CMST& 101 – Intro to Communication  
Item # 0807 | Section C  
Fall 2014  
M, W 12:30-2:40  
D102

Instructor: Theresa Ford  
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Office Phone (Humanities Office): (425) 564-2341  
Office location: R230  
Office Hours: 10:00-10:30 M, W, F, and by appointment


Description:  
“Explores effective communication in one-to-one, small group, and one-to-many settings. Students analyze their communication skills and practice techniques to become more effective. Format includes public speaking.” (Course Catalog, 2014)

Outcomes:  
After completing this class, students should be able to:
- Describe the elements of the process of communication.  
- Explain communication competence and identify your own personal strengths and areas of needed improvement in one-to-one, small group and one-to-many settings.  
- Assess language, nonverbal, and listening skills in a variety of settings.  
- Describe the elements of a supportive group communication climate.  
- Describe effective decision-making and problem solving approaches in a group setting.  
- Present a well-researched, organized, audience-appropriate speech.  
(Course outcomes, 2014)

Grading  
You will be graded on participation, attendance, and homework (10%), exams (40%), a paper (20%), a group project (15%), and an individual speech (15%).

A/A- 90-100  
B+/B- 80-89  
C+/C- 70-79  
D+/D- 60-69  
E Below 59
Participation/attendance: Your attendance is very important to the success of our class! We learn from interactions as well as from the text and instructor. Also, much of the learning that occurs in this class comes from hands-on experience. Students earn points through active participation that enhances the learning environment. The participation grade is assessed like any other graded project. Students cannot participate (earn points) if they are not present. After 2 unpenalized absences (not valid on student speech days), your total participation grade will drop a grade per absence. **Bellevue College recommends that students who miss more than two weeks (4 class sessions) of class receive an automatic failing grade.** If you are sick, please call or e-mail me and leave a message.

**Note:** if you have a series of circumstances which prevent you from coming to class, I recommend that you consider withdrawing from the class, since it becomes so difficult to make up multiples absences. When students stop coming to class and turning in assignments, they rarely pass the class. Please come and talk to me about your options if you find yourself in this situation.

Exams: Exams will cover both text and lecture material. They will be multiple-choice, true/false, and short essay. In fairness to other students, make-up exams will receive a minimum 3 pt. deduction. I ask that you take it the class day you return.

Papers: I will not accept late papers, but you may turn them in early. The paper will be described in detail in a handout and in class.

Speech: Since students are often anxious about speeches, we spend time dealing with speech anxiety, in addition to how to construct and deliver a solid speech. Speeches are graded on quality research, organization, depth, preparedness, and meeting assignment requirements. A speech outline from every student will be due prior to the first speech of the class. Make-up speeches will only be allowed if there is time left in the quarter. Late speeches will receive a 5 pt. deduction.

Group presentation: The group presentation serves a two-fold purpose in allowing students to practice small group interactions and practice giving a group speech. Group projects cannot be made up without extreme extenuating circumstances. It has been my experience that members who fail to come on the day of their presentation also fail the course. Your group members depend on you to do your part. A group outline will be required with the presentation.
Classroom Learning Atmosphere

▪ Expectations and tips for success:
   - It is expected that students will spend 2 hours preparing for class for every 1 hour in class. Most of the work done in college is studying the material, researching, and writing.

   - Public speakers should spend 1-2 hours preparing per minute of speaking time.

   - Assigned readings for the day are done before you come to class.

   - Plagiarism (4 or more words in series copied directly but not quoted) is academic dishonesty and has serious consequences.

   - The syllabus is my contract with you. It is required in every college class. The schedule for the quarter is posted on the syllabus.

   - If you will miss class, notify the instructor before class.

   - If you miss class, you are responsible for getting all notes, assignments, or handouts.

   - It is extremely important that you carefully follow directions on all assignments, test questions, papers, speeches, etc. Not following directions is the single most common error in any college class.

   - When writing papers, a paragraph is usually 3-5 sentences and contains a complete idea about one thing. Also, please proof-read and spell check!

   - All written assignments, including speech outlines, are typed and double-spaced.

   - You must print out your own work.

   - You are expected to attend class regularly, be on time, and participate.

