ENGL 2050-01: Self-Staging: Oral Communications in Daily Life, Fall 2018

Instructor Information

Instructor: Jade Kierbow Loicano
Class Time: MW 8:00 am - 9:15 am
Location: Humanities 131
Office Location: TLC 3134
Telephone (direct): (678) 839 4744
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Office Hours: MW 9:30 am-11:00 am; TR 12:30 pm-2:00 pm; by appt.
Online Hours: MW 1:00 pm-3:00 pm
Westga email:jadel@westga.edu

Support for courses

*Hyperlinks provided for accessibility throughout; full URLs are available at the end of the document.

CourseDen D2L Home Page

D2L UWG Online Help (8 AM – 5 PM)
Call: 678-839-6248 or 1-855-933-8946 or email: **online@westga.edu**

24/7/365 D2L Help Center
Call 1-855-772-0423

University Bookstore

Student Services

Center for Academic Success

678-839-6280

Distance Learning Library Services

Ingram Library Services

Accessibility Services
678-839-6428

counseling@westga.edu

Course Information

Course Description

An introduction to the performative basis of oral communication and self-presentation.

Texts, Readings, Instructional Resources, and References

Required Text(s): No required text

Course Objectives and Learning Outcomes

1.- Students will be able to identify, analyze, and practice the various discursive modes involved in everyday self-presentation.

2.- Students will develop the ability to adapt their oral communication to specific purposes and audiences.

3.- Students will learn and practice techniques of effective conflict resolution, team building, stress management, and impression management.

4.- Students will achieve a deeper awareness of the subtext underlying oral communication, how to read it in others, and how to master their own.

5.- Students will learn how to express themselves more precisely and articulately by expanding their vocabulary and leading/participating in current events discussions.

Assignments

Assignment name	Description	Due Date	Points
Weekly Online Journal Entries	*Please see the requirements listed below* *10 weeks x 20 points each =200 points (20% of grade)*	*Each week by Sunday night at midnight EST*	*200*
Presentation 1	*How-To Presentation: Specifics announced in class* *1= 150 points (15%) of grade*	*Due on assigned date announced before presentations begin*	*150*
Group Presentation	*Group Project Presentation: Specifics announced in class* *1= 250 points (25% of grade)*	*Due on assigned date announced before presentations begin*	*250*
Job Interview	*Panel Job Interview Simulation* *1= 200 points (20% of grade)*	*Due on assigned date announced before presentations begin*	*200*
Final Exam: Final Presentation	*Impromptu 2 minute Speech* *1= 200 points (20% of grade)*	*During final exam period* **Monday, December 10th 8:00 am - 10:00 am**	*200*

TOTAL	100% of grade		1000

Grading Information and Policy

Grading structure and point scale

900-1000 points	90% - 100%	A
800 points - 899 points	80% - 89%	B
800 points - 899 points	70% - 79%	C
800 points - 899 points	60% - 69%	D
< 600 points	< 60%	F

Grading Rubrics

Online Discussion Rubric
Other Rubrics
UWG Rubrics

Please see the Common Language for Course Syllabi for official information on UWG's Academic Integrity Policy.

Communication Rules

Communication Rules:

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.

Network Etiquette:

Communication in an online class takes special consideration. Please read the short list of tips below:

- Be sensitive and reflective to what others are saying.
- Don't use all caps. It is the equivalent of screaming.
- Don't flame - These are outbursts of extreme emotion or opinion.
- Think before you hit the post (enter/reply) button. You can't take it back!
- Don't use offensive language.
- Use clear subject lines.
- Don't use abbreviations or acronyms unless the entire class knows them.
- Be forgiving. Anyone can make a mistake.

- Keep the dialog collegial and professional.

Journal Entry Requirements:
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:
To receive full credit, assignments must be submitted by due date. Speeches must also be given on the date assigned. In the event of an emergency, students must consult with me prior to their respective due date and time. Otherwise, students will receive a grade of 0 for the missed assignment

Expectations of Students

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.

Academic Dishonesty Policies:

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.

Course and UWG Policies

Attendance Policy:

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 Monday, October 8th, the student will receive a grade of W. If the withdrawal occurs after Monday, October 8th, the student will receive a grade of WF. (FYW Department Policy)
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.

Americans with Disabilities Act Statement:

If you are a student who is disabled as defined under the Americans with Disabilities Act and require assistance or support services, please seek assistance through the Center for Disability. UWG also provides Accessibility Statements for Technology that you may be required to use for this course.

For more information on the Americans with Disabilities Act, UWG Email, Credit Hour, and UWG Honor Code policies as well as information on Academic Tutoring, Student Services, and Technical Requirements, Privacy Policy, and Accessibility Statements, please see the Common Language for Syllabus document.

I strongly recommend that students make an electronic copy of everything submitted to me via the dropbox.

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.

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

Additional Support Information

Technical Support

Technical support for CourseDen, as well as the technological requirements, accessibility statements, privacy statements, tutorials, and other information can be found at UWG Online Student Help.

