

COMMUNICATION AND JOURNALISM 101.001
Introduction to Communication
Spring 2010

Class time: Wednesdays, 7 pm - 9:30 pm

Classroom: Dane Smith Hall, Rm 123

Instructor: Professor Tema Milstein

Assistant: Lex Pulos

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COURSE DESCRIPTION AND OBJECTIVES:

This course is designed to engage you in the learning of the principles, concepts, and dynamics of various types of human communication. Through lectures, discussions, readings, class exercises, and assignments, we will survey communication topics related to culture, identity, gender, organizations, and relationships. In doing so, the course provides an overview of many of the areas of emphasis within the communication discipline, including intercultural, interpersonal, small group, organizational, public, mass communication, and computer-mediated communication.

1. You will become familiar with the complex nature of communication.
2. You will learn to identify and describe the various contexts of communication study.
3. You will apply theoretical concepts of communication to real life experiences.
4. You will consider the relationship of communication to a spectrum of vocational and professional career paths.

TEXT: Alberts, J.K., T. Nakayama, & J. Martin. (2007). *Human Communication in Society*. Upper Saddle River: Pearson Education.

Available at UNM Bookstore

EXPECTATIONS, ASSIGNMENTS, AND EXAMS:

1) Participation:

Attendance: Because much of the learning in this course comes from thoughtful discussion, listening, and interacting around the topics of the course, you are expected to attend lectures and to participate during each class meeting and each small group activity. If you do not participate along with your classmates, everyone loses. Both attendance and the quality of your participation will be considered in determining final grade.

Exam questions: As part of your participation, *every day* in your small group, you are expected to turn in to your group facilitator a *typed* page containing 2 exam questions you have created based on the reading for that day (1 multiple choice question and 1 true/false question per chapter). *Mark the correct answers to your questions and provide the textbook page number/s that have the content from which you created the questions.*

Emailed questions will not be accepted, nor will questions turned in for you by others.

These questions must be your own creations and in your own words. They provide you

with an opportunity to review and evaluate your learning of the readings and to consider how your new understandings might best be tested in exam. Questions should be thoughtfully and carefully written (consider, for example, applying course learning to real life situations in your questions). Top student-created questions will be included as questions in Exam 1 & 2. Everyone receives one free pass on missing exam questions.

- 2) **W- 2 Paper** – This essay should answer two W-questions concerning one of the seven major emphases of communication that we have studied (Intercultural, Interpersonal, Small Group, Organizational, Mass, Public Communication, or Computer-Mediated Communication) — WHAT else do I want to know about this particular major emphasis of communication and WHY do I want to know it? In your answer to the “What” question, indicate what you want to know about that emphasis that was not covered in your textbook or in class; be specific and focused. In your answer to the “Why” question, indicate why you think that additional knowledge would be useful and/or valuable to you (e.g., what could/would you do with that additional knowledge if you had it?). This assignment is due **April 14 by 5 p.m. posted on the class Web CT site**. Electronic copies will not be accepted.

- Concentrate on framing the questions you have about communication (e.g., here’s what I want to know and why) and using both your class readings and class sessions, as well as your own life experience and outside scholarly sources, to find the answers.
- Think of this paper as creating a template of study that you can then pursue via research and learning in future Communication courses or in the course of your life. Explain how you would apply the answers to your 2 W questions in your future plans, your present, career, etc. Be grounded and specific in your writing.
- We expect this essay to be of high college-level writing quality. You should organize your W-2 paper in essay form, with a thesis statement, preview of main points that connect to your thesis, transitions between main points, and a conclusion statement that builds upon and adds to your thesis. You can, and likely will, write in the first-person. Specifications: 5-6 typewritten, double-spaced pages in 12-font size. Cite all sources in APA style and include an additional page listing references along with your essay. Cite at least one academic journal or book that is not your textbook.

