

COMMUNICATION STUDIES
Communication 100: Human Communication

INSTRUCTOR: Samuel L. Kelley, BA, MA, MFA, PhD.

OFFICE: 224A Dowd Fine Arts

HOURS: Tu: 10:00-11:00; 1:00-2:00; Wed: 12:30-2:00 Th: 1:00-3:00

Additional office hours may be scheduled by appointment on Mondays and Fridays.

INTERNSHIP HOURS: See regular hours. And by appointment

PHONE: 753-4104 **E-MAIL:** sam.kelley@cortland.edu

TEACHING ASSISTANT: Sean Twomey **EMAIL:** sean.twomey@cortland.edu

OFFICE: 224B Dowd Fine Arts. **HOURS:** Mon: 9:00-1:30; Wed: 10:30-12:00

REQUIRED TEXTS:

Human Communication In Society. Jess K. Alberts, Thomas K. Nakayama, and Judith N. Martin.

Outliers: The Story of Success. Malcolm Gladwell

Pill Hill. Samuel L. Kelley

REQUIRED TECHNOLOGY:

Clickers (Students who have purchased clickers for other classes can use them for this class. They may be purchased in the book store.

Classroom Etiquette:

- **Arrive on time with your clickers**
- **No laptops.**
- **Turn off cell phones.**
- **No text messaging during class.**
- **No food or beverages.**
- **No chewing tobacco or spit cups.**
- **No Profanity and Swearing in classroom discussion or in papers and writing assignments, unless a specific context is established that justifies its use. Inform TA and present excuse in advance if you must leave during the class. Sit on the outside so that you will not disturb those around you.**
- **Otherwise you are to be here for the duration of the class.**
- **Complete your index cards before arriving for class.**
- **Students arriving unreasonably late will not receive attendance credit.**

Campus Organizations Advised by Communication Studies Faculty

WSUC FM (radio station), Peter Johanns, advisor, pjohanns@ithaca.edu

CSTV (TV Station), Peter Johanns, pjohanns@ithaca.edu

Dragon Chronicle (newspaper), Scott Rapp, advisor, srapp@Syracuse.com

SPEAK Magazine, Mical Cadden, advisor, mical.cadden@cortland.edu

SUNY Cortland Gospel Choir, Sam Kelley, advisor, Samuel.Kelley@cortland.edu

Cortland A Cappella, Noelle Paley, advisor, Noelle.paley@cortland.edu

These organizations are open to all Cortland students. You may also take them for one credit hour. Please contact the department at 607 753-4201 or advisors for meeting times. It is recommended that you consider participating in one or more of these groups.

HOLIDAYS

Labor Day, Monday, Sept. 5

Rosh Hashanah, Thursday and Friday, September 29 & 30

Yom Kippur, Saturday, October 8

Fall Break, Friday, October 14

Thanksgiving Recess, Wednesday, November 23

Students taking off for holidays that conflict with class times are to inform the TA in advance so that we can note your excused absence in attendance records.

CLASS ASSIGNMENTS

- **Self Introduction:** See description under Assignments in Blackboard
- **Intercultural Experience:** SUNY Cortland Gospel Choir Fall Concert. Featuring SUNY Cortland Gospel Choir; Cortland A Cappella; Salsa; Jazz; Piano; and more. **Sunday, October 23. 4:00 PM, Old Main Brown Auditorium.** We will attend in exchange for a class day.
- **Intercultural Experience:** 26th SUNY Cortland African American Collegiate Gospel Music Festival; Invited Choirs: Syracuse University, and SUNY Oswego, SUNY Binghamton. **Sunday, November 6, 4:00 p.m. Old Main Brown Auditorium.** Host Choir is SUNY Cortland. We will attend in exchange for a class day.
- **Festival Paper:** This is your response to the experience.
- **Perception Shift:** Select and write about an experience in your life that caused you to view the world, perhaps yourself or others, in a way that you had not done so before.

EXAM DATES

Thursday, September 29.

Tuesday, November 8.

Monday, December 12, 8:00-10:00 A.M.

Requirements: Student ID and #2 pencils required for all exams.

FINAL EXAM FOR COM 100

Early exams are not given. Do not schedule events in conflict with final exam times. All exams are scheduled in regular classroom.

Monday	December 12	8:00-10:00
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COURSE OBJECTIVES

Welcome to Human Communication. It is impossible to *not* communicate. We do so consciously and unconsciously. We do so by the way we look, dress, walk, talk, and behave, even when we are unaware of it. Communication, or failure to communicate, is often at the root of most conflicts whether interpersonal or global.

