



EAST TENNESSEE STATE
UNIVERSITY

COMM 2025
FUNDAMENTALS OF COMMUNICATION
FALL 2021 SYLLABUS

Department of Communication and Performance Mission Statement

The Department of Communication and Performance advances the understanding of communication by focusing on the ways people communicate with each other personally and professionally, embracing the complexity of human diversity, and examining the ways in which identity and meaning are created through the stories we tell and the stories we are told.

Instructor: Donna Paulsen

Email: paulsend@etsu.edu

Office Hours: I will be working from home on Tuesday and Thursday. To set up a virtual appointment, please send an e-mail to your instructor to request a meeting. Your email should include 1) your name, 2) class and section number, 3) the reason for the appointment, and 4) your availability. I will schedule a Zoom meeting and e-mail you the Zoom meeting id.

*I check my e-mail several times every day between 8:00 a.m. and 4:00 p.m. Monday - Friday.
If you e-mail me outside this time frame, please do not expect a reply until the following
weekday.*

Course Textbook:

We are using an Open Educational Text for this course. This means the reading material for this course is 100% free! The only cost to you is if you decide to print it. You can find the book on D2L as a PDF. The book is: *Communication in the Real World: An Introduction to Communication Studies*.

Required Technology

- Reliable internet access to D2L and your ETSU email account.
- Microsoft Word and Adobe Acrobat (PDF Reader)

COURSE DESCRIPTION (3 Credits)

Introduces the primary areas of study in the communication discipline. Emphasis is on developing communication competence and understanding communication processes. Topics covered include public speaking, interpersonal communication, and group communication.

COURSE PURPOSE

The purpose of this course is to introduce students to communication theory and practice in various contexts, as well as developing presentation skills. Please note, this is *not* a public speaking course.

COURSE OBJECTIVES

- Familiarize students with communication studies as a discipline.
- Explore communication in contexts, including interpersonal, group, intercultural, and public communication.
- Enhance students listening skills.
- Develop research skills for presentations.
- Provide opportunities to prepare and give presentations.
- Explore how to communicate mindful of diversity.

LEARNING OUTCOMES

This course is designed to enable you to:

- Assess your communication competencies to enhance your communicative skills.
- Demonstrate a working knowledge of communication theory in varied contexts: interpersonal, group, organizational, and public.
- Exhibit competencies in listening, message construction, and message presentation: both verbal and nonverbal.
- Critique different communication events or situations and identify communication behaviors appropriate to each.
- Make responsible communication choices mindful of diversity (e.g., nationality, race, gender, sexual orientation, religious).
- Demonstrate an acceptable level of competence as a communicator.

COURSE POLICIES AND EXPECTATIONS

Attendance

This entire course will be conducted in person, on ground at ETSU main campus. I anticipate your attendance in every class (see course agenda) although you are allowed three absences for any reason. Your final grade will be dropped by 5 points for each absence over three. You will also need to check D2L regularly (2-3 times a week), complete and submit quizzes and other assignments on time.

Class Communication

Outside of class, I will communicate with you primarily on D2L. Regularly check the news feed under Course Home for updates and reminders about upcoming assignments.

Class Content

The course material will be presented through a combination of lectures, reading assignments, and class activities. Your completion of assignments and participation in class will be critical to your success in this class.

Learning Platforms

This course will be using two applications. You must have access to both.

- D2L - Check your account regularly. You will use this platform to take lecture quizzes and submit your assignments.
- Zoom - You will use this application for individual meetings with your instructor.

E-Mailing Your Instructor

In all of your communication with me please include 1) your name, 2) class and section number, and 3) a clearly stated question or request. If I have to reply with one or more clarifying questions, it could delay you receiving an answer. Always allow one full business day for me to reply and feel free to politely follow up if two business days have passed without hearing from me.

Late Work Policy

Your assignments are due by the date listed. It is the student's responsibility to check (and double check) deadlines and plan accordingly. I do not accept late work. There will not be make-up work or extra credit assignments offered. A deadline extension can only be granted to students who are able to provide documentation for an extenuating circumstance.

Technology Trouble?

It is your responsibility to insure that your assignments are submitted by the posted deadline. Technical difficulties will not serve as an excuse for late or missed assignments. Responsibly plan ahead so that if you do have any trouble navigating the technology necessary for completing assignments, you will still have time to ask for help. For quick assistance with D2L go to:

[Student D2L Resource Website](#)

Missed Presentation

You will only be allowed to make-up a missed presentation if your absence was unforeseeable, unpreventable, urgent in nature, and necessitated missing class. In any case, contacting your instructor **in advance** of your absence is preferred. If you are unable to contact your instructor before your absence you must document the event with your instructor within 24 hours of the missed class if you want to reschedule your presentation.

Grievance Policy

If you have a concern or complaint about this course, please follow the following instructions:

Step 1: Discuss the matter with the course instructor.

Talk with your course instructor about your concern. If your concern is unsatisfactorily addressed by your instructor, you can then move on to Step 2.

Step 2: Discuss the matter with the Department Chair.

