Course Title: Intro to Human Communications

Instructor: Anthony T. Correale

Cat#. COM101
CRN# 91349 TT 2:00pm – 3:15pm
  97833 TT 3:30pm – 4:45pm

Office: 548-2575
Home: 878-3377


“Speak the speech, I pray you, as I pronounced it to you, trippingly on the tongue…”

Shakespeare

“It’s only through listening that you learn…I never want to stop learning.”

Drew Barrymore

Course Objectives:

By the end of the semester, the student will be able to:

1. Exhibit comprehension of various communication concepts (such as perception, interpersonal relationships and listening) through oral and written exercises and performance on exams.
2. Prepare outlines, carryout audience analysis (such as gender/cultural factors), research and deliver various speeches (including, but not limited to, informative, persuasive, visual aid, impromptu or extemporaneous).
3. Demonstrate ability to evaluate the speech and speaker with a critical eye.
4. Demonstrate ability to function effectively in small group problem-solving and decision-making situations.
5. Demonstrate the ability to prepare and to deliver impromptu speeches.
6. Demonstrate the ability to prepare and to speak extemporaneously.
7. Demonstrate the ability to be informed – speak from a “knowledge base” – read and listen. viz. CNN/FOX
Student Requirements:

1. To attend weekly classes regularly.
2. To complete, satisfactorily, all written, oral and textbook assignments listed in this syllabus and/or announced in class. Deadlines are crucial. No late assignments accepted. There will be no exceptions.
3. To thoughtfully participate in classroom discussions.
4. To deliver speeches and written assignments within the required time limits.
5. To deliver extemporaneous and impromptu speeches.
6. Read, viz – newspapers and magazines to know what is happening in the nation and the world. Suggestions: Read Newsday, USA Today, Time, Newsweek, etc. You should be prepared to speak about current topics.
7. All assignments (to be submitted) must be typed.

Attendance Policy:

Human Communications is a class that is dependant upon individual and group participation. Therefore, your weekly attendance is necessary. You will be allowed two unexcused absences. Three unexcused absences shall result in the lowering of your final grade. If you have four or more unexcused absences - you will be given an F for the semester. In addition, if you are late, it will be your responsibility to notify me of your tardiness at the end of class. Two (2) times late shall be equal to one (1) absence. If you decide to withdraw from the class, please do so within the college’s required time frame. If you do not sign a withdrawal slip from registrar, then I will be forced to fail you for the semester. Be certain to sign the attendance sheet at every session.

Grade Policy:

You will be graded on your individual ability as a public speaker and your effort to satisfactorily complete every assignment. Therefore, a large part of your final grade will depend upon regular class attendance, attitude, class participation, initiative and individual improvement. However, if you have an unexcused absence on the day an assignment is due - you will take an automatic failure for the assignment. An excused missed assignment may only be made-up at the instructor’s discretion.

*NOTE*

THE READING OF YOUR SPEECH WILL CAUSE YOU AN IMMEDIATE DEDUCTION FROM THAT SPEECH GRADE.

IF YOU DELIVER A SPEECH WITHOUT FIRST HANDING IN THE REQUIRED TYPED SPEECH OUTLINE, THEN YOU WILL RECEIVE A DEDUCTION OF ONE GRADE FROM THAT SPEECH GRADE.
Grade Assignments:

1. Classroom participation 10%
2. Article reviews & reactions 20%
3. Major assignments & impromptu speaking 20%
4. Group Comm. Project 10%
5. Informative Speech 10%
6. Persuasive Speech 20%
7. Test/Quiz 10%

Office Hours:

By appointment only

Please schedule appointments at least one week ahead of time. Consult with me before or after class. I will arrange a time that is convenient for the both of us. In the event of an emergency call the college office at 548-2575. Class Schedule: (see attached)
## CLASS SCHEDULE

<table>
<thead>
<tr>
<th>DATES</th>
<th>DESCRIPTION: Specific assignments for each chapter will be assigned, as appropriate. Complete reading assignments by the 1st session of the week. Schedule may be revised as needed. Be prepared for chapter quizzes.</th>
<th>READING ASSIGNMENTS DUE</th>
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</thead>
<tbody>
<tr>
<td>Week 1: 8/30/10</td>
<td>Course Overview/Communication Communication Process Perceptual Process</td>
<td>Syllabus Chapter 1 Chapter 2</td>
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<tr>
<td>Week 2: 9/6/10</td>
<td>Self-Concept/Identity Small Talk – How to start a conversation, keep it going, and leave a positive impression</td>
<td>Chapter 2</td>
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<tr>
<td>Week 3: 9/13/10</td>
<td>Communicating Verbally Nonverbal Communication Listening and Responding 9/15- NO CLASS</td>
<td>Chapter 3 Chapter 4 Chapter 7</td>
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<td>Week 4: 9/20/10</td>
<td>Communications in Relationships-Conflict Management</td>
<td>Chapter 6 Chapter 8</td>
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<td>Week 5: 9/27/10</td>
<td>Intercultural Communication Conversations/Interviewing/Wrap up Developing Your Topic Organizing Your Speech</td>
<td>Chapters 5 &amp; 9 Chapter 12</td>
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<td>Week 6: 10/4/10</td>
<td>Informative Speaking Interviewing Outlining the Speech Organizing Your Speech</td>
<td>Chapter 17 Chapter 13</td>
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<td>Week 7: 10/11/10</td>
<td>Adapting Verbally and Visually Overcoming Apprehension</td>
<td>Chapter 14 Chapter 15</td>
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<td>Week 8: 10/18/10</td>
<td>Informative Speaking Persuasive Speaking Informative Speech **10/21/09- Mid-Semester (see note)</td>
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<td>Week 9: 10/26/10</td>
<td>Informative Speeches</td>
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</table>

**NOTE: October 28, 2010- Mid-semester: Students who submit a course withdrawal form on or before this date are guaranteed a grade of W.**

CLASS SCHEDULE continued…
<table>
<thead>
<tr>
<th>DATE</th>
<th>CLASS SCHEDULE continued…</th>
<th>READING ASSIGNMENTS</th>
</tr>
</thead>
</table>
| **Week 10:** 10/31/10 | Group Communication  
Member Roles and Leadership  
Group Project Preparation | Chapter 10  
Chapter 11 |
| **Week 11:** 11/8/10 | Group Projects  
**NO CLASS- 11/11/09- VETERANS DAY** |      |
| **Week 12:** 11/15/10 | Group Projects |      |
| **Week 13:** 11/22/10 | Preparation/Rough Draft Due  
Persuasive Speeches  
**NO CLASS: 11/26/09- THANKSGIVING RECESS** | Chapter 16 |
| **Week 14:** 11/29/10 | Persuasive Speeches |      |
| **Week 15:** 12/6/10 | Persuasive Speeches |      |
| **Week 16:** 12/13/10 | Impromptu Speeches |      |
|          | **LAST MTG. DAY CLASSES – December 21st.**  
*Make-up class, if necessary, December 22.* |      |

**ARTICLES WILL BE DISTRIBUTED AND CRITIQUE DATES WILL BE ASSIGNED**

*CELL PHONES – IF I HEAR THEM – YOU WON’T BE HERE TO HEAR ME!!*  
**TURN THEM OFF!!**

**Note:** October 28, 2010 – Mid-semester: Students who submit a course withdrawal form on or before this date are guaranteed a grade of “W”