I. Locator Information:
Instructor: Mr. Joseph C. Ross
Course # and Name: COMM 205: Introduction to Communications
Semester Credit Hours: 3
Day and Time Class Meets: MWF 9:00-9:50A
Office Location: Rm. 331 L. J. Taylor Bldg.
Office hours: M – F 3-5P & TTR 2-4P
Office Phone: 672-2030
Total Contact Hours for Class: 3
Email address: jross@uncfsu.edu

II. Course Description:
An introduction to the process of human communication including functions, models, and theories. Variables affecting interpersonal relationships will be explored along with the effects of intra personal variables on communication.

III. Disabled Student Services:
In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ACA) of 1990, if you have a disability or think you have a disability to please contact the Center for Personal Development in the Spaulding Building, Room 155 (1st Floor); 910-672-1203.

IV. Title IX – Sexual Misconduct
Fayetteville State University (University) is committed to fostering a safe campus environment where sexual misconduct — including sexual harassment, domestic and dating violence, sexual assault, and stalking - is unacceptable and is not tolerated. The University encourages students who may have experienced sexual misconduct to speak with someone at the University so that the University can provide the support that is needed and respond appropriately. The Sexual Misconduct policy can be found at the following link: http://www.uncfsu.edu/Documents/Policy/students/SexualMisconduct.pdf

Consulting with a Health Care Professional - A student who wishes to confidentially speak about an incident of sexual misconduct should contact either of the following individuals who are required to maintain confidentiality:

Ms. Pamela C. Fisher
Licensed Professional Counselor
Spaulding Building, Room 165
(910) 672-387
psmith@uncfsu.edu

Ms. Linda Melvin
Director, Student Health Services
Spaulding Building, Room 121
(910) 672-1454
lmelvi10@uncfsu.edu

Reporting an Incident of Sexual Misconduct - The University encourages students to report incidents of sexual misconduct. A student who wishes to report sexual misconduct or has questions about University policies and procedures regarding sexual misconduct should contact the following individual:

Ms. Victoria Ratliff
Deputy Title IX Coordinator for Students

FSU Policy on Electronic Mail: Fayetteville State University provides to each student, free of charge, an electronic mail account (username@uncfsu.edu) that is easily accessible via the Internet. The university has established FSU email as the primary mode of correspondence between university officials and enrolled students. Inquiries and requests from students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via FSU email. Inquiries or requests from personal email accounts are not assured a response. The university maintains open-use computer laboratories throughout the campus that can be used to access electronic mail. Rules and regulations governing the use of FSU email may be found at http://www.uncfsu.edu/PDFs/EmailPolicyFinal.pdf
Unlike the Licensed Professional Counselor or the Director of Student Health Services, the Deputy Title IX Coordinator is legally obligated to investigate reports of sexual misconduct, and therefore cannot guarantee confidentiality, but a request for confidentiality will be considered and respected to the extent possible.

Students are also encouraged to report incidents of sexual misconduct to the University’s Police and Public Safety Department at (910) 672-1911.

V. **Textbook:**

VI. **Student Learning Outcomes:**
Upon completion of the course, students should have a basic understanding of various aspects of the communications process and how it affects their personal lives. They should:

1. Be able to describe characteristics associated with the process of communication.
2. Be able to identify basic functions of communication.
3. Identify visible and invisible aspects of communication.
4. Recognize verbal and nonverbal codes used in the communication process.
6. Explain how media impacts the communication processes.
8. Identify the types of relationships and describe what factors influence relational patterns.
9. Explain the relationship between culture and communication.

VII. **Course Requirements and Evaluation Criteria**

a. Students will be given written examinations on assigned chapters of the text and handouts. Where performance of a specific skill is required, the student will be judged using pre-discussed measures. The University Grade Scales will be followed:

\[\begin{align*}
A &= 92 - 100, \\
B &= 83 - 91, \\
C &= 73 - 82, \\
D &= 64 - 72, \\
F &= \text{Below 64}
\end{align*}\]

The final grade will be determined by the percentage of a weighted point total received on assignments and examinations using the following scale:

\[
\begin{align*}
\text{Chapter Exams (5) @ 100 points each} & \quad 500 \\
\text{Mid-Term Assignment (50 points)} & \quad 50 \\
\text{Final Examination (100 points)} & \quad 100 \\
\text{Attendance and class participation} & \\
& \quad (\text{one and one-half point for each class session attended and 5 points for participation throughout the semester}) \quad 50 \\
\text{TOTAL POSSIBLE POINTS} & \quad 700
\end{align*}
\]

Please note: If these evaluation criteria must be revised because of extraordinary circumstances, the instructor will distribute a written amendment to the syllabus.