After you have attempted to work with your instructor, and a satisfactory resolution has not occurred, you can contact Dr. Amber Kinser, Chair of the Department of Communication and Performance kinsera@etsu.edu. Be prepared to discuss what steps you have taken with the instructor. Except in confidential matters, the Chair will confer with the faculty member and review the course policies as stated in the syllabus to determine an appropriate response. If your concern is unsatisfactorily addressed with the Department Chair, you may then take your concern to next step, which the chair will identify for you.

UNIVERSITY POLICY LINKS

[ETSU Syllabus Attachment](#)

[ETSU Disability Services Syllabus Statement](#)

[ETSU Academic Misconduct Policy](#)

[ETSU Policy on Face Coverings](#)

ASSIGNMENTS AND GRADING

Assignment	Rough % of Final Grade	Point Value
Introduction Speech	3%	20
Who I Am Assignment	3%	20
Interview Assignment	7%	50
Informative Topic	3%	20
Informative Outline	7%	50
Informative Presentation	10%	70
Motivational Topic	3%	20
Motivational Outline	7%	50
Motivational Presentation	10%	70
Speech Critiques (2)	5%	40
Peer Evaluations (4)	8%	60
Social Media Project	7%	50
Reading Quizzes (5)	28%	200
Total Possible Points		720

Letter Grade	Percentage	Points Achieved
A	100-93	720-670
A-	92-90	669-648
B+	89-88	647-634
B	87-83	633-598
B-	82-80	597-576
C+	79-78	575-562
C	77-73	561-526
C-	72-70	525-504
D+	69-68	503-490
D	67-60	489-432
F	59-0	431-0

ASSIGNMENT DETAILS

Introduction Speech (20 points)
You will be asked to conduct a brief interview and introduce one of your classmates to the rest of your class.
Who I Am Assignment (20 points)
You will be asked to prepare and deliver a short presentation that describes who you are. Details of how this assignment will be graded will be provided to you in advance.

Interview Assignment (50 points)

You will be asked to conduct a one-on-one interview with a faculty or staff member at ETSU. You will craft an interview schedule, conduct the interview, and write a brief summary about your experience.

Informative Presentation (140 points)

Informative Topic (20 points)

You will be asked to submit two informative presentation topics for instructor approval.

Informative Outline (50 points)

On the same day you give your presentation, you will be asked to submit a final draft of your presentation outline, including your works cited in APA format.

Informative Presentation (70 points)

You will research, write, and deliver an informative presentation. Prior to delivering this presentation, you will submit and receive feedback on your topic selection and rough draft outline. This presentation will be **4-5 minutes** long and must include **3 verbal citations** of credible sources.

Motivational Presentation (140 points)

Motivational Topic (20 points)

You will be asked to submit two motivational presentation topics for instructor approval.

Motivational Outline (50 points)

On the same day you give your presentation, you will be asked to submit a final draft of your presentation outline, including your works cited in APA format.

Motivational Presentation (70 points)

You will research, write, and deliver a motivational presentation. Prior to delivering this presentation, you will submit and receive feedback on your topic selection and rough draft outline. This presentation will be **5-6 minutes** long and must include **4 verbal citations** of credible sources.

Speech Critiques (40 points)

You will watch one informative and one motivational presentation, complete, and submit an evaluation form that critiques the overall effectiveness of each presentation. (Each is worth 20 points)

Peer Evaluations (60 points)

You will watch, evaluate, and critique two informative and two motivational presentations given by your classmates. You will complete your evaluations on the days you are not scheduled to present. (Each is worth 15 points)

Social Media Project (50 points)

You will review, write, and submit a 1-2-page paper that evaluates your personal social media presence. Details of how this assignment will be graded will be provided to you in advance.

Chapter Quizzes (200 points)

You will be asked to take five chapter quizzes on D2L following selected chapter reading assignments. Quizzes will remain open for 72 hours and will allow for two attempts, with the highest grade achieved being the one assigned. Failure to complete a quiz before the deadline will result in a 0 grade. (Each is worth 40 points)

COMM 2025
Fundamentals of Communication
Fall 2021
Course Agenda

Week	Date	Lecture / Class Content	Assignments Due <i>Submit paper assignments to Dropbox on D2L unless otherwise noted.</i>
1	Aug 23	Introduction to Course Syllabus Overview	<input type="checkbox"/> Read Syllabus
	Aug 25	Introduction to Communication	<input type="checkbox"/> Read Chapter 1
	Aug 27	Introduction to Communication Peer Interviews / Introductions	<input type="checkbox"/> Introduction Speech
2	Aug 30	Self-Perception and Self-Presentation	<input type="checkbox"/> Read Chapter 2
	Sept 1	Effective Listening Interview Assignment	<input type="checkbox"/> Read Chapter 5
	Sept 3	Improving Perceptions	<input type="checkbox"/> Who I Am Assignment (in class) <input type="checkbox"/> Quiz #1 (Ch 1, 2, 5)
3	Sept 6	LABOR DAY	
	Sept 8	Verbal Communication	<input type="checkbox"/> Read Chapter 3
	Sept 10	Nonverbal Communication	<input type="checkbox"/> Read Chapter 4
4	Sept 13	Informative Presentation Assignment Topic Selection	<input type="checkbox"/> Read Chapter 9, 11.0, 11.1 <input type="checkbox"/> Topic Brainstorm (in class)
	Sept 15	Research Methods Avoiding Plagiarism	
	Sept 17	Crafting a Thesis Developing Main Points	<input type="checkbox"/> Informative Topic due <input type="checkbox"/> Quiz #2 (Ch 3, 4)
5	Sept 20	Performance Assessment Form (PAF) Informative Outline Assignment	<input type="checkbox"/> Speech Critique #1 (in class)
	Sept 22	Verbal Citations Signposts and Transitions	<input type="checkbox"/> <i>Bring speech outline and 2-3 supporting research articles to class</i>
	Sept 24	Audience Analysis	<input type="checkbox"/> Interview Assignment due

