

MONTGOMERY COLLEGE  
Department of Speech, Dance, and Theatre

**SP 108 - Introduction to Human Communication**  
Spring - 2009

Professor Martin H. Brodey, 123 TA, voice: (240) 567-7508, fax: (240) 567-7511  
e-mail: martin.brodey@montgomerycollege.edu  
Power Point: <http://www.montgomerycollege.edu/Departments/spdnth/brodey/index.html>  
Office Hours: Monday: 12-1; Wednesday 10-11, Thursday: 11-12, or by appointment

**Introduction to Human Communication** is a survey course which covers communication theory and develops communication skills for personal and professional relationships in interpersonal, group and public settings. Course content includes practice in the application of the principles of listening, verbal and nonverbal communication, group dynamics and public speaking. *Assessment levels: EN 101/101A, RD 120.*

SP 108 will satisfy the General Education program's speech course foundation requirement. The General Education program at MC conforms to the MHCE statewide regulations. (2007-2008 Catalog, p.76)

Competency in human communication includes the ability to communicate effectively in oral and written language, the ability to use a variety of modern resources and supporting technologies, the ability to differentiate content from style of presentation, and the ability to suit content and style to the purpose of communication.

Many studies have shown that "employers want employees with a range of transferable skill including  
Inquiry and analysis  
Critical and creative thinking  
Written and oral communication  
Information literacy  
Teamwork and problem solving"\*

\*from "How Should College's Assess and Improve Student Learning" and "College Learning for the Global new Century"

This list of skills leads to the academic outcomes for this course:

1. Students will recognize the components of the communication process and the types of communication in which human beings engage (one-on-one, group and public speaking).
2. Students will recognize and accommodate gender and cultural differences in communication settings and appreciate diverse communication styles.
3. Students will identify and apply active and critical listening skills.
4. Students will understand the role of free speech in a democratic society and be able to critically evaluate and analyze the message and delivery style of public speakers.
5. Students will recognize and apply techniques for effective communication and problem solving in small task-oriented groups and understand how people relate to one another in groups and teams.
6. Students will develop perception and self-monitoring skills to enhance self-awareness and communication competency.
7. Students will differentiate between and deliver informative and persuasive speeches including:
  - a. locating, incorporating and documenting key reference materials and modern information resources
  - b. constructing a preparation outline which shows the organizational structure techniques of an effective speech
  - c. demonstrating the ability to analyze audiences
  - d. integrating and identifying appropriate presentation technologies and software, modern visual aids and graphical information in presentations
  - e. presenting the speech in an extemporaneous\* mode
  - f. managing stage fright

- g. construct and analyze persuasive messages using logic, reasoning and supported conclusions

8. Students will demonstrate the ability to communicate effectively in writing.

\*Extemporaneous is defined as speaking conversationally, making eye contact and using notes; reading from a manuscript or memorizing is not included in the definition.

Text: Essentials of Human Communication, sixth edition, Joseph A. DeVito, Allyn and Bacon, 2008.

#### Classroom Behavior:

Each and every student is expected to behave in ways that promote a teaching and learning atmosphere. Students have the right to learn; however, they do not have the right to interfere with the freedom of the faculty to teach or the rights of other students to learn.

All in-class discussions should be carried out in a way that keeps the classroom environment respectful of the rights of others. This means, for example, students should not interrupt someone else who is talking regardless of whether that person is the instructor or another student. Students should not monopolize class time by repeatedly interrupting and asking questions in a manner that hinders the learning process of others. Students are expected to conduct themselves in ways which create a safe learning and teaching environment that is free from such things as violence, intimidation, and harassment

Any student, who may need an accommodation due to a disability, must make an appointment with a counselor in the Disability Support Services (CB 122). A letter from DSS authorizing your accommodations will be needed. Any student who may need assistance in the event of an emergency evacuation must identify to the DSS office; guidelines for emergency evacuations for individuals with disability are found at: [www.montgomerycollege.edu/dss/evacprocedures.htm](http://www.montgomerycollege.edu/dss/evacprocedures.htm)

#### Online Resources:

<http://www.montgomerycollege.edu/Departments/spdnth/brodey/index.html> If you lose your syllabus, you can always download a copy of it from this website. This website also includes the Power Point program used in class lectures.

[www.ablongman.com/devito](http://www.ablongman.com/devito). This website has lots of useful tools and information.

