

# Communication Studies (CMST&) 101

## Introduction to Communication

Sections A (Item #17993) and C (Item #17888)  
Whatcom Community College (WCC)  
In-Person Winter  
Start Date: Wednesday, January 8  
End date: Friday, March 28

### Instructor Information

- Name: Guy Smith
- Email: [gsmith2@whatcom.edu](mailto:gsmith2@whatcom.edu) or Canvas message
- Phone (voicemail only!): 360.383.3556
- Office Location: Laidlaw Center (LDC) 132
- Office Hours:
  - Face-to-Face (LDC 132) and Zoom (ID 598 841 0604) simultaneously on Tuesdays and Thursdays noon-1:00 PM
  - Additional Zoom Meeting times (ID 598 841 0604) by appointment – Email ([gsmith2@whatcom.edu](mailto:gsmith2@whatcom.edu)) or Canvas Message to set up a time/day to meet

### Guidelines for Contacting the Instructor

Your instructor will attempt to respond to your individual emails/Canvas messages in a timely manner (within a few hours) on Mondays, Wednesdays, and Fridays between 10:00 AM and 4:00 PM; however, he is on campus every Tuesday and Thursday (a good portion of which will be teaching in person on campus), so he will not be readily available on these days, except during my Face-to-Face/Zoom Office Hours (see above). On weekends and holidays, you can expect a reply within approximately 24 hours. Be advised you should not expect him to reply to emails/Canvas messages between 10:00 PM and 10:00 AM on any day.

### Course Information

- Credit Hours: 5
- Prerequisites: None
- Recommended Preparation: None
- AAS degree requirements: Basic Communication Skills - Oral
- Fulfills additional requirements: None

### **Required Textbook**

You do NOT need to purchase a textbook for this course; you can only access the free book online by clicking on [University of Minnesota Libraries Publishing \(2016\). \*Communication in the Real World: An Introduction to Communication Studies\*](#), then click on “Download this book,” and “HTMLBook” in the dropdown menu.

### **Course Description**

Fundamental course in communication theory. Students will apply knowledge in variety of settings including interpersonal, public speaking, and small group communication.

### **Course Outcomes**

Upon successful completion of this course, each student should be able to...

1. Compare and contrast linear, interactive, and transactional models of communication.
2. Characterize the stages of relational development in interpersonal relationships.
3. Identify verbal and nonverbal behaviors that promote supportive communication climates.
4. Recognize the factors that influence the culture of a small group.
5. Employ active listening in interpersonal, small group, and public speaking settings.
6. Deliver informative and persuasive speeches targeted to specific audiences.

### **Core Learning Abilities**

WCC's core learning abilities (CLAs) - communicating, information literacy, quantitative reasoning, social justice, and thinking - are overarching skills that are taught and reinforced throughout our curriculum and a student's time at WCC. These skills are integral to students' professional and personal lives. This course will give you the opportunity to practice and develop one or more of these core learning abilities.

### **Course Format**

This class meets in person. The best way to reach me outside of class is by email or Canvas message; you can also meet with me in our classroom immediately before or after class. I also HIGHLY encourage you to visit me (at least once this quarter) during my office hours in person (LDC 132) or via Zoom (ID 598 841 0604) on

Tuesdays and Thursdays noon-1:00 PM or schedule an appointment to meet with me.

### **Grade and Percentage Equivalents**

A	= 100-93%
A-	= 92-90%
B+	= 89-87%
B	= 86-83%
B-	= 82-80%
C+	= 79-77%
C	= 76-73%
C-	= 72-70%
D+	= 69-67%
D	= 66-60%
F	= 59-0%

### **Grade Requirements and Policies**

- *Incomplete (I)*: Indicates that a student was given permission to complete the requirements of a class at a later date. Incompletes are issued by the instructor when a student has, for good reason, been delayed in completing the required work but can successfully do so without additional instruction. A signed agreement between the instructor and the student, outlining the timeframe and work to be completed must be submitted to the Registration Office.
- *Audit (N)*: Indicates that a student chose not to receive credit for a class.
- *Pass (P)*: For predetermined S/U graded credit classes, “P” indicates a passing grade for the class but does not satisfy the prerequisite for other classes.
- Students who enroll for *satisfactory/unsatisfactory (S/U)* grading in this or any other course should be aware that a C grade (depending on the course) is required to earn an S grade. Students who are considering changing to an S/U grading approach through registration should check with their instructor first to determine their current standing in the course. Students should then check with an advisor to determine the best course of action for their success. Some programs, schools, and universities may not recognize the S grade in the same manner as WCC.
- *Official Withdrawal (W)*: Student withdrew through the Registration Office. Under certain military, physical, mental, emotion, and/or psychological conditions, a student may qualify for a Hardship Withdrawal (to receive a full tuition refund)—visit the Registration Office to determine if you qualify.

