

COMM 3330: Advanced Communication Skills

Instructor: Dr. Melanie Conrad

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Office Hours: M/W 12:30-2:00, TH 9:30-1:30

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Course Description: Analysis and application of interpersonal, small group, and mediated communication skills as effective speaking, listening, negotiation, conflict management, presentation, and media interviewing.

Course Objectives:

- To become effective communicators in interpersonal, small group, and business and professional settings.
- To understand the theoretical framework of how we communicate.
- To understand the symbiotic nature of communication and relationships.
- To effectively employ communication management and conflict strategies in a variety of communication situations.

Textbook: Strategic Communication in Business and Professions. 7th Edition. Dan O'Hair, Gustav Friedrich, and Lynda Lee Dixon.

Grading Policy:

Final grades will be based on a total of 400 points. The grades will be computed on a percentage basis such that 90-100% = A, 80-89.9 = B, etc.

Exams:

There will be three short answer exams over each unit (Interpersonal, Small Group, & Workshops) The exams will be a combination of short answer and essay questions. Each exam is worth 50 pts.

Assignments:

Interpersonal Application: Each student will be paired with one other students will explain and apply an interpersonal concept to real world or mediated situations. The focus of this assignment will be on observation and interaction with our environment. The students will put together a presentation of approximately 10 minutes in length in which they report their findings. (75 pts)

Group Problem Solving: The class will be divided into groups of approximately 5 people. Each group will choose a problem to solve in a discussion format. The discussion will be presented and graded in class. Each group will have approximately 20 minutes to resolve their problem. Group members are expected to bring in outside information in order to help their group reach consensus. (75 points)

Workshop: The class will be divided into groups of approximately 5 people. Each group will plan and present a workshop on a given subject. Students are expected to use a variety of communicative tools (e.g. handouts, activities, audio/video aids) in presenting their workshop. Material presented in the workshops will be used in the formulation final exam questions. The time limit for each workshop is 40 minutes. (100 points)

Class Rules:

- All assignments must be handed in, tests taken, and presentations given on the date they are scheduled. If a conflict arises the instructor must be notified at least one day prior to the due date. No credit will be given for work missed without prior approval.
- Excessive absences (4 or more) will result in a lowering of the student's final grade by one full letter grade. A student with 6 or more absences will be dropped with an F. I do not make a distinction between excused and unexcused absences. Students who are tardy by 15 minutes or more will be counted as absent. If you are ill the absence still counts toward your total allowable absences regardless of whether you have an excuse from a doctor. The only exceptions to this rule are absences for religious holidays or those relating to university sanctioned activities. The student is responsible for contacting the instructor regarding absences.

- Unless they are being used for an in-class assignment or note-taking, all electronic devices (phones, laptops, tablets, etc) must be put away during class. If these devices are used inappropriately they will be taken away until the end of class.
- Any student found guilty of plagiarism or cheating will fail the course. **NO EXCEPTIONS!** Plagiarism is defined as “The appropriation or imitation of the language, ideas, and thoughts of another author, and representation of them as one’s original work.” [Webster’s Encyclopedic Unabridged Dictionary of the English Language; 1996; New York: Gramercy Books p. 1100]. Other forms of plagiarism would include paraphrasing large portions of a work from another author or passing someone else’s speech or paper off as your own.
- Extra credit will be offered on rare occasions. When it is offered it will be made available to everyone in the class. The points earned from extra credit will count towards the student’s overall point total.
- The official method for contacting the instructor is through UWG email.
- The instructor reserves the right to make subjective judgments. This right will be used if a student speaks or acts in a manner that denigrates a person or class of people based on race, gender, religious beliefs, etc.
- The instructor will abide by all student privacy laws. Further, the instructor will not release academic information or have discussions of a student’s academic progress or attendance issues with a parent or guardian. College students are adults and are expected to behave accordingly.
- Research, papers, assignments, etc from another course may be used in this course.
- For additional information regarding university policies please see http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf

Tentative Schedule

Jan.	5	Intro	Read Ch. 4-8
	7	Lecture/ Activity	
	12	L/A	
	14	L/A	
	19	MLK Day/No Class	
	21	L/A	
	26	Interpersonal Application	
	28	Interpersonal Application	
Feb.	2	Interpersonal Application	
	4	Interpersonal Application	
	9	Exam #1	
	11	L/A	Read Ch. 9-11
	16	L/A	
	18	L/A	
23	L/A		
March	25	L/A	
	2	Group Discussion	
	4	Group Discussion	
	9	Group Discussion	
	11	Exam #2	
	16	Spring Break	
	18	Spring Break	
	23	L/A	Read Ch. 1-3, 12-14
25	L/A		
April	30	L/A	
	1	L/A	
	6	L/A	
	8	Workshop	
	13	Workshop	
	15	Workshop	

Final Exam: Monday, April 20, 2:00-4:30