#### About the Speech Assignments:

##### Informative Speech:

Each student will research, outline, practice and present a 5 minute informative speech. The speech should entail a report of information concerning a relevant topic. Prior to the speech, each student will hand in a full-sentence preparation outline with bibliography, visual aid, and audience analysis.

##### Persuasive Speech:

Each student will present a 5 minute speech which has the goal of persuading the class to adopt a specific belief, attitude, or action. Prior to the speech, each student will hand in a full-sentence preparation outline with bibliography, visual aid and audience analysis

#### Speech Outlines:

The preparation outlines for both speeches must be full-sentence outlines with the following:

- Topic
- General Purpose
- Specific Purpose
- Thesis Statement
- Introduction
- Main Points—2-4 main points
- Transitions
- Conclusion
- Bibliography—must cite at least three authoritative sources on the outline

All outlines and papers must have the following in the upper right corner of page 1:

- Name
- SP108—Introduction to Human Communication
- CRN number
- Date
- Format:
  - 8 ½" x 11" (standard letter) paper
  - One side printing only
  - Double-spaced printing
  - Stapled in top left corner

For both speeches mentioned above, each speaker must use at least **one visual aid**, cite **three authoritative sources while speaking**, and use the **extemporaneous** delivery style. **All outlines must be typed and submitted on time. No late or untyped outlines will be accepted.**

#### Group Project

The group discussion requires students to identify a problem, to define and analyze the problem, to establish criteria for solution options, to generate/brainstorm possible solutions to the problem, to evaluate the solution option, to select **at least three** justifiable possible solutions, and to discuss how to implement the selected solutions. The final group presentation should reflect the six major steps of problem solving discussed in your text.

1. Group members will jointly report to the class on their solutions to the problem, their definition of the problem, their criteria, what they have learned from the project, and most important, how they worked with each other. This presentation should take no more than **fifteen minutes** and should center on what members **learned** from the assignment. At the beginning of the presentation, each member should introduce him/herself and the section he/she completed.
2. Although in some cases, the Internet can be used for preliminary research, you must use the library and other external sources for your primary research materials. If you have to access the Internet for certain sources and materials, do not cite more than five Internet sources and make sure the Websites are authoritative.
3. Every member must participate equally. Anyone who refuses to participate in the group project will receive an F for the assignment and will not be allowed to do any make-up work. **As stated in the section on Grades/Speeches, “. . . MUST be completed on the date assigned to pass the course!”** No individual projects allowed.

#### Please Note:

**Remember, when registering for this course, you saw the days, times, and dates the class will meet and you agreed to all.**

1. You cannot pass the course if you fail to deliver your speeches, submit your speech outlines, and participate in your group project.
2. Coming to class more than 10 minutes late will be considered an absence. Do your best to attend class on time. So, do not use excuses for missing class or for not submitting assignments. Announcements are made at the beginning of class and you are responsible for all information missed. Please talk with a classmate as your instructor is not responsible for information missed.
3. Students should select a **“responsibility partner”** who will be responsible for:
  - a. Picking up any handouts for you [I might not bring them the next period.];
  - b. Reading your papers and making minor corrections before I read them.
  - c. Sharing notes with you about the classroom learning, especially when you miss class
4. Read the assigned chapters **before** coming to class and be ready to make comments, ask and answer

questions, and clarify points. Active participation in class is necessary.

5. The best way to reach me is through email and during posted office hours. Appointments to see your me can always be made if you cannot meet during the posted office hours.
6. Always check your email for announcements and reminders. When necessary, I will send you important information via email.
7. When delivering a speech or presenting a group project, you need to dress professionally.
8. Test/exam questions come from the text, related assigned readings, and class lectures.
9. Paying attention and taking notes in class will greatly improve your comprehension of course contents.