Important sources of support: You have two major sources of support to help you create an excellent paper, one for conceptual thinking and one for writing:

1. *Your TA:* Lex is available to discuss your ideas and the concepts you are tackling in your paper during his office hours. You are encouraged to come in to discuss specific questions or challenges you may be having with the paper. Begin thinking about this paper now and start working on it in the first few weeks of the course – the earlier you meet with Lex, the more you can reflect upon and improve your work. Do not wait until the last minute.

2. *CAPS:* Your source for free writing tutoring support is the Center for Academic Support (CAPS, www.unm.edu/caps), which is based in Zimmerman Library. You can work with a tutor in CAPS to help improve the quality of your writing for this paper and, in the process, your overall writing ability.

- 3) **Exam 1 & 2** – Both exams will consist of multiple-choice and true/false questions covering topics you have engaged in your readings, class lectures, discussions, and small

groups. Exam 1 will cover content from 1/20-2/24. Exam 2 will cover content from 3/10-5/5. Exam dates: **3/3 & 5/12**

GRADING:

Your paper, exams, attendance, and participation will be given the following weights in the calculation of final grades:

Attendance & Participation:	250 points (25% of final grade)
W-2 Paper:	250 points (25% of final grade)
Midterm Exam:	250 points (25% of final grade)
Final Exam:	250 points (25% of final grade)
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TOTAL:	1,000 points (100%)

End of semester letter grade is on a strict percentage based on your points earned:

900-1,000 Excellent	97-100% = A+
	93-96.9% = A
	90-92.9% = A-
800-899 Good	87-89.9% = B+
	83-86.9% = B
	80-82.9% = B-
700-799 Competent	77-79.9% = C+
	73-76.9% = C
	70-72.9% = C-
600-699 Below Average	67-69.9% = D+
	63-66.9% = D
	60-62.9% = D-
0-599, Failing	BELOW 60% = F

TIPS FOR SUCCEEDING IN CLASS & POLICIES:

1. Come to class prepared and sit up front – *Read the assigned text chapters BEFORE you come to class.* This helps ensure you can participate in your small group activities and get the most out of lecture and discussion. *You'll feel more involved in class and retain more when you sit near the front of the classroom, so don't be shy.*

2. Don't underestimate a "100"-level Communication class – Probably the biggest mistake made by some students is assuming this class will be easy and "just common sense." This course is a survey of a wide-ranging discipline, which means you will need to learn about and understand multiple concepts, theories, and frameworks with specific meanings and applications. You can't guess your way through.

3. Discussion and engagement, not "Edutainment" – People are used to sitting in large halls for entertaining performances. While I may crack jokes now and then, keep in mind this is a rigorous college course that requires your concentration and participation. I hope you'll prepare for and meet this challenge.

4. Remember the teaching team is here as a resource: Please feel free to come visit both the professor and the TA during our office hours or e-mail us with questions or concerns. Even though this course is

large, we are available one-on-one to help you succeed in this class. If the stated office hours don't work for your schedule, e-mail us in advance to see if we can set up an alternate appointment.

5. Ethics: The course emphasizes ethical practices and perspectives. Above all, both students and the teaching team should strive to communicate and act, both in class interactions and in assigned coursework, in a manner directed by personal integrity, honesty, and respect for self and others. Included in this focus is the need for academic honesty by students as stated by the UNM Pathfinder. Students need to do original work and properly cite sources. For example, be aware of plagiarism—directly copying more than 3 or 4 words from another author without quoting (not just citing) the author is plagiarism. If you are unclear about the definition of plagiarism, please talk to the professor. Further, course content will encourage the ethical practices and analysis of communication.

6. Late work & absences: Late work (exam questions or W-2 paper) will not be accepted. Turn in your work in a timely manner by deadline. In addition, you will *not* have a chance to rewrite your work after it has been turned in. However, you are encouraged to meet with the TA and professor in advance to discuss and ask questions about your assignments in progress. If you know you have an excused absence coming up (e.g., officially excused athletic event out of town), you must turn in your assignments (exam questions, W-2 paper) in advance or by deadline (by start of the class they are due, for exam questions). Email excused absence exam questions to the TA via email; it's always a good idea to ask for confirmation of receipt. Any excused absence must be documented, and you must get this documentation to the TA if you want to receive credit for your work. Late work, again, will not be accepted.

