

GOVERNORS STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
DIVISION OF LIBERAL ARTS

COMMUNICATIONS PROGRAMS

COURSE SYLLABUS

Course Title: Concepts of Human Communication

Course Number: COMS 310 XB (Correspondence)

Credit Hours: Three (3.0)

Originating Instructor: Michele McMaster, Ph.D.

Current Instructor: Sharon Hudson
Office hours: None
Office location: None
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Trimester: Fall 2005

Catalog Description: Examines the communication process on the basic levels and contexts of communication. Analyzes theories and research techniques in communication science; examines verbal, nonverbal, and intercultural communication behaviors; and analyzes the vital electronic and mass communication processes in light of their significant broad ramifications.

Prerequisites: None.

Restrictions: None.

Intended Audience: Students who are seeking to understand the field of communication in all its different aspects or students who are undergraduate and, in some cases, graduate students in the communication studies area.

Rationale: This course provides an overview of and an introduction to the field of communication studies. This is the basic communication course for students entering the communication studies program.

Expected Student Outcomes:
See Study Guide for the expected student outcomes



Instructional Activities: See Study Guide for the instructional activities

Text:

- Barker, L. L., & Gaut, D. R. (2002). *Communication* (8th ed.). Boston, MA: Allyn and Bacon.
- Ruben, B. D., & Stewart, L. P. (1998). *Communication and human behavior* (4th ed.). Boston, MA: Allyn and Bacon.
- McMaster, M. (2001). *Concepts in Human Communication Study Guide*. University Park, IL: Governors State University

Course Content:

There are ten assignments due throughout the length of the term (15 weeks). There are no tests. The due dates for the assignments are as follows:

Submit Assignment #1	September 16, 2005
Submit Assignment #2	September 23, 2005
Submit Assignment #3	September 30, 2005
Submit Assignment #4	October 7, 2005
Submit Assignment #5	October 14, 2005
Submit Assignment #6	October 28, 2005
Submit Assignment #7	November 4, 2005
Submit Assignment #8	November 11, 2005
Submit Assignment #9	November 18, 2005
Submit Assignment #10	December 2, 2005

Assignments must be submitted regularly!

If you haven't completed assignment number five by October 28, 2005, you have fallen behind; please contact your instructor. **Your last assignment must be in your instructor's office by December 9, 2005** (Allow a minimum of 5 days for mailing).

Evaluation:

These are the ten assignments and the point values for each. The total point value is 100.

Assignment #1	Self Talk	7
Assignment #2	Effects of Language	7
Assignment #3	Nonverbal Experiments	13
Assignment #4	Conversation Analysis	10
Assignment #5	The Experience of Silence	8
Assignment #6	Speech Analysis	13
Assignment #7	Relationship Interviews	13
Assignment #8	Analyzing an Organization	15
Assignment #9	Personal Cultural Awareness	8
Assignment #10	Models of Communication	6

Additional Information: The accepted style manual for the Communications Programs at GSU is APA, (see the *Publication Manual of the American Psychological Association*, 4th ed.). There is information on this in the library, in the bookstore in a

packet published by Student Development, and through the Student Development office on the GSU Web page (www.govst.edu/owl). All written work must appropriately reference sources. Plagiarism will result in an automatic grade of F.

All papers are to be typed. The standard format is to double-space them with a minimum of 1-inch margins. They should have a title page. Running heads are not required, as shown in the APA manual, because those are for papers going to publication in a journal. Short papers (under ten pages) don't require an abstract.

At times students have had difficulty with writing the assignments for this class. If this occurs, students will be asked to seek assistance through the Writing Center in the Student Development Office at GSU. The ability to write well is an important component of effective communication. Understanding the content of the course is only half of what is required to pass the course. Because this is a communication class, it is expected that students can express themselves well in written form. The Writing Center can be accessed on the Internet at www.govst.edu/owl.

Grades are based on a point system totaling 100. To calculate your grade at any time in the semester, take the total number of points you have received to date and divide it by the number of points possible to date. The number you receive will correspond to a number on the scale listed below.

- The grades for students will be assessed as follows: 90-100 is an A, 80-89.9 is a B, 70-79.9 is a C, 60-69.9 is a D and below 60 is an F.

Students who have a disability or special needs and require accommodation in order to have equal access the classroom must register with the designated staff member in the Division of Student Development. Please go to Room B1201 or call 708/534-4090 and ask for the Coordinator of Disability Services. Students will be required to provide documentation of any disability when an accommodation is requested.