**Student Behavior Expectations:** The instructor will respect all students and will make every effort to maintain a classroom climate that promotes learning for all students. Students must accept their responsibility for maintaining a positive classroom environment by abiding by the following rules:

1. Students are expected to arrive to class on time, remain in class until dismissed by the instructor, and refrain from preparing to leave class until it is dismissed.
2. Student/teacher relationships, as well as relationships among peers, must be respectful at all times.
3. Students are not permitted to wear headphones or other paraphernalia that may be distracting to the classroom environment.
4. Students must refrain from any activity that will disrupt the class; this includes turning off cell phones and pagers.
5. Students are not permitted to use profanity in the classroom.
6. Students will not pass notes or carry on private conversations while class is being conducted.

**Consequences for Failing to Meet Behavioral Expectations:** The first time a student violates one of these rules, the instructor will warn him or her privately, either after class or before the next class. (Faculty members reserve the right to warn students publicly if needed.) The second time a student violates the guidelines; the instructor may deduct as many as twenty points from the student’s next exam grade. If a student violates the guidelines three times, the instructor will report the student to the Dean of Students for disciplinary action according to the FSU Code of Student Conduct.

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**VIII. Academic Support Resources**
- Chestnutt Library
- University College Learning Center
- ITS Computer Lab.

**IX. Course Outline and Assignment Schedule**

<table>
<thead>
<tr>
<th>Week</th>
<th>Course Title</th>
<th>Reading Material</th>
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<tbody>
<tr>
<td>1</td>
<td>Introduction to class</td>
<td>Read Chapter 1</td>
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<td>Review attendance policy</td>
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<td>Preliminaries to Human Communication</td>
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<td>Myths About Human Communication</td>
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<td>Skills of Human Communication</td>
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<td>Forms of Human Communication</td>
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<td>2</td>
<td>Communication Modes and Concepts</td>
<td>Read Chapter 2</td>
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<td>Sources – Receivers</td>
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<td>Messages</td>
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<td></td>
<td>Communication Contexts, Channels, Noise, Effect</td>
<td>TEST ONE</td>
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<td>3</td>
<td>Principles of Communication</td>
<td>Read Chapter 3</td>
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<td>Communication is Purposeful</td>
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<td>Communication Involves Choices, etc</td>
<td>TEST TWO</td>
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<td>4</td>
<td>Culture and Communication</td>
<td>Read Chapter 4</td>
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<td>The Importance of Culture</td>
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<td>The Dimension of Culture, etc, etc</td>
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<td>5</td>
<td>Communication Competence</td>
<td>Read Chapter 5</td>
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<td>The Competent Communicator Thinks Critically</td>
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<td>The Competent Communicator is Culturally Sensitive, etc, etc.</td>
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<td>6</td>
<td>The Self in Human Communication</td>
<td>Read Chapter 6</td>
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<td>Self-Concept, Self-Awareness, Self-Esteem</td>
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<td>7</td>
<td>Self-Disclosure</td>
<td>read Chapter 7</td>
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<td>Self-Disclosure Rewards</td>
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<td>Self-Disclosure Dangers</td>
<td>TEST THREE</td>
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<td>Guidelines for Making Self-Disclosures, etc, etc.</td>
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<td>8</td>
<td>Perception</td>
<td>Read Chapter 8</td>
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<td>Stimulation to Recall, etc, etc</td>
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<td>9</td>
<td>Impression Formation</td>
<td>Read Chapter 9</td>
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<td>Impression Formation Process</td>
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<td></td>
<td>Increasing Accuracy in Impression Formation</td>
<td>TEST FOUR</td>
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VI. Teaching Strategies

- Lectures
- Discussions
- Student Presentations
- Panel Discussions
- View, reviews, and analysis

VII. Bibliography