7. Missed exams: Make-ups for a missed exam will be allowed only in situations where the student has contacted the professor considerably in advance of the exam with a documented university-approved excused absence, which are limited to 1) illness documented by a physician, 2) death in the family with requisite documentation, 3) religious observance, and 4) University-sanctioned activity.

8. Email responsibility: Check your UNM email account regularly, as we will use this account to keep in touch with you about course requirements or updates. If you use another email address, please set up your UNM account to forward your UNM account email to that address.

9. Technology: Be respectful of each other's learning by turning off cell phones and not using the internet while in class. No texting.

10. Diversity: This course encourages different perspectives related to such factors as gender, race, nationality, ethnicity, sexual orientation, religion, and other relevant cultural identities. The course seeks to foster understanding and inclusiveness related to such diverse perspectives and ways of communicating.

11. ADA accessibility: Qualified students with disabilities needing appropriate academic adjustments should contact me as soon as possible to ensure your needs are met in a timely manner. Handouts are available in alternative accessible formats upon request.

S C H E D U L E

<u>Date</u>	<u>Topic</u>	<u>Readings</u>
1/20 WEEK 1	Introduction to Course Introduction to Human Communication	Chap. 1
1/27 WEEK 2	History & Contemporary Approaches Due: Exam questions	Chap. 2
2/3 WEEK 3	Identities/Perceiving, and Understanding Due: Exam questions <i>LAST DAY TO DROP A COURSE WITHOUT A GRADE IS FEB. 5</i>	Chap. 3 & 4
2/10 WEEK 4	Verbal Communication Due: Exam questions	Chap. 5
2/17 WEEK 5	Nonverbal Communication Due: Exam questions	Chap. 6
2/24 WEEK 6	Communicating Across Cultures Due: Exam questions	Chap. 7
3/3 WEEK 7	EXAM 1 – Bring #2 pencils	
3/10 WEEK 8	Communicating in Close Relationships Due: Exam questions	Chap. 8
3/18 WEEK 9	SPRING BREAK	
3/24 WEEK 10	Small Group Communication Due: Exam questions	Chap. 9
3/31	Communicating in Organizations	Chap. 10

WEEK 11	Due: Exam questions	
4/7 WEEK 12	Communicating in Public: Rhetoric Due: Exam questions	Chap. 11
4/14 WEEK 13	Communication and Media Due: Exam questions Due: W-2 Paper by 5 p.m. posted on the class Web CT site	Chap. 12
4/21 WEEK 14	Computer-Mediated Communication Due: Exam questions	Chap. 13
4/28 WEEK 15	Faculty Panel	Read profiles
5/5 WEEK 16	Careers & Alumni Panel, class evaluations	Read profiles

5/12, 7:45 p.m. - 9:45 p.m.
FINAL EXAMS WEEK

EXAM 2 – Bring #2 pencils

Congratulations on completing C&J 101!

GENERAL DEPARTMENT C&J 101 DESCRIPTION

This class is the first course for students planning to major or minor in communication, with an emphasis on the principles, concepts and contexts of human communication. Students will consider principles of perception, verbal messages, nonverbal messages, listening, conflict, and ethics as these occur in public, interpersonal, small group, organizational, intercultural and mass contexts of communication

MISSION

To introduce students to principles, concepts, structures, functions, and dynamics of various forms of human communication in multiple contexts.

OBJECTIVES

- To increase familiarity with the fundamental principles of various forms of communication
- To increase understanding of a variety of concepts central to the study of communication
- To teach students how to identify the structures, functions, and dynamics of various forms of communication
- To exercise creative, critical, and analytical thinking and evaluation skills in simulations, exercises and case studies of communication

- To build awareness of the diversity of participants in communicative processes and the relationship of diversity to the processes and outcomes of communication