#### E-Mail

10. Student e-mail (montgomerycollege.edu) is an official means of communication in this SP108 class. Every student enrolled in this class will need to check the college e-mail regularly and frequently.
11. You will be held responsible for information, assignments, and announcements that will be sent by the instructor. I will check my e-mail box regularly and I will respond to you as soon as I can.
12. If you contact me through e-mail, you **must** use your student e-mail account (rather than a yahoo, hotmail, etc. account) so that I can recognize you as a student.
13. It is imperative that you identify your class section on your messages.
14. Do not erase your e-mails to me, or my responses to you, until after the class is over in May 2009.
15. For this class, student e-mail will be used for:
  - Discussions on topics related to class work or discussions
  - All time-sensitive communications
  - Out-of-class communication with the instructor
  - Giving feedback from the instructor to the student

**GRADES:** All activities will be given a numerical grade. The total number of points will determine the final grade.

**TESTS:** **3 Tests** will be given, each worth 100 points. (300 point maximum total)

**SPEECHES:** **3 Speech Activities** will be presented: Group Discussion, Informative Speech and Persuasive Speech. The Group Discussion will be a 50 point exercise. The Informative and Persuasive Speeches will be worth 75 points each [5 point thesis, 20 point preparation outline and 50 point presentation]. **ALL of these exercises MUST be completed on the date assigned to pass the course!** (200 point maximum total)

**REFLECTIONS:** **2 Reflection Papers--** each one has a 25 point maximum. These are 2 - 3 page typewritten papers applying concepts discussed in your text, as well as in class, to your personal communication experiences. (50 point maximum total)

#### GRADE POINT TOTALS

490 - 550 = A

435 - 489 = B

380 - 434 = C

325 - 379 = D

0 - 324 = F

**ATTENDANCE:** You are allowed two/three unexcused absences. Tests, speeches, and papers are due on their assigned dates. Late papers will not be accepted.

If the College delays opening time, or cancels classes due to inclement weather, information will be available on the Montgomery County Emergency Information Line – 301.217.8800, or the College’s main website – [www.montgomercollege.edu](http://www.montgomercollege.edu), as well as on my office phone – 240.567.7508.

### SYLLABUS

WEEK	DATES	CONTENT	READING
1	1/26-1/30	Course Introduction The Self in Human Communication	Chapter 1 Chapter 2
2	2/2-2/6	Perception in Interpersonal Communication Listening	Chapter 3
3	2/9-2/13	Verbal Messages Nonverbal Messages	Chapter 4 Chapter 5
4	2/16-2/20	Interpersonal Communication: Conversation and Conflict Interpersonal Relationships <b>TEST #1 (Chapters 1-2-3-4-5)-- (2/19-2/20)</b>	Chapter 6 Chapter 7
5	2/23-2/27	Small Group Communication <b>REFLECTION #1 (2/26-2/27)</b>	Chapter 8
6	3/2-3/6	Small Group Communication	
7	3/9-3/13	Members and Leaders: Small Group Communication <b>GROUP PRESENTATION (3/10-3/13)</b>	Chapter 9
8	3/23-3/27	Public Speaking Preparation <b>TEST #2 (Chapters 6-7-8-9)-- (3/26-3/27)</b>	Chapter 10 Chapter 11
9	3/30-4/3	Informative Speech <b>REFLECTION #2 (3/29-3/30)</b> <b>Thesis Statement Due (4/1-4/2)</b>	Chapter 12
10	4/6-4/10	The Informative Speech <b>Outline Due (4/6-4/7)</b> <b>INFORMATIVE SPEECH (4/8-4/10)</b>	
11	4/13-4/17	<b>INFORMATIVE SPEECH (4/13-4/116)</b>	
12	4/20-4/24	The Persuasive Speech <b>Thesis Statement Due (4/23-4/24)</b>	Chapter 13
13	4/27-5/1	The Persuasive Speech <b>Outline Due (4/27-4/28)</b> <b>PERSUASIVE SPEECH (4/29-5/1)</b>	
14	5/4-5/8	<b>PERSUASIVE SPEECH (5/4-5/7)</b>	
15	5/11-5/15	<b>TEST #3 (Chapters 10-11-12-13)</b>	

<b>Section</b>	<b>Class Time</b>	<b>Exam Date</b>	<b>Exam Time</b>
20255	8:00 - 8:50 MWF	Monday: 5/11/09	8:00 AM
20260	9:00 - 9:50 MWF	Wednesday: 5/12/09	8:00 AM
20272	10:00 - 11:50 MWF	Monday: 5/11/09	10:15 AM
20272	11:00 - 11:50 MWF	Wednesday: 5/12/09	10:15 AM
20253	8:00 - 9:15 TR	Tuesday: 5/13/09	8:00 AM
20263	9:30 - 10:45 TR	Thursday: 5/14/09	8:00 AM