Syllabus

Contact Information
Instructor: Erin Messmer
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Phone: (423)-439-6519
Office: Campus Center Building, Room 104

Student Hours
Due to COVID-19, I will primarily be working from home this semester. The best way to reach me is by email. I will be happy to meet with you virtually by appointment via Zoom. Email me if you would like to meet and we will set up a time. I’m also available to meet in person on Tuesdays and Thursdays from 12:45-2:00 PM.

Meetings and Location
Location: Virtual, via Zoom. A link will be posted to D2L for each meeting.
Class Meeting Schedule: See schedule for dates and times of meetings.

Online Course Information
All material will be presented and turned in using the D2L platform. You will need to use Zoom to complete synchronous class meetings and speaking assignments. You have a Zoom account through ETSU and can access it on D2L.

All material will be available on a week-to-week basis. The course is not self-paced, and assignments will be due on designated dates.

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 are told.
Course Information

Credit Hours
This course is worth 3 credit hours.

Course Description and Purpose
An introduction to 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 Goals
This course aims to teach you how to do the following things: (1) Recognize communication as a science, a process, and the foundation for all learning; (2) Prepare and deliver effective oral presentations; (3) Learn and apply research skills; (4) Demonstrate verbal and nonverbal competencies; (5) Display and understanding, appreciation, and application of fundamental communication principles.

Course Objectives
Through course assignments and lectures, you should be able to do the following by the end of the semester: (1) Understand and apply communication theories to the areas of interpersonal, intrapersonal, group, and public communication; (2) Demonstrate verbal and nonverbal communication competencies in listening, message construction, and message presentation; (3) Assess different communication events/situations and identify communication behaviors appropriate to each; (4) Display and understanding, appreciation, and application of fundamental communication principles; (5) Make responsible communication choices that are mindful of human diversity (e.g. age, ethnicity, gender, nationality, sexual orientation); (6) Exhibit an acceptable level of competence as a communicator; (7) Demonstrate research competency to develop oral presentations; (8) Prepare and deliver effective oral presentations.

Course Requirements

Textbooks and Materials
The textbook for this class is FREE! It is an Open Educational Resource (OER), called “Communication in the Real World- An Introduction to Communication Studies.” It can be accessed at this link.

We will also be using supplemental readings and videos during the semester. All materials will be provided to you on D2L. As part of a grant program sponsored by ETSU, you will be asked to complete a brief survey about your experience with OER materials toward the end of the semester.

Technical Requirements
You should have computer access to Microsoft Word, Microsoft PowerPoint, and an Adobe PDF program to view some documents. You should have access to a webcam and microphone, as well as a video player such as Quicktime, and speakers. You will also be accessing your ETSU email and D2L regularly and will need know how to work your Zoom account.
Course Assignments, Policies, and Expectations

Assignments and Submission Guidelines

Icebreaker Speech: 10 points
To introduce yourself to the class, you will present an object that represents something about you and your personality. The speech will be 1-2 minutes long. You will get 10 points for speaking for the designated time. This speech is meant to get an initial assessment of your speaking skills.

Detailed information will be given in class and posted to D2L.

ETSU 101 Presentation: 15 points
This presentation will be a brief description of an ETSU office/resource. You will introduce the office/resource to us, tell us what they do/provide, and how to contact them. This will be a 2-3 minute presentation.

Detailed information will be given in class and posted on D2L.

Interpersonal Interview: 25 points
For this assignment, you will conduct an interview with your class advisor. Use the information from the interviewing lecture to assist you in building and asking your questions.

- 5 points- 5 self-written questions. Use your ETSU 1020 interview form to interview your advisor and ask an additional 5 questions which you create.
- 20 points- Write a 1-2 page paper discussing how your interview went and incorporating at least 2 concepts from our discussion about interviewing. Do not review what was said. Rather, review the process of the interview.

Detailed information will be given in class and posted to D2L.

Informative Speech: 115 points
This speech will be 4-5 minutes long and will have a minimum of four sources cited verbally. You will inform your audience about a topic of your choosing. You will submit an outline and works cited page in APA format.

- Topic Submission- 5 points
- Rough Draft Submission- 10 points
- Speech- 70 points
- Outline- 20 points
- Works Cited Page- 10 points

Persuasive Speech: 115 points
This speech will be 4-5 minutes long and will have a minimum of four sources cited verbally. You will pick a topic of your choosing to persuade the audience on. You will submit an outline and works cited page in APA format.

- Topic Submission- 5 points
- Rough Draft Submission- 10 points
- Speech- 70 points
Peer Evaluations: 20 points

You will complete a peer evaluation of a classmate’s speech using the form provided on D2L. Peer evaluations are used to assess a speech, providing feedback to the speakers. You will be assigned a classmate to complete an evaluation. You may write it while listening to their speech via Zoom using the form provided to you on D2L.

Peer ballots are worth 10 points each.

Tests: 150 points

There will be three tests this semester. Discussions about chapters covered and question-type will occur beforehand.

