

SYLLABUS

COMM 60: Communication Skills

Meets: MW 10:30-12:00
Instructors: Laura Ainsworth
Phone: (707) 861-0372

Office Hours: TH 8:00-9:00pm
Location: Canvas Zoom
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Course Description:

COMM 60 is a three-unit course designed to provide understanding and experience in the disciplines of Public Speaking, Interpersonal Communication, Intercultural Communication, and Small Group Communication. This course is devoted to breadth; for increased depth in any of the fields of communication, Santa Rosa Junior College offers courses with an exclusive focus on each area that we will explore. Although further study is recommended, this course will provide an initial introduction and fulfills the transfer credit requirement for the CSU. The recommended preparation for this course is eligibility for ENGL 100. **Student Learning Outcomes:** *Upon completion of this course, students will be able to: (1) Conceive, research, organize and prepare coherent oral presentations incorporating qualified sources and effective verbal and nonverbal delivery; (2) Express and identify concepts of intercultural communication; (3) Develop effective listening and interpersonal skills for various communication contexts; (4) Develop skills and strategies to work effectively in small groups.*

Course Objectives:

1. Acquire a foundation of the basic terminology, concepts, and theories of communication. 2. Demonstrate awareness of, and sensitivity to, issues of gender and cultural diversity and its implications for communication. 3. Recognize ethical dimensions of communication. 4. Demonstrate proficiency in preparing and delivering presentations using an outline format. 5. Manage communication apprehension. 6. Critique presentations and develop feedback skills. 7. Demonstrate listening skills. 8. Demonstrate interpersonal communication skills. 9. Demonstrate small group and/or team-building communication skills.

Course Materials:

- ◆ All materials are available in CANVAS
- ◆ Silva Rhetoricae by Dr. Gideon Burton <http://rhetoric.byu.edu/>
- ◆ National Speech & Debate Association <https://www.speechanddebate.org/competition-events/>

Course Expectations:

I strongly adhere to the principles of Free Speech, and this course naturally deals with dissent and controversy. By remaining enrolled in this particular course, you have agreed to co-create a hospitable learning experience, which means that you understand that no perspective will be censored, but all perspectives will be challenged. We can maintain civility in the face of disagreement, and this course will foster that practice.

Teaching Philosophy:

*Assimilation not Memorization
Integration not Regurgitation*

You are paying for my services. Please take advantage of that fact, because I truly am here to serve you. It is my responsibility to tailor the information to best fit your learning style. Therefore, if you are having any difficulty, need something explained with a different twist, or would like to discuss anything at all, please come and see me, or call, email, or text (anonymous). I am aware that some students have PTSD, and I try to remain as respectful as possible, given the constraints of our class. In the unlikely event that we end up having a conflict, I am more than willing to discuss it with you and work toward resolution; however, you can also report concerns to our Department Chair.

Grading:

Grading will be based on a point system. Your grade is an individualized assessment of the skills you will demonstrate. You may collaborate with others on all assignments, and you may access any materials to assist you for the exams and projects, but you are still responsible for your individual performance.

Points:

Although CANVAS will provide continual awareness of your grade, you should consider keeping track of your individual points and become aware of “grade math” to assist you on your academic journey. I will help with and reinforce this process.

Speeches [Group (50), Informative (100), Persuasive (200), Project (150)]	500	_____
Exams [Exam 1 (100), Final (100)]	200	_____
Intercultural Reflection Assignment	100	_____
Interpersonal Reflection Assignment	100	_____
Class Participation	100	_____
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<u>Total Points</u>	1,000	=My grade

<u>Grading Scale:</u>	90-100% = A	900-1,000 points
	80- 89% = B	800-899 points
	70- 79% = C	700-799 points
	60- 69% = D	600-699 points
	Anything Below is Failing	

No one should fail this course. This is supposed to be an enjoyable course for individuals who want to learn more about Communication Studies. The goal is to provide you with the tools you need for incorporating the principles and skills of this discipline into your daily lives. As a result, you can always contact me with any concern via email, text, phone, CANVAS, and by appointment: **anytime**. I am here to make this a worthwhile endeavor. **The Drop period is available until February 7th. You have until April 25th to Withdraw (W on transcript). I will not drop you from the course. I will also follow the attendance policy of SRJC. OUR FINAL is on Monday, May 24th from 10:00-12:45 p.m.**

Important College Policies:

This course adheres to Santa Rosa Junior College's **Health & Safety Regulations**:

<https://police.santarosa.edu/health-safety-regulations> By remaining enrolled in the course, you agree to the Campus' **Drug and Alcohol Policy**, and the **Student Standards of Conduct**, including the provision that applies to **Sexual Harassment & Unlawful Discrimination**. Harassment includes, but is not limited to, conduct that is motivated on the basis of a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identity, pregnancy, marital status, ancestry, service in the uniformed services, physical or mental disability, medical condition, or perceived membership in any of the classifications. You also understand that SRJC does not tolerate Academic Dishonesty, most notably, plagiarism.

Students with Disabilities:

This course abides by the principles of Universal Design and allows for the completion of student-generated projects that are consistent with supporting diverse learning styles and needs. If you need an accommodation, I am more than happy to make any necessary arrangements for you. Additionally, you can contact Disability Resources at <https://drd.santarosa.edu/> (707) 527-4278, or disabilityinfo@santarosa.edu.