Why this course? This course is designed to introduce and acquaint you with the process of human communication. The course will examine the meaning and importance of human communication, verbal and nonverbal communication, listening as well as relationships. It will also explore various communication models and communication contexts. The communication contexts include interpersonal or dyadic communication, interviewing, and small group, public, organizational, intercultural and mass communication. The course also devotes time to gender communication, the impact of perception and prejudice on communication effectiveness, especially from the vantage point of ethnicity and culture. It also examines relationships and their impact on our lives. Finally, we end the semester on communication technologies and ethics in communication. It is hoped that you will gain a basic understanding of human communication, and that you will find applications for enhancing your professional and personal lives. Human Communication is also a beginning course for those students who will pursue a major in Communication Studies.

Believe it or not, regardless of your profession, or even your major in college, much of your success in life will depend on how effective you communicate. You are encouraged to take additional communication courses that provide experiential and theoretical experiences aimed at improving your communication skills. Such courses tend to help build self-confidence and enhance self-esteem. The next time you find yourself struggling with a problem you may want to consider how your knowledge of human communication can help you not only resolve your problem for yourself, but for the other party or parties with whom you may be in conflict. Don't expect to find all the answers and solutions to communication problems in one semester. It is a lifetime experience. You did not start communicating with this class. It is, however, hoped that you will gain a better understanding of the process of communication and use your knowledge to become a better person. Good luck.

OUTLINE OF STUDY

Week

1 Aug 30- Sept. 1 I. THE NATURE OF HUMAN COMMUNICATION
Introduction to Human Communication
The Process of Human Communication
Exercise in Interpersonal Communication

Reading: Human Communication in Society, chapters 1-2
Pill Hill, Act One
Outliers, Introduction

**2 Sept 6-8 A Brief History of Communication
Who Am I? Who Are We?
Communication and Personal Identity**

Reading: Human Communication, chapter 3
Outliers, chapter one
Pill Hill, Act Two

3 Sept 13-15 Perception and Prejudice

First Impressions
Accuracy in Perception
Cultural Differences in Perception
Improving Perception

Reading: Human Communication in Society, chapter 4
Pill Hill, Act Three.
Outliers, chapter 2

4 Sept 20-22 Intercultural Communication

Definition
Barriers
Effects
Culture and Society

Reading: Human Communication in Society, chapter 7
Outliers, **chapter 3**

5 Sept 27-29 Relationships and Interpersonal Communication

Characteristics
Human Attraction
Conflict
Relationships, life cycle
The Family

Reading: Human Communication in Society, chapter 8

EXAM ONE IS THURSDAY, September 29. Bring ID and a #2 Pencil. Arrive on time.

6 Oct 4-6 Verbal Communication

Definition; Importance; Listening

Words and meaning
Denotation and connotation
Message encoding
Language and thought

Reading: Human Communication in Society, chapter, 5
Outliers, chapter 4

7 Oct 11-13 Nonverbal Communication

Importance; Function; Nonverbal and you; and society
Spatial Communication
Visual Communication
Vocal Communication
Communication through Color
Clothing
Nonverbal Communication Across Cultural Boundaries
Silence and sounds

Reading: Human Communication in Society, chapter 6
Outliers, chapter 5

Fall Break Starts Friday, October 14.

8 Oct 18-20 II. COMMUNICATION CONTEXTS

Interviewing

Interviewing Contexts
Interview Structure
Preparation for the Interviewer and the Interviewee
The Job Interview

Reading: Outliers, Chapter 6

Intercultural Experience: SUNY Cortland Gospel Choir Special Event: A Song For Cuba, Salsa, Cortland A Cappella and more. Sunday, October 23th, 4:00 PM Old Main Brown Auditorium. Admission is \$5.

9 Oct 25-27 Small Group and Team Communication

Types and structures; definition;
Dynamics and effects

Reading: Human Communication in Society, chapter 9
Outliers, chapter 7

10 Nov 1-3 Public Speaking

Rhetoric and the Individual; and Society
The Speaker
The Audiences
The message
Occasion

Screening: "I Have A Dream"

Reading: Reading: Human Communication in Society, chapters 11 & 14
"Letter from the Birmingham Jail."

