COM 203: Professional Communication Skills (3)

Spring 2014 – TR, 8:00-9:15 a.m. - Aven Hall 112

Instructor: Reid Vance - 601.925.7785 - vance@mc.edu - www.mc.edu/faculty/vance - @mrvanceatmc
Office: Leland Speed Library, Lower Level Room 104 (across from elevator)
Office Hours: Monday & Wednesday, 11:00 a.m. to 3:00 p.m.; Tuesday, 12:00-2:00 p.m. (Journalism Lab)

Catalog Course Description: This course is designed to offer the student opportunities to develop oral skills in problem solving, leadership, interviewing, negotiating, and oral presentation.

Required Text: *Essentials of Human Communication* (8th ed.) by Joseph A, DeVito (ISBN 978-0-205-68808-1)

Course Objectives:

1. To understand concepts of communication theory and research.
2. To recognize communicative personality.
3. To be exposed to and challenged by exposure to new communicative ideas.
4. To evaluate strengths and weaknesses of public speakers.
5. To improve oral communication skills.

Course Content:

- Essentials of Human Communication
- The Self and Perception
- Listening
- Public Speaking
- Verbal Messages
- Non-Verbal Messages
- Conversation
- Interpersonal Relationships
- Interpersonal Conflict
- Small Group Communication
- Resumes and Interviews

Grade Distribution:

- Speeches: 20%
- Small Group Project: 10%
- Interpersonal Essay: 10%
- Resume and Interview: 10%
- Exams: 40%
- Class Participation: 10%

Grading Scale: A: 100-90, B: 89-80, C: 79-70, D: 69-60, F: 59-0

GENERAL COURSE POLICIES

Class Participation: All students are expected to attend class on time and participate in class discussions. Two points will be deducted from the student's class participation grade for each unexcused absence. This penalty doubles on days when a guest is scheduled to visit class and on days when class trips are scheduled. The decision to excuse or not excuse an absence rests with the instructor. Twelve absences from class will result in an "F" grade. One point will be deducted from the student's class participation grade for each late arrival. Students are responsible for all information covered in each class meeting missed. Phones must be turned to silent mode during class. Students should not exit class to answer phone calls. Use of devices for activities other than classwork is not allowed during class and will result in a lowered class participation grade. Class discussions may not be recorded. Students should read the college's attendance policy in the undergraduate catalog. Tuition refunds cannot be made on dropped classes after the first week of classes.

Completion of Assignments and Exams: Unless otherwise specified, assignments must be submitted on time. Each assignment carries a grace period of one week from the due date with a 20-point penalty. Students are expected to take exams at the scheduled time unless prior arrangement is made with the instructor. In such cases, a make-up exam must be completed within one week of the original exam date. Failure to do so will result in a grade of zero for that exam. The responsibility for scheduling all make-up exams rests with the student. Graduating seniors are not exempt from the final exam.

Academic Integrity: Students must complete their own assignments; plagiarism will not be tolerated. Any student found in violation may receive an "F" grade for the course and will be reported to the college's Vice President for Academic Affairs for further disciplinary action.

Online Learning Component: In addition to traditional classroom-based learning, this class may use the course management system MCMoodle to facilitate learning online. Students have access to MCMoodle by virtue of enrollment in this course. MCMoodle can be accessed at moodle.mc.edu. Students' assigned MC email address and password serve as login information. Students are expected to be able to navigate MCMoodle and complete any activities assigned through MCMoodle by the instructor. Tutorials on how to navigate MCMoodle are available on the MCMoodle home page and on the Communication Department's web site. Students may also contact the instructor for help.

Mississippi College Early Alert System: Mississippi College helps students early in the semester that may be exhibiting behaviors that could ultimately have a negative impact on their academic progress. These behaviors are often called "red flag" behaviors and include, but are not limited to, excessive absences, poor test grades, and lack of class participation or evidence of non-engagement. Identifying these behaviors early gives the instructor the opportunity to raise the "red flag" on behalf of a particular student so that the student can take the appropriate action to redirect the student's progress. The system alerts the student, the student's advisor, and the Office of Student Success. These messages are intended to help a student recognize an area of concern and to encourage the student to make choices to improve the situation. When a student receives an Early Alert message, the student should quickly make an appointment to talk with the professor about the situation. Students can also make full use of the Office of Student Success to set academic goals and connect to campus resources. *(Source: Office of Student Success)*

Disability Accommodations: In order for a student to receive disability accommodations under Section 504 of the Americans with Disabilities Act, he or she must contact Student Counseling Services (SCS). SCS will assist with information regarding the appropriate policy and procedure for disability accommodations before each semester or upon immediate recognition of the disability. SCS is located in Alumni Hall Room 4 and can be contacted by phone at 601.925.7790. The Director of Student Counseling Services, Dr. Morgan Bryant, may be reached via email at mbryant@mc.edu. *(Source: Office of Student Counseling Services)*

Note: This syllabus is subject to change at any time at the discretion of the instructor.

CLASS MEETING SCHEDULE

Jan.	Tue	14	Orientation
	Thu	16	Essentials of Human Communication (1)
	Tue	21	The Self and Perception (2)
	Thu	23	Listening (3)
	Tue	28	Listening (3)
	Thu	30	Exam 1
Feb.	Tue	4	Public Speaking (11, 12)
	Thu	6	Public Speaking (11, 12)
	Tue	11	Public Speaking (11, 12)
	Thu	13	Public Speaking (11, 12)
	Tue	18	Informative Speeches
	Thu	20	Informative Speeches
	Tue	25	Informative Speeches
	Thu	27	Verbal Messages (4)
	Tue	22	Verbal Messages (4)
	Thu	24	Exam 2
Mar.	Tue	4	Resumes and Interviews
	Thu	6	Resumes and Interviews
	Tue	11	**Spring Break (No Class)**
	Thu	13	**Spring Break (No Class)**
	Tue	18	Non-Verbal Messages (5)
	Thu	20	Non-Verbal Messages (5)
	Tue	25	Persuasive Speeches
	Thu	27	Persuasive Speeches
Apr.	Tue	1	Persuasive Speeches
	Thu	3	Exam 3
	Tue	8	Conversation (6)
	Thu	10	Interpersonal Relationships (7)
	Tue	15	Interpersonal Conflict (8)
	Thu	17	Interpersonal Conflict (8)
	Tue	29	Small Group Communication (9)
	TBA		Final Exam