

**COMM 3330
ADVANCED COMMUNICATION SKILLS
SPRING 2005**

MON, WED: 5:30-6:45PM PAFF 212

INSTRUCTOR: Mrs. Peggy Gauthier
OFFICE: Humanities 213

OFFICE HOURS: MW 2:30-5:30PM
TR 9:00-9:30 AM 1:00-3:00pm (or BY APPT.)

PHONES: MY OFFICE: 678-839-4929 (Voice Mail)
Secretary: Ms. Teresa Yates: 678-839-6518

Email: pgauthie@westga.edu

TEXT: COMMUNICATING: A Social and Career Focus (9th Edition) by
BERKO, WOLVIN & WOLVIN
You will also receive numerous handouts, which you should keep for exams. You will also learn to utilize research on the Internet. The lab in Humanities will be open for your use throughout the day. You may also use the computers in the library.

ATTENDANCE POLICY:

1. You are permitted 3 absences without penalty as long as you make up the work. (NOT ON EXAM DAYS OR DAYS YOU ARE SCHEDULED TO SPEAK OR PRESENT A PROJECT.)
2. Students missing any classes (AFTER THE ALLOWANCE) will receive **MINUS (-1) PT. FOR EACH ADDITIONAL ABSENCE, WILL BE Deducted from the final grade. (EACH TIME A CLASS IS MISSED (AFTER THE ALLOWANCE) THIS PENALTY WILL BE IMPOSED!).**

LATE ARRIVALS & EARLY DEPARTURES:

1. Each late arrival or early departure to class will be counted as 1/3 of an absence.
2. YOU ARE RESPONSIBLE for seeing me after class to make sure I change my records.

ATTENDANCE BONUS POINTS: (Added to your final course average): 0 **ABSENCES= 2 PTS.**

COURSE OBJECTIVES:

1. This course will focus on improving your abilities in Interpersonal Communication, including interviewing, conflict management & listening.
2. We will have 1 Major Oral Presentation during the semester, where we will work on the development of oral presentations.
3. Much of our time in class will be spent discussing PRACTICAL communication problems, which you face in your job or in other situations. We will also engage in extensive "role playing."

GRADING:

1. I will assign your work 0-100 points based on how well each assignment is fulfilled. This number will then be multiplied by the % the assignment is worth. These will then be averaged together to determine your final grade.

These will be the Grade Breakdowns:

90-100% = A 80-89% = B 70-79% = C 60-69% = D <60% = F

2. These are the Graded Assignments:

MID-TERM EXAM	15%
FINAL EXAM	15%
ORAL PRESENTATION	25%

OTHER ASSIGNMENTS	45%
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100%

(This is the breakdown for the "Other Assignments:)

- | | |
|-------------------------|-----|
| 1. Resume: | 10% |
| 2. Cover Letter | 5% |
| 3. Employment Interview | 10% |
| 4. Journal | 15% |
| 5. Other Homework | 5% |

3. **ANY ASSIGNMENT THAT IS LATE FOR UNEXCUSED REASONS (ESPECIALLY SPEAKING ASSIGNMENTS), WILL HAVE A ONE LETTER GRADE (-10 PTS.) PENALTY IMPOSED. I CANNOT GUARANTEE THAT THERE WILL BE "TIME" TO MAKE UP THE PRESENTATION.**

3. IF IT IS A "TRUE" EMERGENCY, I MUST BE NOTIFIED IN ADVANCE OF THE ABSENCE. IF AN EMERGENCY ARISES WHICH TOTALLY PRECLUDES A PHONE CALL PRIOR TO CLASS, CONTACT MUST BE MADE WITH THE TEACHER ON THE DAY OF THE EMERGENCY.

4. **"WRITTEN VERIFICATION"** MUST BE PROVIDED FOR EMERGENCY SITUATIONS THAT RESULT IN THE STUDENT MISSING A PRESENTATION OR AN EXAM.

PROJECTS FOR ADVANCED COMMUNICATION SKILLS

1. ORAL REPORT

You will be teamed with another student in the class, & the 2 of you will present a report to the class that will last approximately 10-12 minutes. You will work on this during the first part of the semester, and then present the report on the dates indicated on the syllabus.

- You will be required to use Visual Aids (this can include Power Point)
- Topics must be turned in to me no later than MARCH 9TH
- Topics should provide USEFUL & INTERESTING information that relates to being a “successful communicator”
- The CONTENT of these reports is as important as your DELIVERY SKILLS. Some of the material in the reports will be covered on the Final Exam. Prepare a HANDOUT (for each class member) & a typed outline to accompany the report.
- Even though this is a TEAM project, you will be graded INDIVIDUALLY. Therefore, it is important in your planning that EACH OF YOU BE GIVEN A MEANINGFUL ROLE DURING THE PRESENTATION.
- **YOU CAN BE AS “CREATIVE” AS YOU WANT TO BE!!**
- There will be a Q & A /SESSION after each presentation when you will answer audience questions & further demonstrate your knowledge on your chosen topic.

2. MIDTERM & FINAL EXAMS WILL BE GIVEN ON THE DATES INDICATED IN THIS SYLLABUS. **YOU ARE RESPONSIBLE FOR ALL MATERIALS COVERED IN CLASS & ALL THE ASSIGNED TEXTBOOK READINGS.**

3. RESUME & COVER LETTER

In preparation for your employment interview in class, you should prepare a 1-Page Resume’. Read Pp. 412-416 in your text. Look at student examples.

