course.

## PRIVACY WHEN USING SOCIAL MEDIA WEB TOOLS

When you use social media web tools, your privacy is always at risk. Ensure you read the privacy guidelines for any media or tool you use and keep the settings set at the highest level to protect your identity and personal information.

- This course asks you to create a web page, wiki or blog.
- The social media web tool (e.g., Blogger, WordPress) you may choose to complete the assignment may store your information on a server housed outside of our educational institution—often in another country. Laws in other countries may make it possible for your information to be accessed from the server without your consent.
- Any information you put on the web often is difficult to erase. Please be careful what you write, link to or upload to any social media or web-based tool environment.
- If you are uncomfortable with the privacy risks you may encounter, please see me and I'll provide you with an alternative format for completing your assignment. Be safe online!

## DISCLAIMER

The items presented in this syllabus (assignments, dates, policies, procedures and topics) are subject to change in the event of unforeseen circumstances, but only by mutual agreement of the students and instructor. This would be done with the goal of supporting your success in this course.

*One of the basic causes for all the trouble in the world today is that people talk too much and think too little. They act impulsively without thinking. I always try to think before I talk.*

Margaret Chase Smith

*There is more than a verbal tie between the words common, community, and communication.... Try the experiment of communicating, with fullness and accuracy, some experience to another, especially if it be somewhat complicated, and you will find your own attitude toward your experience changing.* John Dewey