



There are no make-ups for missed quizzes. I drop the one lowest score at the end of the semester. *So be prepared by reading before a quiz day!*

Skillbuilders: Skillbuilders are homework assignments that have specific due dates listed in this syllabus. They are very important for your personal growth. With this in mind, I allow one make-up opportunity for you in case you do the skillbuilder wrong or don't earn all the points (with 1 exception). Essentially, I want you to know the material so that you can improve your communication. *Students tell me they really work!* (SLO 5)

Self-concept Presentation: This is a 5-7 minute presentation that you share to the class about who you are. A visual aid (V.A) is required. *This is probably the single most interesting assignment in this class!* (SLO 2, 7)

Self-concept Presentation Rehearsal: There is 1 rehearsal for the Self-concept presentation that you'll need to complete in the Speech Lab. (SLO 7)

Oral Final: Given in the final week of the semester, you will need to show oral proficiency in using 2 of the 3 skillbuilders given in class—my choice! (SLO 5)

Exams: Two large exams will be given worth 100 points each. You will need to be in class, take notes and read the text, as information covered on the exams will come from my notes and the book. Making up an exam is not guaranteed. If you miss class on an exam day, call me as soon as you can to reschedule the make-up. There is also a small team taken exam based on the family group presentations in the last week of the semester. (SLO 1, 2, 3, 4, 5, 6)

Family Group Project: This assignment will be made as the semester progresses. It will be determined in large part based on the student learning outcomes for this course. (SLO 3, 4, 7)

Family Group Lab Assignment: Your family group will create a survey to give you data to help you with your Family Group assignment. This is a lab-based assignment. (SLO 3)

Communication Process Paper: This paper should get you more in touch with what is happening when you're communicating in an environment that you're typically a part of. (SLO 1)

Gender Communication Module: This assignment gets at some of the major ideas presented by John Gray, author of the book Men are from Mars, Women are from Venus (SLO 6) and should help you to think in new ways about romantic relationships.

Participation: This means getting involved in class activities, asking questions in class, giving your opinion from time to time, doing small homework assignments, and generally being supportive. It also means following the Classroom Rules and Suggestions that come next.

**Textbooks:**

- Looking Out Looking In (12<sup>th</sup> edition) by Adler & Proctor II (Note: 2 copies available in library for 2 hour loan; 1 copy available in Speech Lab for use there)
- Packet of Assignments (to be emailed to you)

**Classroom Rules and Suggestions:**

1. Be prompt. A tardy equals one check and three tardies equals one absence. If you can't get here on time because of a job or something else, don't take this class.
2. If you come to class late, find a seat near the door. Sometimes people (including me) have a hard time concentrating. Don't add to the problem by walking in front of everyone.

3. When we're in discussion, don't hog the floor. Give others a chance to speak up!
4. Bring the book and the assignment packet to every class.
5. Read the syllabus frequently to keep up with due dates.
6. Contact me if you miss class.
7. Participate (no private conversations).
8. Be ready to work when class is scheduled to begin.
9. Turn off cell phones and put away. If you are checking your phone during class, I will ask you to leave class. You will be charged with an absence for that day.
10. Speak up. I may have lost some hearing due to too my love of loud music. ☺

**Policies:**

Attendance: Students must be in class in order to participate and learn effectively. Thus, you may miss only 2 class meetings without penalty. After 2, your final grade is reduced 4.5% (30 points) for every class missed. **If you reach 4 absences and the last drop deadline has not passed, you will be dropped from the class.** *So come to class and have fun with the rest of us!*

Attitude: I will absolutely not tolerate abusive or unsupportive behavior from any student toward anyone else. I will not tolerate discrimination of any kind (racial, gender, religious, sexual orientation, age, political association, etc.). *We can have fun in this class as long as it isn't at anyone else's expense!*

Disability: If you have a documented disability and need accommodations for this class, please see me as soon as possible or contact the Disability Resource Center (DRC) for assistance. The DRC is located in Bldg. 16 Room 150. (650) 574-6438; TTY (650) 574-6230

Plagiarism: Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials is prohibited and may lead to appropriate disciplinary action.

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**Grade Scale: 670-603 = A, 602-536 = B, 535-469= C, 468-402 = D, 401 and less = F**  
(10-15 points of extra credit available during the semester)

<u>Your Grades</u>	<u>Assignments</u>	<u>Point Values</u>
1.	Participation	15 points total
2.	Quizzes (5 of 6 @ 5 points each)	25 points total
3.	Four Skillbuilders @ 20 points each (1 of these skillbuilders is a Speech Lab assignment)	80 points total
4.	Self-concept Presentation	100 points
5.	Self-concept Presentation Rehearsal (Speech Lab Assignment)	15 points
6.	Communication Process Paper	30 points
7.	Family Group Communication Project	100 points
8.	Family Group Survey (Speech Lab Assignment)	20 points
9.	Family Group Test	20 points
10.	2 Exams @ 100 points each	200 points
11.	Oral Final	15 points
12.	Gender Communication Module (partial Speech Lab Assignment)	50 points
<b>Total:</b>		<b>670 points</b>

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<u>DATE</u>	<u>DISCUSSION TOPIC</u>	<u>READING DUE</u>	<u>ASSIGNMENT DUE</u>
W 8/19	Syllabus/Packet/Introductions		

Self-concept

W 8/26	Self-concept Assign Self-concept Presentation, Rehearsal Critiques Assign Perception Checking skb	Ch. 2 (41-64)	
W 9/2	Communication Process Assign Communication Process Paper	Ch. 1 (9-17, 24-36)	Perception Checking skb
W 9/9	Communication Process		
W 9/16	Group 1 S.C. presentations		a) Presentations b) Grp 1 Rehearsal Critiques
W 9/23	Group 2 S.C presentations		a) Presentations b) Grp 2 Rehearsal Critiques
W 9/30	Relationships Assign DESC skillbuilder Study Guide	Ch. 8 (279-292)	a) Comm Process Paper b) P-check skb make-up
W 10/7	Relationships Review for Exam #1	Ch. 9 (304-315)	DESC skb
W 10/14	Exam #1 (covers chapters 1, 2, 8, 9 and notes) Assign Family Group Assignment Assign DESC/PC Role-play		
W 10/21	Listening Family Group Time	Ch. 7 (233-236, 241-263)	DESC skb make-up
W 10/28	Listening Assign Paraphrasing skillbuilder Assign Gender Communication Module Family Group Time		DESC/PC Role-play skb
W 11/4	View 20/20 film Family Group Time		Paraphrasing skb
W 11/11	☹ No class tonight ☹		
W 11/18	Family Group Presentations <i>Note: Today is drop deadline for semester-length courses</i>		a) Group Presentations b) Paraphrase skb make-up
W 11/25	☹ No class tonight ☹		

<b>DATE</b>	<b>DISCUSSION TOPIC</b>	<b>READING DUE</b>	<b>ASSIGNMENT DUE</b>
W 12/2	Handling Conflict Family Group Test Assign Oral Final Study Guide	Ch. 11 (369-383, 394-395)	a) Family Grp Indiv Grades b) Gender Module c) Family Group Test
W 12/9	Handling Conflict Oral Finals Review for Exam #2		Extra Credit

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W 12/16

Closing Ceremonies

Final Exam

Exam #2 (Is partially cumulative—will cover chapters 7, 11 plus other info)

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*Congratulations! What could you write on your resume that you learned in Speech 120?*