SUFFOLK COUNTY COMMUNITY COLLEGE  
Professor: Dean James Frost  
Title: Introduction to Human Communication Dept: Communications  
Course # Com 101  
Telephone : 548-2562  
e-mail: frostj@sunysuffolk.edu  
Office: Peconic 224

UPON COMPLETION OF THIS COURSE THE STUDENT WILL:  
A. Become a more receptive and competent Communicator.  
B. Develop individual and group communication skills.  
C. Have an increased awareness of communication media used to persuade and alter opinion.

PROCEDURES FOR ACCOMPLISHING OBJECTIVES:  
A. Lectures on specific areas of study: Communication Models, semantics, mass media, group pressure, and discussion etc.  
B. Extensive participation in class discussion  
C. Two individual graded assignments

STUDENT REQUIREMENTS FOR SUCCESSFUL COURSE COMPLETION:  
A. Regular attendance (see below)  
B. Completion of required textual readings  
C. Satisfactory performance of speaking assignments  
D. Satisfactory completion of assignments  
E. The use of any electronic devices is STRICTLY PROHIBITED  
F. It should be understood that the above listed requirements are minimal for passing with a grade “C”. Failure to accomplish any or all of the above will result in a grade of “D” or “F” depending upon individual circumstances. The instructor reserves the right to drop a student who, in opinion of the instructor, is not showing satisfactory progress toward completion of the course objectives.

ATTENDANCE:  
The student is expected to attend all class meetings. Habitual lateness will result in a lower grade. Each absence will affect final grade. The college policy states that more than two absences constitute excessive absences and the final decision rests on the discretion of each individual professor.

REQUIRED ASSIGNMENTS:  
Each student shall complete the following oral assignments:  
a. Various individual communication opportunities  
b. 2 3-minute speeches  
c. Oral Interpretation of assigned reading as group project
GRADING PRACTICES:
Following is the grading breakdown:
1. Individual Communication Assignments……….30%
2. Exams……………………………………………30%
3. Class Participation…………………………….40%

TEXT: COMMUNICATE! By, Rudolph Verderber & Kathleen Verderber
Weekly Course Outline:
1) Introductions/Evaluations
2) Foundation of Communication/Aspects of Communication
3) Self-Analysis/Perception
4) Information Speeches
5) Information Speeches
6) Verbal Communication/Language
7) Interpersonal Communication/Manners
8) “Never had an unpublished thought”
9) Problem Solving
10) Job Search
11) Group Work/Class reading
12) Mechanics of Speech/Speech communication
13) Writing a Speech
14) Speeches
15) Speeches