6	Sept 27	Delivering a Speech – Delivery Forms Informative Presentation Workshop (Day 1) (1, 4, 7, 10, 13, 16, 19)	<input type="checkbox"/> Read Chapter 10 <input type="checkbox"/> <i>Bring speech outline and supporting research to class</i>
	Sept 29	Delivering a Speech – Notecards Informative Presentation Workshop (Day 2) (2, 5, 8, 11, 14, 17, 20)	<input type="checkbox"/> <i>Bring speech outline and supporting research to class</i>
	Oct 1	Delivering a Speech – Visual Aids Informative Presentation Workshop (Day 3) (3, 6, 9, 12, 15, 18)	<input type="checkbox"/> <i>Bring speech outline and supporting research to class</i> <input type="checkbox"/> Quiz #3 (Ch 9, 10)
7	Oct 4	Informative Presentations (1, 4, 7, 10, 13, 16, 19)	<input type="checkbox"/> Informative Outline due <input type="checkbox"/> Peer Evaluations (in class)
	Oct 6	Informative Presentations (2, 5, 8, 11, 14, 17, 20)	<input type="checkbox"/> Informative Outline due <input type="checkbox"/> Peer Evaluations (in class)
	Oct 8	Informative Presentations (3, 6, 9, 12, 15, 18)	<input type="checkbox"/> Informative Outline due <input type="checkbox"/> Peer Evaluations (in class)
8	Oct 11	FALL BREAK	
	Oct 13	Interpersonal Communication	<input type="checkbox"/> Read Chapter 6
	Oct 15	Interpersonal Communication (cont.)	<input type="checkbox"/> Social Media Project due
9	Oct 18	Communication in Relationships	<input type="checkbox"/> Read Chapter 7
	Oct 20	Communication in Relationships (cont.)	
	Oct 22	Relationship Assessment (in class)	
10	Oct 25	Culture and Communication	<input type="checkbox"/> Read Chapter 8
	Oct 27	Culture and Communication (cont.)	
	Oct 29	Intercultural Competence Exercise (in class)	<input type="checkbox"/> Quiz #4 (Ch 6, 7, 8)
11	Nov 1	Motivational Presentation Assignment Topic Brainstorm (in class)	<input type="checkbox"/> Read Chapter 11.2, 11.3, 11.4
	Nov 3	Persuasive Strategies	
	Nov 5	Persuasive Strategies (cont.)	<input type="checkbox"/> Motivational Topic Due <input type="checkbox"/> Speech Critique #2 (in class)

12	Nov 8	Speaking in Different Contexts	<input type="checkbox"/> Read Chapter 12
	Nov 10	Small Group Communication	<input type="checkbox"/> Read Chapter 13
	Nov 12	Leadership and Problem Solving	<input type="checkbox"/> Read Chapter 14 <input type="checkbox"/> Quiz #5 (Ch 12, 13, 14)
13	Nov 15	Motivational Presentation Workshop (Day 1) (2, 8, 14, 20, 3, 9, 15)	<input type="checkbox"/> <i>Bring speech outline and supporting research to class</i>
	Nov 17	Motivational Presentation Workshop (Day 2) (4, 10, 16, 1, 5, 11, 17)	<input type="checkbox"/> <i>Bring speech outline and supporting research to class</i>
	Nov 19	Motivational Presentation Workshop (Day 3) (6, 12, 18, 2, 7, 13)	<input type="checkbox"/> <i>Bring speech outline and supporting research to class</i>
14	Nov 22		
	Nov 24	THANKSGIVING BREAK	
	Nov 26	THANKSGIVING BREAK	
15	Nov 29	Motivational Presentations (2, 8, 14, 20, 3, 9, 15)	<input type="checkbox"/> Motivational Outline due <input type="checkbox"/> Peer Evaluations (in class)
	Dec 1	Motivational Presentations (4, 10, 16, 1, 5, 11, 17)	<input type="checkbox"/> Motivational Outline due <input type="checkbox"/> Peer Evaluations (in class)
	Dec 3	Motivational Presentation (6, 12, 18, 2, 7, 13)	<input type="checkbox"/> Motivational Outline due <input type="checkbox"/> Peer Evaluations (in class)
Finals Week	TBA		