Intercultural Experience: 26th Annual African American Collegiate Gospel Music Festival. SUNY Cortland Host Choir; Cortland A Cappella; Binghamton University; SUNY Cortland; Ithaca College; SUNY Oswego; Syracuse University. Sunday, November 7, 4:00 PM, Old Main Brown Auditorium.

11 Nov 8-10 Organizational Communication

Reading: Human Communication in Society, chapter 10

EXAM II IS Tuesday, November 8. Bring #2 pencil and ID.

12 Nov 16-18 Mass Communication

Definition

Process

Types

Effects and Outcomes

Mass Communication and Human Communication

Readings: Human Communication in Society, chapter 12

Outliers, chapter 8

13 Nov 22 Class will not meet. Complete readings

Mass Com, cont'd

Readings: Human Communication in Society, chapter 12

Outlier, chapter 9

14 Nov 29- Communication Technologies

Dec 1 Readings: Human Communication in Society, chapter 13

Outliers, Epilogue

15 Dec 6-8 Ethics in Communication

Evaluations

Wrap up and Review for Final Examination

16 Final Examination is Monday, December 12 8:00-10:00 AM in regular classroom.

Course Plan:

This course will consist of lectures, readings, videos, ELearning Assignments, and more. Certain films and materials in this class are likely to challenge basic assumptions you have come to accept about others and even yourself. Some may even be viewed as controversial. However, they do represent aspects of human communication with which we should be acquainted.

Decorum:

This is a class in *human communication*. Because this is a large class, it is important that you respect the rights of others to hear and to be heard. Distracting noises and behaviors are contrary to the goals

we seek to achieve and, therefore, are unacceptable. *You are to remain in class until the session ends. If an emergency or important appointment compels you to leave, notify the TA or Dr. Kelley in before class in order to receive credit. Sit near next to the aisle and exit quietly if you must leave.*

Examinations:

There will be three examinations during the semester, including the final exam. You have the option of selecting a multiple choice or an essay for the final. Ninety-eight to one hundred percent of the people elect to take the multiple-choice exam. Essay items will be passed out prior to the final examination.

Attendance Requirements:

Students with **three cuts or less** receive the **three percent** for attendance/participation. Excuses for absences involving co-curricula activities for which you have an approved excuse are to be presented prior to the event. Others will be determined at the discretion of the instructor. Purchase **3/5 index cards**. Write your name, ID, and date on the card. They will be collected at the end of each class period. *You are not permitted to submit cards for anyone else, be they present or absent. Presenting a card for someone who is not present is cheating and will subject you to the college guidelines on cheating.*

Journal Assignments:

Journal assignments are noted on your E-learning site. It is important to meet deadlines for these if you wish to receive credit. Beyond that, they provide an opportunity for self-expression and communication on issues and topics that may not get comprehensive coverage in the classroom setting.

Additional Credit Papers and Events:

Extra credit events are important to your success in this class. Follow assignments for extra credit papers and events listed on your E-learning site. Papers should be **three** pages in length. All assignments must relate to some area of human communication. **All papers must be submitted online. Follow these instructions: Your last name; assignment title; class number. Papers submitted in this class are not to be submitted in other class. Any such submission will be viewed as a serious violation of academic policies.**

Evaluation

Exams	800
Attendance	30
Assignments	100
Clickers	100

GRADING:

980-1030 A+; 930-969 A; 900-929A-; 870-899B+; 830-869 B; 800-829B-; 770-799C+; 730-769C; 700-729C-; 670-699D+; 630-669 D; 600-629; D- Below 600=E.

You will be notified of any changes in the syllabus. It is also important that you review class policies and requirements periodically to make sure you are aware of what is going on. Feel free to schedule appointments during office hours or at other times if you need to see me.

You may also contact me through E-mail at kelleys@cortland.edu. The TA will also be available to review exams with you.

Notice:

If you are a student with a disability and wish to request accommodations, please contact the Office of Student Disability Services located in VanHosen or call 753-2066 for an appointment. Information regarding your disability will be treated in a confidential manner. Because many accommodations require early planning, requests for accommodations should be made as early as possible.

Financial Aid and GPA

It is important to note that students who fall below a required GPA or fail to complete a course may jeopardize their financial aid. It is advisable that you address this issue with your academic advisor at the beginning of the semester to make sure that you have the courses and hours needed to stay in good academic standing.

Do You Need This Course?

Transfer and returning students take note. Please check to make sure that you do not need this course. It could save you three credits.