



CALIFORNIA UNION UNIVERSITY
Department of Communication Studies
SPC1017 Communication Theory
Fall, 2024

Course Syllabus

Instructor Information

Name	John W. Smith, M.A.
Office Location	BA218
Office Phone	650-581-6547
Office Fax	650-889-7778
EMail Address	smithj@cuu.edu

Office Hours

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	9:00a-10:00a	11:00a-12:15p	9:00a-10:00a	11:00a-12:15p		
		2:00pm-3:00p		2:00pm-3:00p		

Course Information

Credit Hours	3
Days	Friday
Time	5:00 PM - 6:45 PM
Room	SS202
Prerequisites	None

Course Objectives

A well-stated course objective must be written in terms of what students are expected to do, not what teacher is to do. Student learning is the purpose of instruction, well-stated objectives should always be written in terms of observable student performance e.g. the student will pronounce the new vocabulary words.

The performance component in a well-stated objective specifies exactly what student actions should be observed as a result of instruction.

Assignments

An "assignment" is a task or piece of work given to someone, typically as part of their studies or job. It can also refer to the act of giving someone a particular job or sending them somewhere to do a job. In the context of education, assignments are often used as a form of assessment, allowing students to demonstrate their understanding of course material.

Writing Requirements

As we saw in the last module, the writing of good requirements is essentially about removing the ambiguity from the resulting statement. We first identified a suitable structure for the statement and we then began to look at the rules that we should keep in mind when writing requirements. In this module we continue to move through the rules, particularly as they relate to the use of vague and superfluous words.

Special Notice

Whether consistent written notices are legally mandated or not, using a standardized notice format for both regular and special meetings will benefit your trustees, and therefore your organization. Let's dive into what makes up an effective notice, how waivers of notice are used and how a board management solution can support your written notice processes.

Class Schedule

SESSION	DATE	SESSION ACTIVITY	ASSIGNMENTS DUE
1	Friday August 23	<u>Orientation</u> -Introduction -Course Objectives -Classroom Rules	
2	Friday August 30	<u>Verbal and NonVerbal Communication</u> Chapter 2	
3	Friday September 6	<u>Verbal and NonVerbal Communication</u> Chapter 2	
4	Friday September 13	<u>Listening</u> Chapter 3	

5	Friday September 20	<u>Resumes, Interviews and Negotiation</u> Chapter 4	
6	Friday September 27	<u>Getting to Know Your Diverse Workplace</u> Chapter 5	
7	Friday October 4	<u>Examination #1</u> Chapters 2, 3, 4 & 5	
8	Friday October 11	<u>Strengthening Teams and Conducting Meetings</u> Chapter 7	<i>Resume and Cover Letter</i>
9	Friday October 18	Library Tour (NO CLASS ON THIS DATE)	
10	Friday October 25	<u>Interpersonal Communication</u> Chapter 6	
11	Friday November 1	<u>Business and Professional Writing</u> Chapter 9	<i>Small Group Meeting Report</i>
12	Friday November 8	<u>Leadership and Conflict Management</u> Chapter 10	
13	Friday November 15	<u>Examination # 2</u> Chapters 6, 7, 9 and 10	

14	Friday November 22	<u>Research Workshop</u> Classroom Lecture	
15	Friday November 29	<u>Small Group Discussion</u> Groups scheduled to present on this date must be prepared to participate in a small group discussion. <u>Presenter Group 1</u> Amante, Lachelle A Bollig, Eustolia U Dales, Rosaura O Hopewell, Holley O Marcin, Rochelle O Schooler, Kendall E Ybarbo, Sheila H <u>Presenter Group 2</u> Bedard, Leo E Branco, Amal M Dandrea, Zaida A Kamm, Mathilda A Mcabee, Desmond E Sebesta, Lynda Y	<i>Each group member must turn in a research bibliography immediately following the presentation.</i>
16	Friday December 6	<u>Small Group Discussion</u> Groups scheduled to present on this date must be prepared to participate in a small group discussion. <u>Presenter Group 3</u> Bertelsen, Herb E Carberry, Georgene E Fain, Gisele I Li, Bambi A Oubre, Boyd O Shufelt, Mammie A <u>Presenter Group 4</u> Blackwelder, Leatrice E Coke, Eulalia U Glantz, Leopoldo E Mahmoud, Christie H Rippeon, Rae A Whidbee, Arden R	<i>Each group member must turn in a research bibliography immediately following the presentation.</i>
17	Friday December 13	<u>Final Examination</u> Chapters 2, 3, 4, 5, 6, 7, 9 & 10.	