- Test 1: 50 points
- Test 2: 50 points
- Test 3: 50 points (taken during Finals Week)

Discussion Board Posts: 25 points

There will be 5 discussion board posts this semester, each worth 5 points. You will create an original post for each, either as a video or a 5+ sentence post, as well as engage with classmates by responding to their posts. Original posts should be at least 3-5 sentences long and you should respond to at least two classmate’s posts with a 2-3 sentence or video response.

You should work on these assignments throughout the week that they are due, rather than waiting until the last minute to participate. Assignments must be completed fully, as described by the instructor, to receive full credit.

Speech Assessments: 20 points

You will watch two speeches (links will be provided to you via D2L) and will complete an assessment (form provided on D2L) of each.

Plagiarism Module: 5

You will study a module on citations and plagiarism and will complete a quiz to assess your knowledge of the material. You must make an 80% or higher to receive full credit for the assignment. You will have multiple attempts to complete the assignment.

Extra Credit

Extra credit may or may not be offered over the course of the semester. Any extra credit opportunities will have deadlines and will add points to your final point total, not your final average.

Classroom and Communication Policies

Email Communication
All emails should come from your ETSU email account, as is ETSU policy. I check email regularly during the workday. Give me 24 hours to respond to your original email. If I have not responded after that time frame, please email me again. I check email from 8:15 AM-4:30 PM during the work week and periodically on the weekends. I will respond to emails sent outside of that time frame the next business day.

**Diversity in the Classroom**
I and this class environment recognize and affirm the importance of diversity. You will be interacting with people who have different thoughts, beliefs, and backgrounds than you. It is expected that you be respectful of these differences and that you truly listen to your classmates. Discrimination based on race, ethnicity, sex, gender, sexual orientation, disability, and other identities **will not be tolerated**.

If you experience any discrimination in this class at the hands of a classmate, please let me know. I am here to listen to and support you.

**Attendance and Participation**
Attendance in this class is important. You are expected to check D2L regularly and complete your assignments on-time. You are also expected to attend our virtual class meetings to further your learning and communication/connection with me and your classmates. If you have any serious situations happening that will interfere with your attendance this semester, let me know in advance.

If you miss more than three classes, we will set up an appointment to discuss your course progress to help ensure your success in the class.

**Course Concerns**
If you have concerns about this course or the instructor, you should take the following steps.

1. **Discuss the matter first with the course instructor.**
   Talk with your course instructor about your concern. If your concern is unsatisfactorily addressed with your instructor, you can then take your concern to Step 2 below.

2. **Discuss the matter with the Department Chair.**
   After you have attempted to work with your instructor on the matter, if a satisfactory resolution is not found, you can then 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 can identify for you.

**Departmental Presentation Day Policy**
You are expected to be present on Presentation Days. The absence policy for those days is as follows:

- Foreseeable absences should be arranged with me in advance. “Foreseeable” includes university-approved absences (athletic obligations), doctor’s appointments, or court dates. These absences must come with proper documentation (e.g. schedule of classes to be missed signed by pertinent athletic director) and must be approved by me before the missed class.
• In all cases, contacting your instructor in advance of the absence is preferred. That said, you will only be allowed to make-up a missed presentation if the absence was unforeseeable, unpreventable, urgent in nature that necessitated missing class. You must document the event with the instructor within 24 hours of the missed class.

This includes virtual attendance. You will be assigned a day to attend a Zoom meeting and perform your speech. If you can’t attend that meeting due to the above unforeseen circumstances, you will need to follow the above policy.

**Testing Policy**

All tests will be taken on D2L. They will be open for the duration of the week (Monday-Friday) and will close at 11:59 PM on the Friday they are due. Once opened, you will have one hour and one attempt to complete the test.

**Late and Missing Submission Policy**

The reality is that life is complicated, and things happen. Ideally, you should be as prepared as possible and submit your work on time. However, computers have glitches, people get sick, childcare falls through, etc. I get it…I’ve been there.

So, the late work policy is simple. If you are turning something in late, email me and let me know. You have 3 days from the due date to submit the assignment. *No questions asked, no points deducted.* Submissions after this 3-day period will only be accepted at my discretion. For example, I won’t accept an outline that you are submitting two months late because you forgot to turn it in. However, I will consider providing more of an extension on an assignment if an urgent medical matter is happening and you communicate with me about it the week the assignment is due.

Keep in mind, however, the sooner you turn in an assignment, the better. For example, if you turn in a rough draft outline late, we will already be moving onto presenting speeches. That won’t be enough time for me to give you adequate feedback and you to make edits for your presentation. So, it is in your best interest to submit your work on time.

**Academic Misconduct**

Plagiarism, misrepresentation, fabrication, and/or cheating are not tolerated at any academic institution. This class is no exception. Any intentional infraction will result in an automatic 0/F on the assignment, as well as a report to the Dean’s Office. You can read more about ETSU’s Academic Misconduct Policy [here](#).

**Grading Policy**

Your final grade will be calculated out of 500 points. To calculate your grade, add your final points at the end of the semester and divide that number by 500. The first two numbers after the decimal point indicate your average. If a 0.5 or higher number follows those two numbers, your average will be rounded up. Don’t forget that absences may affect your final average.

A grade of FN is given when a student has zero attendance.

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