### **Student Equipment Check Out**

Students can check out a laptop for the quarter (if available) at the Helpdesk in the Learning Center.

### **Access and Disability Services**

Any student with a disability requiring auxiliary aids, services, or other reasonable accommodations should contact the access and disability services office in Laidlaw 134 to make an appointment ([ads@whatcom.edu](mailto:ads@whatcom.edu), 360.383.3139, or 711 relay service for deaf callers).

### **Affirmation of Inclusion**

WCC is committed to maintaining an environment in which every member of the College community feels welcome to participate in the life of the College, free from harassment and discrimination. We welcome people of all races, ethnicity, national origins, religions, ages, genders, sexual orientations, marital status, veteran status, abilities, and disabilities. Toward that end, faculty, students, and staff will treat one another with respect and dignity; promote a learning and working community that ensures social justice, understanding, civility and non-violence in a safe and supportive climate; and influence curriculum, teaching strategies, student services, and personnel practices that facilitate sensitivity and openness to diverse ideas, peoples and cultures in a creative, safe, and collegial environment.

### **Non-Discrimination Policy, Title IX, and Sexual Misconduct**

WCC does not discriminate on the basis of race, color, national origin, religion, sex, disability, honorably discharged veteran or military status, sexual orientation, genetic information, or age in its programs and activities. WCC's [discrimination and harassment policy](#) (615), [Title IX \[sexual misconduct and harassment\] policy](#) (616), and [student rights and responsibilities policy](#) (620) strictly prohibit sexual harassment, intimidation, and violence. Anyone who has experienced sexual misconduct is encouraged to contact a WCC counselor (Laidlaw 134, 360.383.3139) to receive confidential support and learn about reporting options. Any disclosure of such misconduct shared with another faculty or staff member is non-confidential and requires a report to WCC's Title IX coordinator, who has been designated to handle such reports. Inquiries regarding non-discrimination, Title IX, and sexual misconduct policies can be directed to the Title IX coordinator at 360.383.3400.

### **Accommodations for Reasons of Faith or Conscience**

Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations, so grades are not affected. Such requests must be made to the instructor within the first two weeks of the quarter and should specify the exact dates the student will miss. The instructor and student will then identify the specific reasonable accommodations for the missed class sessions.

### **Artificial Intelligence (AI) Policy**

The following is from [Holly Fernandez Lynch](#) of the University of Pennsylvania and applies to this course: You may use Artificial Intelligence (AI) programs (e.g. ChatGPT) to help generate ideas and brainstorm. However, you should note that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. Beware that use may also stifle your own independent thinking and creativity. You may not submit any work generated by an AI program as your own. If you include material generated by an AI program, it should be cited like any other reference material (with due consideration for the quality of the reference, which may be poor). Any plagiarism or other form of cheating will be dealt with severely under relevant Whatcom Community College policies.

### **Expectations for In-Person Instruction Safety and Illness Protocols**

In the event you or someone close to you becomes ill during the quarter, please check in with me as soon as possible to discuss options for your continued success in the course. In the event you consider withdrawing from the course, please connect with me (and an advisor) to discuss your course progress and determine your best option for moving forward. *Under extenuating circumstances, you can be approved by Registration for a Hardship Withdrawal.*

### **Classroom Etiquette**

Conducting this class in person requires all participants not only attend each class but also follow the established safety rules to ensure the safety of all. In the event you or someone close to you becomes ill during the quarter, please check in with your instructor as soon as possible to discuss options for your continued success in the course. Additionally, if you should prove unable or unwilling to comport yourself according to the specific expectations of this class and the general expectations of this college, as stated herein as well as in “College Policies, Student Rights & Responsibilities,” deductions may be made from your overall points in the class. The following (thanks to the Government Department of Skidmore College) is a small attempt to enlighten you to various aspects of conduct, though there is much more:

- No student shall lessen the learning experience of others in the classroom by being disruptive while arriving late to class.
- No student shall lessen the learning experience of others in the classroom by being disruptive in leaving the classroom while class is in session.
- **Cell phones must be silenced (and put away) during class! If you expect a text or call, put your cell phone on silent and deal with the message outside of the classroom. Though it's already been stated, for emphasis if you are seen texting and/or heard talking to someone on your cell phone inside the classroom during class time, points will be deducted from your overall points. Try to be physically and mentally present during class!**
- No student shall disrupt the learning experience of others in the classroom by talking to a neighbor, writing notes to other students, reviewing one's email, reading unrelated material, completing homework for other classes, or playing with their laptop, while class is in session.
- No student shall disrespect other students, instructors, or staff by putting feet on the desks/tables or other furniture in the classroom or by leaving trash, food, or recyclables in the room at the end of the class session. Additionally, students shall NOT move desks/tables or other furniture from their original configurations (unless asked to do so) at any time during a class session.
- Disruptions in class can be a significant impediment to learning, and no one should have to tolerate them. Thus, every student should take responsibility for holding their peers and classmates to both high academic standards and high standards of civility. If people around you are chatting, passing notes, or otherwise detracting from the overall quality of YOUR experience, do not let them get away with it.