Computer Requirements

The following are minimum specifications for the laptop computer a student should purchase. The estimated initial cost for this computer ranges from \$500.00 to \$1000.00. The brand, model, shape, size and color are up to the student to decide. Carefully consider service and support options as laptop maintenance is the student's responsibility.

Books, Equipment & Supplies

Books & Supplies means textbooks, supplies and/or special equipment (clothing, footwear, accessories, etc.) as certified by the Public Post-Secondary Institution as a requirement of the student's Program of Study.

Grading Scale

Letter	Percent	Letter	Percent	Letter	Percent	Letter	Percent	Letter	Percent
A	90-100	B	80-89	C	70-79	D	60-69	F	0-59

Instructor's Expectations

Instructors have expectations for their students regarding engagement, responsibility, and preparedness, as well as for themselves in areas like passion for the material, clear communication, and providing constructive feedback. They expect students to actively participate in class discussions, complete assignments on time, and show a willingness to learn. Instructors also expect to be organized, respectful, and provide a positive learning environment.

Late Assignment Policy

A clear and consistent late assignment policy should be established, outlining the consequences of submitting assignments after the due date. This policy can vary depending on the assignment type and the specific learning goals of the course. Some common options include a percentage deduction per day, a specific cutoff date for acceptance, or no acceptance of late work at all.

Make-up Exam Policy

Last semester was my first time teaching, and several students needed make-up exams (illness, other excused absences, etc). It was difficult both to (1) make another exam that was equivalent in difficulty but sufficiently different (such that having a friend wouldn't be an advantage), and (2) have to decide what "counts" for an excused absence and what doesn't.

Email Policy

A company email policy defines acceptable and unacceptable email usage by employees, covering topics like security, confidentiality, and appropriateness of communication. It outlines guidelines for using company email, including what information should and shouldn't be sent, how to handle confidential data, and consequences of policy violations.

Electronic Device Policy

An electronic device policy outlines the acceptable use and restrictions for electronic devices in a specific context, like a school, workplace, or courtroom. These policies aim to balance the benefits of technology with potential risks like distraction, security breaches, and misuse.

Minimum Requirements

The minimum requirement for most US colleges is a high school diploma or its equivalent, such as a GED. Many colleges also require a minimum number of completed high school courses in core subjects like English, math, science, and social studies. Additionally, standardized test scores (like the ACT or SAT) are often required, though some colleges are transitioning to test-optional policies.

Methods of Instruction

Instructional methods are the various techniques and strategies used by educators to facilitate learning and knowledge acquisition. These methods can range from direct instruction, like lectures and demonstrations, to more student-centered approaches like collaborative learning and inquiry-based learning. Effective teaching often involves a combination of these methods to cater to different learning styles and needs.

Tests & Exams

In the context of college, "tests" and "exams" can refer to different types of assessments. Exams are often used to assess understanding of a broad range of course material, while tests might be more focused on specific topics or skills. College entrance exams like the SAT and ACT are used for admissions, while placement tests help determine a student's appropriate course level. Additionally, AP exams and other standardized tests can also be taken in college.

Special Requirements

Special requirements in college admission refer to additional qualifications beyond basic admission standards, often specific to particular majors, programs, or institutions. These requirements might include standardized test scores, specific course prerequisites, portfolios, auditions, or interviews.

Academic Dishonesty

Academic dishonesty refers to any unethical or deceitful behavior within an academic setting, including activities like plagiarism, cheating, and falsifying information. It's a problem that undermines the integrity of education and can have serious consequences for individuals and institutions.

Attendance Policy

College attendance policies generally require students to attend classes regularly and actively participate to succeed academically. However, policies also allow for excused absences due to illness, family emergencies, or religious observances, among other reasons. Students are expected to be aware of and adhere to the specific attendance policy for each course they are enrolled in.

Disability Policy

College students with documented disabilities can receive auxiliary aids and services, which may include extended time on exams, texts in an alternative format, note-takers, and sign language interpreters. Students are encouraged to contact the college to learn what specific accommodations are available.

Course Withdrawal Information

Course withdrawal means officially removing yourself from a class after the add/drop period, resulting in a "W" grade on your transcript, and potentially impacting your financial aid and academic progress. Unlike dropping a

course, withdrawal happens after a certain deadline and usually does not result in a refund.

Instructor Biography



I'm John Smith, a Professor of Communication Studies at California Union University. I usually teach theory and public speaking courses. My Master's degree is from Carolina Marquette University (Charlotte, NC), with a focus on Human Communication. From 2010-2014, I was the Department Chair, during which we adopted the Intelligent Classroom Manager in 2011. I am currently working on my doctorate in Communication Students at Westward University in Baltimore, Maryland!