Center for Academic Success

The new Center for Academic Success (CAS) provides services, programs, and opportunities to help all undergraduate students succeed academically. The CAS offers free appointment-based peer tutoring in core courses, as well as supplemental instruction (SI)—which is peer-facilitated collaborative learning—in a variety of disciplines. Students seeking help with study skills and strategies can attend workshops though the Academic Success Workshop series, or work individually with either a staff or peer Academic Coach. Beginning Fall 2014, the CAS will also offer "Back on Track," a voluntary academic recovery program designed for students who want to improve their grades and academic standing. The Center for Academic Success is located in UCC 200, and can be reached at 678-839-6280. Our email address is cas@westga.edu.

Student Services

Here is a great resource of **Student Services** for all students at UWG, whether or not they are taking online courses. This link provides students with most of the information they need. If a student is experiencing distress and needs some help, check out **UWG Cares**.

The Writing Center: TLC 1201 678-839-6513

Writing@westga.edu   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

Full URL Support for Courses

- **CourseDen D2L Home Page**
https://westga.view.usg.edu/
- **D2L UWG Online Help** (8 AM – 5 PM)
http://uwgonline.westga.edu/students.php
online@westga.edu
- **24/7/365 D2L Help Center**
https://d2lhelp.view.usg.edu/
- **University Bookstore**

http://www.bookstore.westga.edu/
- **Common Language for Course Syllabi**
https://www.westga.edu/administration/vpaa/common-language-course-syllabi.php
- **UWG Cares**
http://www.westga.edu/UWGCares/
- **Center for Disability**

https://www.westga.edu/student-services/counseling/accessibility-services.php
- **Student Services**
  http://uwgonline.westga.edu/online-student-guide.php
- **Center for Academic Success**
http://www.westga.edu/cas/
- **Distance Learning Library Services**
- https://www.westga.edu/library/resource-sharing.php
- **Ingram Library Services**
http://www.westga.edu/library/
- **Proctored Exams**

http://uwgonline.westga.edu/exams.php#student
- **Student Services**
https://uwgonline.westga.edu/online-student-guide.php
- **UWG Accessibility Statements for Technology**
https://docs.google.com/document/d/16Ri1XgaXiGx28ooO-zRvYPraV3Aq3F5ZNJYbVDGVnEA/edit?ts=57b4c82d#heading=h.yrqefffvts1f

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.

Class Reading and Assignment Schedule:

Date	Activity and Assignments
Wednesday, August 15th	**Introduction to the course, including syllabus, expectations and general premise that governs this class on staging the self**
Monday, August 20th	**Continue with introductions; (read <u>Confidence</u> before class)**
Wednesday, August 22nd	**Staging thy self in email. The dos and don'ts of emailing in a professional environment (read <u>Email Etiquette</u> before class)**

Monday, August 27th	**Beginning Improv while getting to know one another**
Wednesday, August 29th	**continue Improv (Email Etiquette Assignment: email me at 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). You may also copy and paste this email into a word document and submit it as a journal entry if you'd like to receive credit for it two separate times**
Monday, September 3rd	**NO CLASS!!! LABOR DAY!!!**
Wednesday, September 5th	**Improv**
Monday, September 10th	**Improv**
Wednesday, September 12th	**Improv; (read <u>Presentation 1</u> before class)**
Monday, September 17th	**Improv; Discuss format and grading criteria**
Wednesday, September 19th	**Let Loose!!!**

Monday, September 24th	**Presentations!!!; (bring one <u>Student Presentation Evaluation Forms</u> for each class member)**
Wednesday, September 26th	**Presentations!**
Monday, October 1st	**Presentations!**
Wednesday, October 3rd	**No Class!! Fall Break!!**
Monday, October 8th	**Presentations! (**Last day to withdraw with a grade of "W")**
Wednesday, October 10th	**Presentations!**
Monday, October 15th	**Presentations!**
Wednesday, October 17th	**Group Dynamics discussion**
Monday, October 22nd	**Assign Groups: Begin Group Work**
Wednesday, October 24th	**Group Work**
Monday, October 29th	**Groups**
Wednesday, October 31st	**Groups (HALLOWEEN: extra credit assignment: Come dressed as your favorite fictional character and give a brief speech about why you chose said character)**
Monday, November 5th	**No Class - Group Work**

Wednesday, November 7th	No Class - Group Work
Monday, November 12th	Group Presentations - See Schedule for Details
Wednesday, November 14th	Group Presentations - See Schedule for Details
Monday, November 19th	THANKSGIVING BREAK!! NO CLASS!!
Wednesday, November 21st	THANKSGIVING BREAK!! NO CLASS!!
Monday, November 26th	Job Interview Prep
Wednesday, November 28th	Job Interview Prep
Monday, December 3rd	Job Interviews: No Full Class Meeting - See schedule for details
Wednesday, December 5th	Job Interviews: No Full Class Meeting - See schedule for details
Monday, December 10th	Final Exam: 8:00 am- 10:00 am