

**Spring 2018 English 2050 Syllabus: Self-Staging: Oral Communication in Daily Life**

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**Physical Office Hours:** Monday & Wednesday: 8:30am-9:30am; 12:30pm-2:00pm; Tuesday & Thursday: 8:30am - 11:00 am; & by appointment

**Virtual Office Hours:** Tuesday & Thursday: 2:00pm-4:00pm; by appointment\*

(\*please note I am available to meet in the afternoons at any time as long as we set-up a time to meet in advance)

**E-mail:** jadel@westga.edu

**Student-Professor E-mail Correspondence:** You are welcome to e-mail me with questions, but please do not abuse this privilege (i.e. re-sending thesis statements multiple times with changes made according to my suggestions). At a certain point, this becomes excessive collaboration. Likewise, do not send e-mails asking questions that I have covered in class or that you can find on your own (due dates, course policies, etc.). Should you miss class, it is your responsibility to find out what work you missed (by consulting the online syllabus/handouts) and to get the notes from a classmate.

**UWG Email Policy:** University of West Georgia students are provided a MyUWG email account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

I also ask that you observe standard grammar and punctuation rules when e-mailing me or any other professor. DO NOT send e-mails that are in "text speak." This is not an appropriate form of communication outside the realm of sending an actual text.

\*Note: All student-professor e-mail correspondence must take place via your my.westga.edu account. If you need to reach me outside of class and/or office hours, email is the most efficient way to do so. Also, please be aware that I cannot communicate with your parents; should you have concerns about your progress in the course or any other issues that arise, you should address them with me personally.

**COURSE OBJECTIVES**

- Students will be able to identify, analyze, and practice the various discursive modes involved in everyday self-presentation.
- Students will develop the ability to adapt their oral communication to specific purposes and audiences.
- Students will learn and practice techniques of effective conflict resolution, team building, stress management, and impression management.
- Students will achieve a deeper awareness of the subtext underlying oral communication, how to read it in others, and how to master their own.
- Students will learn how to express themselves more precisely and articulately by expanding their vocabulary and leading/participating in current events discussions.

**COURSE EVALUATION:**

You must complete all your assignments in order to pass this course.

**GRADE PERCENTAGES:**

|                      |     |
|----------------------|-----|
| • First Presentation | 15% |
| • Group Presentation | 25% |
| • Weekly Journal     | 20% |
| • Final Presentation | 20% |
| • Interview          | 20% |

**COURSE POLICIES:**

**Attendance:** For classes that meet three times a week, a student is allowed two absences. For classes that meet twice a week, a student is allowed two absences. Arriving late for class counts as 1/2 an absence. Upon the third absence, the professor reserves the right to give the student an F for the course. Be aware that no distinction exists between excused and unexcused absences.

**\*\* If withdrawal occurs prior to Wednesday, February 28th, the student will receive a grade of W. If the withdrawal occurs after Friday, September 29th, the student will receive a grade of WF. (FYW Department Policy)**

**ALSO:** Please remember that the very thought of speaking in public terrifies about 90% of the world's population. For this reason, I will not tolerate any behavior deemed disrespectful by either myself or the collective consciousness of all humans - sometimes referred to as common sense. Please remember that everyone in this class will be nervous initially, and that everyone will be speaking in public on numerous occasions. If you are mean to a classmate while he/she is speaking, I will heckle you when it is your turn and then I will administratively withdraw you from the class.

In addition, please be aware that the success of this class depends upon every student's individual contribution to the class. Several of the projects in class will require you to work with other students, and some will require you to assess other students in their degree of success/competency. I expect, therefore, that you will work with each in a constructive, compassionate and rigorous environment, sharing ideas and expertise for the benefit of the group as a whole. Part of your responsibility in this class is to help each other improve, and this means that you must point out your classmates' strengths as well as their areas of weakness in order that every student might grow in his or oral communication skills. I expect you to deliver your feedback in an honest and tactful manner.

**WEEKLY JOURNAL: Ten journal submissions are required over the course of the semester.**

**Please adhere to the following guidelines when writing each:**

1) Each entry must be composed using word processing software (I recommend Microsoft Word, since it's free to all UWG students) and be **at least one full page in a word document (Times New Roman 12 pt font only. NO TRYING TO CHEAT THE PAGE LENGTH)** and uploaded to the student's respective dropbox

2) Each entry must be in MLA Format, and include an MLA Header AND title, which indicates the journal entry number ( Journal 1, Journal 2, etc)

3) In each entry, please describe a communication skill you learned in class the previous week, and how you applied it in your everyday interactions outside of class...also, you might want to discuss what worked for you and what you'll do differently next time, as well as other relevant points you'd like to make.

4) You must submit **TEN** journal entries during the semester

5) Note: the spirit of this assignment--namely, a method of regular, reflective learning and self-evaluation--prohibits writing journal entries weeks in advance.

