

Introduction to Communication (CST 110)
COURSE OUTLINE
Tidewater Community College – Norfolk Campus

Professor: Dr. Jane (Mittie) Crouch

Email: JCrouch@tcc.edu (the best way to reach me is through email!)

Phone: 757-822-1134

Fax: 757-822-1189 (please label my name clearly)

Office location: Martin Building 2211 (Norfolk Campus)

Office Hours: TBA (Virtual or phone appointments are available; please email me)

Text: O'Hair, Dan & Wiemann, Mary. *Real Communication: An Introduction*. Boston: Bedford/St. Martin's Press, 2009.

Course Description and Objectives: After successfully completing CST 110, the student will demonstrate an understanding of the importance of basic communication skills and processes, demonstrate increased awareness of how communication skills and processes are applied in specific settings and contexts, and improve basic conversational, listening, small group, interviewing and presentation skills.

Course Content:

- Introducing communication
- Understanding the field of communication
- Perceiving and understanding
- Verbal and nonverbal communication
- Listening and responding to others
- Communication models and climates
- Intrapersonal, interpersonal, small group, organizational, public, and mass communication
- Computer mediated communication and communication technologies

Class Policies:

1) **Email:** Most class interaction will take place within the Blackboard website, but individual questions and submission of some work will require email messaging. **Students must use their VCCS student email account** to assure proper identification and credit given on assignments. Use of personal email puts both the student and the instructor at risk. Virtual office hours are also conducted through email messaging. **In order to assure prompt response, EVERY email sent to me should have the class identification, your name, and assignment or question identification in the subject line.** Example:

CST 110 - 02/ Your Name / Question about: _____ (fill in blank)

OR

CST 110 – PINK/ Your Name/ Question about: _____ (fill in blank)

Your class number is CST 110-03 and your class color is PINK.

I have over 150 online students in CST courses. Telling me you are in my CST 110 course, or my online communication course, does not help me identify you. **I need either the number 02 or the word pink** in the subject line. IF I DO NOT SEE THE ABOVE INFORMATION IN THE SUBJECT LINE, YOUR EMAIL MAY BE DELETED WITHOUT BEING READ.

Students should always check for the accuracy of the instructor's email address. You must also send a copy of the email message to yourself to assure that transmission was successful and in case it has to be sent again due to inaccurate instructor email address or other difficulties. (A forwarded original message would validate an original date and time sent.)

2) **Attendance online/late work:** This course has a pace and schedule requiring constant attention to assignments (reading and speech preparation) and active participation in class. Due to the online nature of this course, you will be required to show your active participation by answering discussion questions and responding to weekly quizzes by the instructor. These discussion questions and quizzes make up a large part of your class participation grade, and must to be turned in by the assigned date and time to be given full credit. **The deadline each week will be 11:59pm on Sundays.** Any work submitted after the deadline will be 5 points off per day late. Do not leave your work to the last minute! **Lack of Internet connectivity will not excuse late work.**

Failure to complete work on time due to emergency circumstances (illness, death in family, deployment, etc.) will require written documentation in order for work not to be penalized. Please email me for further info if needed.

3) **Plagiarism:** Any plagiarism will result in failure for that assignment and additional work by the student on all future assignments to prove that the work is the student's own. Students are responsible for being aware of the policies, procedures, and student responsibilities contained within the current edition of the *Tidewater Community College Catalog and Student Handbook*.

4) **Disability services:** In accordance with TCC policy, a student who wishes to receive some instructional accommodations because of a documented sensory and/or learning disability should contact the staff of Disability Services (822-1220) or me. I will support and accommodate any student!

5) **Civility:** In this class, we will follow the official "Expectations for Civility and Safety" standards posted by TCC. (Please email me if you need a copy of this). But, I expect everyone to go above and beyond the official TCC policy and provide a supportive atmosphere for fellow students while we are learning, especially about something that is as nerve-racking as public speaking! To that end, there is no profanity or "flaming" (sending messages that are deliberately hostile or insulting) allowed in our Blackboard classroom. If you have a problem with another student, please email me and we will try to find a compromise.

6) **Unforeseen Circumstances:** All situations not specified within these policy guidelines will be handled by the instructor with respect, equity, and integrity. Where other college guidelines exist, they will be applied. Where no guidelines exist, counsel will be sought.

Assignments and Grading: There are 800 points available for this course. I will be using a standard ten percent breakdown: 720-800 pts. = A; 640-719 pts. = B; 560-639 pts. = C; 480-559 pts. = D; 0-479 = F. The assignments are as follows:

Assignment	Point Value
Quizzes	280
Discussion boards/assignments	420
Speech attendance & evaluation	100
Total possible points:	800

Graded Assignments

Brief descriptions appear below. More detailed descriptions are posted in the "Assignments" section.

1. Reading Accountability Quizzes – quizzes will be posted throughout the semester. Quizzes will usually cover one chapter. Quizzes will be mostly multiple choice or true/false and they will be timed.

2. Discussion Boards/Assignments – Each week interactive Discussion Board Forums will provide multiple discussion threads with activities and questions to create a class discussion about material covered. Each Discussion Board Forum will require a minimum number of responses as specified in assignment descriptions. Students will be graded on the appropriate quantity and quality of comments. You will also have other various assignments throughout the semester.

3. Speech Attendance & Evaluation – Towards the end of the semester you will be required to attend a public speaking event of your choice and write a 2-3 page report/critique. More details will be provided after week 10 of class.

Class schedule:

(all assignments are due at the end of each week on Sundays at 11:59pm)

Week	Topic	Chapter
1	Communication: Essential Human Behavior	1
2	Perceiving the Self & Others	2
3	Language & Communication	3
4	Nonverbal Communication	4
5	Listening	5

6	Developing & Maintaining Relationships	6
7	Managing Conflict in Relationships	7
8	Communicating in Groups	8
9	Leadership & Decision Making in Groups	9
10	Communicating in Organizations	10
11	Interviews	Appendix
12	Intercultural Communication	Readings given by professor
13	Mass Media	Readings given by professor
14	Communication Technologies	Readings given by professor
15	Public Speaking	Readings given by professor
	Final exercises	