   - It is expect that students will not do behaviors that detract from the learning environment like falling asleep, using portable electronic devices, texting, etc.
• **Affirmation of Inclusion**

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect. [http://bellevuecollege.edu/about/goals/inclusion.asp](http://bellevuecollege.edu/about/goals/inclusion.asp)

• **Student Code of Conduct and Academic Integrity**

Cheating, stealing, and plagiarizing (using the ideas or words of another as one’s own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: [http://www.bellevuecollege.edu/policies/id-2050/](http://www.bellevuecollege.edu/policies/id-2050/)

Information about Bellevue College's copyright guidelines can be found at: [http://www.bellevuecollege.edu/policies/id-3600/](http://www.bellevuecollege.edu/policies/id-3600/)

A good resource for Plagiarism is the Writing Lab: [https://www.bellevuecollege.edu/asc/writing/essays-guides/documents/plagiarism.pdf](https://www.bellevuecollege.edu/asc/writing/essays-guides/documents/plagiarism.pdf)

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**Important Links**

• **Bellevue College E-mail and access to MyBC**

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: [https://www.bellevuecollege.edu/netid/](https://www.bellevuecollege.edu/netid/).

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the [http://depts.bellevuecollege.edu/helpdesk/students/](http://depts.bellevuecollege.edu/helpdesk/students/)

• **Disability Resource Center (DRC)**

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible.

If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact [asn@bellevuecollege.edu](mailto:asn@bellevuecollege.edu) or 425.564.2764. ASN is located in the Library Media Center in D125. [www.bellevuecollege.edu/autismspectrumnavigators/](http://www.bellevuecollege.edu/autismspectrumnavigators/)

The DRC office is located in B132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at [www.bellevuecollege.edu/drc](http://www.bellevuecollege.edu/drc)

• **Public Safety**

**Public Safety and Emergencies**

Public Safety is located in the K building and can be reached at **425-564-2400** (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking
Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at [http://www.bellevuecollege.edu/alerts/?ref=footer](http://www.bellevuecollege.edu/alerts/?ref=footer)

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

**If a major emergency occurs, please follow these two rules:**
1) **Take directions from those in charge of the response** - We all need to be working together.
2) **Do not get in your car and leave campus (unless directed to)** - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.

Please do not hesitate to call Public Safety if you feel safety questions or concerns at any time.

- **Final Exam Schedule**
  [http://www.bellevuecollege.edu/courses/exams/](http://www.bellevuecollege.edu/courses/exams/)

- **Academic Calendar**
  The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.
  - **Enrollment Calendar** - [http://www.bellevuecollege.edu/enrollment/deadlines/](http://www.bellevuecollege.edu/enrollment/deadlines/). On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
  - **College Calendar** - [http://www.bellevuecollege.edu/enrollment/holidays/](http://www.bellevuecollege.edu/enrollment/holidays/) This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.
Working Schedule

9/22 Syllabus/Introduction to course
9/24 Chapter 1; Chapter 2 (Perception)
9/29 Chapter 2 (Perception); Meyers-Briggs Type Indicator
10/1 Test Ch. 1, 2, and Meyers-Briggs
10/6 Chapter 4 (Language); Chapter 5 (Listening)
10/8 Chapter 6 (Nonverbal)
10/13 Test Ch. 4 & 6
10/15 Chapter 7 (Understanding interpersonal communication)
10/20 Chapter 8 (Improving interpersonal relationships)
10/22 No class—Professional Development
10/27 Paper due Library/group time
10/29 Chapter 11 (Preparing and Presenting Speeches)
11/3 Chapter 12 (Organization and Support)
11/5 Speech 1
11/10 Speech 1
11/12 Chapter 9 (Communicating in Groups and Teams)
11/17 No class—College Issues
11/19 Chapter 10 (Solving Problems in Groups and Teams)
11/24 Test Chapter 9, 10
11/26 Group Project preparation
12/1 Group project presentation
12/3 Group project presentation
12/8 Finals schedule—our class does not meet today
12/10 Group project presentation 12:30 class meets at 11:30-1:20
Have a great winter break!!
# Course Calendar

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- Additional Information

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