6) I will only give credit for ONE journal entry per week, so please keep track of the number of entries you submit so that you can fulfill the ten-entry requirement by the last day to submit journals.

7) I welcome your candor in journal entries, and I never share anything you write with any other person inside or outside of class. I do ask, however, that whatever your comments, you maintain a tone of respect both for yourself, your classmates, and your teachers.

**Please be aware that one of these journal entries will be used for QEP assessment purposes.**

**This is a Quality Enhancement Plan (QEP) Course. Clear written communication is important in all disciplines, and increasingly employers**

**are expecting college graduates to be good writers. That's one reason why UWG is focusing on improving undergraduate student writing across the core. When you hear about the QEP know that what your peers and professors are talking about is WRITING, because we are committed to giving you opportunities across your core curriculum to improve the quality of your writing. Want to know more? Visit the QEP website at <http://www.westga.edu/qep/>**

**LATE WORK POLICY:I** do not accept any late work (sorry). Being late with your class work hinders your own progress as well as that of your classmates, especially in a class of this nature. I define a "late assignment" as one that you have not given to me during class on the day the assignment is due.

**Disruptive Behavior Policy:** All electronic devices (cell phones, iPods, etc.) should be turned off and out of sight during class. If your phone rings, the penalty will be humiliating for you and entertaining for everyone else. Students should also maintain respect for the instructor and fellow peers, abstaining from disruptive behavior, including talking out of turn (i.e. side conversations and comments

not intended as a part of class discussion), consistently arriving late, or sleeping during class. Students may be dismissed from any class

meeting at which they exhibit behavior that disrupts the learning environment of others; each dismissal of this kind will count as an absence and will be applied toward the attendance requirements policy

above. Sleeping or texting in class will result in an automatic 0 for that day's participation grade, regardless of performance on quiz, response, etc.

**MLA Documentation Policy:** The department expects that students learn to cite sources accurately in the MLA style for documentation. You can find a wealth of information at [Purdue University's Online Writing Lab](#).

**Extra Credit Policy:** There will be no extra credit in this class. Grades are earned by the quality of your work, not how much you do.

**Late Work and Extension Policy:** To receive full credit, essays must be submitted by the beginning of class. Any essay submitted after that time will be penalized one letter grade per day. I will not grade any essay submitted later than three days after the due date. In certain instances, a student may be granted an extension period to complete the assignment. These instances must constitute an emergency and the student must discuss the extension period with me at least 24 hours BEFORE the assignment is due. In the event of rare, life-altering circumstances (car accident, death in the family, etc.) I will work with students on a case-by-case basis.

### **Academic Dishonesty Policy:**

#### **Plagiarism**

The Department of English and Philosophy defines plagiarism as taking personal credit for the words and ideas of others as they are presented in electronic, print, and verbal sources. The department expects that students will accurately credit sources in all assignments. An equally dishonest practice is fabricating sources or facts; it is another form of misrepresenting the truth.

The university policies for handling Academic Dishonesty are found in the following documents:

The Faculty Handbook, sections 207 and 208.0401

<http://www.westga.edu/~vpaa/handrev/>

Student Uncatalog: "Rights and Responsibilities"; Appendix J.

<http://www.westga.edu/handbook/>

### **Excessive Collaboration**

Students should demonstrate the ability to produce independent writing (writing without collaborative assistance of peers, writing tutors, or professionals in the field) that shows an acceptable level of competence. Although classroom activities and out-of-class assignments may highlight collaborative learning and collaborative research, excessive collaboration (collaboration that results in the loss of a student's voice/style and original claims to course-related work) is considered another form of academic dishonesty and therefore will not be permitted.

Plagiarism – on any assignment, large or small – will result in failure of the course. Lack of dishonest intent is not an acceptable excuse for plagiarism. Confusion over the definition of plagiarism is not an acceptable excuse for plagiarism. Should you have any questions about what constitutes plagiarism, address these with me and/or the Writing Center. Do not make assumptions and do not take risks. It is not worth it.

The Writing Center: TLC 1201 678-839-6513

[Writing@westga.edu](mailto:Writing@westga.edu)

[www.westga.edu/~writing](http://www.westga.edu/~writing)

The University Writing Center is strongly recommended as a resource for help with your assignments for this class. The office works with students and other members of the UWG community to improve writing skills.

### What They Do:

- Discuss ideas, read drafts, and work through revisions of essays; they do not proofread
- MLA, APA, Chicago/Turabian, and other citation formats

### Policies:

- Please make appointments in advance. They accept walk-ins, but they cannot guarantee that a tutor will be available.

- If you cannot keep your appointment, you must call or e-mail 24 hours in advance to cancel. If you do not notify them 24 hours in advance, you will be counted as a No Show.
- Please arrive at your appointment on time. If you are 10 minutes late or more, you will be counted as a No Show and will not be able to have your appointment.
- If you have three No Shows in one semester, you will not be able to have any more appointments for that semester.