4. JOURNAL

- * Beginning the FIRST week of class, you should write entries in your Journal. PURCHASE A NOTEBOOK that you will use as your journal.
- * There should be a **MINIMUM OF 20 ENTRIES** in your journal, approximately **2 ENTRIES PER WEEK. EACH ENTRY SHOULD BE NO LESS THAN 1 PAGE.**
- You should describe both **POSITIVE & NEGATIVE** communication experiences that you have had or have observed. Explain what you learned from these experiences. Whenever possible, write about how you have applied some of the things that we learn in class. Also, write about your reaction to how you did during the in-class projects.
- The journal should be **IN YOUR OWN HANDWRITING.** You should strive to write the best that you can. Use correct grammar & punctuation. **DATE EACH ENTRY, USING THE DATE THAT YOU ACTUALLY WROTE IT. DO NOT GET BEHIND!**
- **YOU MAY INCLUDE “EXTRA” ENTRIES FOR EXTRA CREDIT.**
 - (2 extra pages = one (1) point)
 - (A maximum of four (4) extra pages = two (2) bonus points)/ **The points will be added to your final average**

5. **IN-CLASS PROJECTS:** Much of our time in class will be devoted to placing you in a variety of communication situations such as: employment interviews, conflict situations, group problem-solving situations, negotiating, impromptu speeches & listening exercises. In our critiques, we will try to help

you improve your communication skills. While you will not always be receiving a grade on each task, you need to do your best to work on any weaknesses that you have.

ADVANCED COMMUNICATION SKILLS--- DAILY SYLLABUS (SPRING 2005)

(WEEK 1)

M---JAN. 10 Overview---Syllabus
Class Activity: PRI: Personal Reference Inventory

W---JAN. 12 Communication Challenges—The Human Communication Process
Read Chapter. 1; Read Pp. 412-416—The Resume
Homework: P. 31--#3 (Write Out)

(WEEK 2)

M---JAN 17 **NO CLASS—MARTIN LUTHER KING JR. -BIRTHDAY**

W---JAN 19 Listening (Story—beginning of class)
Read Chapter. 5
“Listening Video”
****START LOOKING FOR AD (FOR COVER LETTER)

(WEEK 3)

M---JAN 24 Listening
Homework Due: P. 128 #5, and p 129-131 #9
Name Game

W-JAN. 26 Memory
P. 114-115—Role of Memory Techniques
(Learn everyone’s name)

(WEEK 4)

M---JAN 31 Memory (Cont’d) Handouts

W---FEB 2 Group Participation
Read Chapter 10
P. 285-286 #2 ---Homework Due---Write out Part A before coming to class; B, C, & D will be done in class

(WEEK 5)

M---FEB 7 Coping with Difficult People
Read Pp. 276-279

W---FEB 9 Managing Conflict
Read Chapter. 7—Pp. 179-201

(WEEK 6)

M---FEB 14 Managing Conflict
Homework Due--- (Learn by doing) pp 201-203 #1
Class Exercises

W---FEB 16 Interviewing
Read Chapter 8
****Homework Due—TURN IN RESUMES AND COVER LETTER

(WEEK 7)
M---FEB 21 CLASS ACTIVITY---“2 Birds with 1 Stone”

ALL INTERVIEWS WILL BE VIDEOTAPED. EACH GROUP WILL BRING A “NEW” VIDEOTAPE TO CLASS, ON THEIR INTERVIEW DAY.

W---FEB 23 Interviewing—Group 1

(WEEK 8)
M---FEB 28 Interviewing---Group 2

W---MAR 2 Interviewing---Group 3

TH—MAR 3 LAST DAY TO WITHDRAW WITH A GRADE OF “W”

(WEEK 9)
M---MAR 7 Interviewing---Group 4
(If time, we will start Persuasion---Read Chapter 15)

W---MAR 9 Finish Persuasion
Review for MID-TERM
****Homework Due---Write out Review Questions

(WEEK 10)
M---MAR 14 **MID-TERM EXAM (CHAPTERS 1, 5, 7, 8, 10, 15, RESUME & MEMORY TECHNIQUES (Pp. 114-115) plus HANDOUTS)**
****Homework---ORAL REPORT TOPICS DUE

W---MAR 16 Interpersonal Communication
Read Chapter 6
****Homework Due: (LEARN BY DOING) P. 167, #1

MARCH 21-25---SPRING BREAK---NO CLASSES!!!

(WEEK 11)
M---MAR 28 Nonverbal Communication
Read Chapter 3

W---MAR 30 Public Speaking
Read Chapters 11 & 12

(WEEK 12)
M---APR 4 Public Speaking
Read Chapter 13
Class Activity

W---APR 6 ORAL REPORTS

(WEEK 13)
M---APR 11 ORAL REPORTS
*****HOMEWORK DUE—TURN IN JOURNALS**

W---APR 13 ORAL REPORTS

(WEEK 14)
M---APR 18 ORAL REPORTS

W---APR 20 ORAL REPORTS

(WEEK 15)
M---APR 25 ORAL REPORTS

W---APR 27 Difficult Communication Situations

(WEEK 16)
M---MAY 2
Return & review of Journals
REVIEW FOR FINAL EXAM
***Homework Due---Write out review questions

(WEEK 17)
FINAL EXAM (CHAPTERS 3, 6, 11, 12, 13 & HANDOUTS)
MONDAY, MAY 9-----5: 30-7:30 PM