Hours:

Monday-Wednesday: 10:00 a.m. – 7:00 p.m.

Thursday: 10:00 a.m. – 3:00 p.m.

Friday: 10:00 a.m. – 1:00 p.m.

Library Instruction Sessions: Students enrolled in 1000-/2000-level courses, inexperienced researchers, and students needing refresher classes in basic research are strongly encouraged to sign-up for the basic library instruction sessions and online research sessions. Please visit the links below for further information and scheduling:

Online Research: <http://www.usg.edu/galileo/skills/>

Basic Library

Instruction: <http://www.westga.edu/~library/nav/stuinstruct.shtml>

**Americans with Disabilities Act:** I pledge to do my best to work with the university to provide all students with equal access to my classes and materials, regardless of special needs, temporary or permanent disability, special needs related to pregnancy, etc. If you have any special learning needs, particularly (but not limited to) needs defined under the Americans with Disabilities Act, and require specific accommodations, please do not hesitate to make these known to me, either yourself or through Accessibility Services in 272 Parker Hall. Students with documented special needs may expect accommodation in relation to classroom accessibility, modification of testing, special test

administration, etc. This is not only my personal commitment: it is your right, and it is the law! For more information, please contact Accessibility Services at the University of West Georgia.

**Title IX Reporting:** Effective July 1, 2016, all faculty and staff at public universities in Georgia became mandatory reporters for sexual assault. We are required to report any information concerning sexual assault, and we are not allowed to maintain the information in confidence with the student (the only exceptions being the Counseling Center, the clergy, and medical staff). You are encouraged to report any instances of sexual assault.

**HB 280 (Campus Carry):** UWG follows University System of Georgia (USG) guidance for this policy, which can be found [at this site](#). You may also visit the [designated university website](#) for help with USG guidance.

**HONOR CODE:** At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing. The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG. Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the Student Handbook.

**CREDIT HOUR POLICY:** The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams)

A complete list University-Wide Policies and Procedures can be found at

[http://www.westga.edu/assetsDept/vpaa/Common\\_Language\\_for\\_Course\\_Syllabi.pdf](http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf)

**Syllabus:** This syllabus serves as the contract for the class; if you are enrolled in the course, then it is understood that you will comply with the criteria set forth on this syllabus, as will I. The guidelines, expectations, and grading criteria are clearly outlined here, and these will govern the structure of the class.

## **Reading and Assignment Schedule**

### **January**

**M 8** Introduction to the course, including syllabus, expectations and general premise that governs this class on staging the self

**W 10** Continue with introductions

**M 15** MLK Day! No Class!

**W 17** Staging thy self in email. The dos and don'ts of emailing in a professional environment (read [Email Etiquette](#) before class)

**M 22** Beginning Improv while getting to know one another; (read [Confidence](#) before class)

**W 24** continue Improv



M 29 Improv  
W 31 Improv (email me at [jadel@westga.edu](mailto:jadel@westga.edu) by 5:00 p.m. today and tell me one thing that excites you about this class and one thing that scares/worries/intimidates you about this class. Please use your newfound knowledge about email etiquette, as I will be grading the etiquette (and not your opinions, hopes and/or fears). Please also include this assignment as a journal entry

## February

M 5 Improv  
W 7 Improv

M 12 Improv; [Presentation 1](#)

W 14 Improv; First Presentation Schedule; [Student Presentation Evaluation Forms](#)

M 19 Let Loose!!!  
W 21 Presentations!!!

M 26 Presentations!!!  
W 28 Presentations!!! \*\*\*Last day to withdraw with a grade of W\*\*\*\*

## March

M 5 Presentations!!!  
W 7 Presentations!!!

M 12 Assign Groups for Presentation 2  
W 15 Group Work

M 19 Spring Break  
W 21 Spring Break

M 26 Groups  
W 28 No Class!!! Group Work

## April

|          |           |  |
|----------|-----------|--|
| <b>M</b> | <b>2</b>  | Group Presentations                          |
| <b>W</b> | <b>4</b>  | Group Presentations                          |
| <b>M</b> | <b>9</b>  | Job Interview Prep                           |
| <b>W</b> | <b>11</b> | Job Interview Prep                           |
| <b>M</b> | <b>16</b> | Job Interviews (No Full Class Meeting)       |
| <b>W</b> | <b>18</b> | Job Interviews (No Full Class Meeting)       |
| <b>M</b> | <b>23</b> | Prep for final exam                          |
| <b>M</b> | <b>25</b> | <b>Last Day of class; Course Evaluations</b> |

### **Final Exam**

Wednesday, May 2nd - 8:00 a.m. - 10:00 a.m. (wear your pjs to class)