### **Guidelines for Interacting with Other Students ("Netiquette")**

The WCC netiquette statement states that students participating in WCC's online courses agree to interact with others in a positive, cooperative, and supportive manner and display respect for the privacy and rights of others. This statement is inclusive of, but not limited to, the following guidelines:

- **Begin all messages/responses to your instructor and classmates by greeting them by their name (e.g. "Hi Guy").**
- Be courteous about what you say to or about others in any electronic format. In electronic communication, the golden rule is "remember the human"; there is a real person with real feelings on the receiving end of your post.
- Be respectful and open to opinions and ideas that differ from yours. The exchange of diverse thoughts, ideas, and opinions is an essential part of the

scholarly environment. Keep in mind the people in your classes may come from backgrounds and have views that may vary significantly from your own.

- Flaming – the posting of messages that are deliberately hostile and insulting in an online social context – is not appropriate under any circumstances. While everyone (learners and instructors alike) is encouraged to share ideas and opinions openly, you should never use insults or resort to name-calling, even if you disagree strongly with what someone else has written.
- When responding to messages or posts made by others, address the ideas, not the person.
- Be careful when using sarcasm and humor. Without social cues, such as facial expressions and body language, a remark meant as humorous could come across as hurtful or offensive. Do not assume the use of emoticons, such as :-), is enough to convey your tone or intent.
- Capitalizing whole words is generally seen as SHOUTING and is often offensive to the reader. Use all capital letters sparingly, such as to highlight a meaningful word or point.

### **Technology Requirements**

Ensure you have regular access to a desktop or laptop computer with an internet connection to complete coursework. High-speed broadband access (LAN, Cable, or DSL) is highly recommended for an optimal learning experience. The College has numerous computer labs and a library with computers that may be used to complete coursework. Also, laptops can be checked out for the quarter using the device checkout agreement available in MyWCC under the My Account tab. While tablets, smartphones, and other mobile devices may allow for completion of some coursework, they are not guaranteed to work in all areas. For example, it is recommended students do not attempt quizzes on Canvas when using a mobile device, such as a smartphone or tablet, due to compatibility issues. **Do not use the Canvas app on your mobile device. Log into Canvas on a laptop or computer instead. The app causes serious problems. If you have it on your mobile device, uninstall it. Otherwise, it will open itself without you knowing.**

### **Web Browser**

Use Firefox or Chrome as your web browser when using Canvas.

### **Lockdown**

- When a situation or incident poses a threat to campus, and it is not safe to leave an office, classroom, or building, you are encouraged to HIDE! If it is safe to get out, you are encouraged to GO and RUN to a safe area away from the

threat. When fleeing the area, you should BE AWARE of your surroundings and be alert if there are any additional threats. If you are unable to lockdown, you should shield yourself by putting something between you and the threat. **STAY OUT OF SIGHT!**

- If it not safe to get out, then you should lock down. After locking the door and shielding yourself, you should NOT answer the door if someone knocks and requests to enter. It is best to WAIT in a secure location until emergency responders come to the locked room. Individuals in a locked room should use a cell phone or landline, when safe, to contact 9-1-1 to advise of their status and needs.

### **College Closures**

You can find out about college closures due to inclement weather or any other unforeseen circumstances on your [MyWCC page](#) and [WCC's website](#), or by calling 360.383.3000. If the College is open, you should always base your decision on whether to go on campus on what is safest or best for you.

- Whatcom Community College strives to stay open to support campus activities whenever possible, while weighing a number of factors to arrive at a decision to delay the start of operations, close operations early, or suspend operations altogether.
- Below are some of the considerations taken into account when the College experiences inclement weather. As always, we understand that individuals must make decisions to protect their own health and safety if conditions make it unsafe for them to travel to campus.
  - Maintenance crews are consulted regarding current conditions on campus.
  - Current and forecasted weather/road conditions are evaluated for our region.
  - Employees living in various parts of the region and county are consulted regarding weather and road conditions in their area.
  - Road conditions are assessed via consultation with Public Works (county and city), as well as Department of Transportation reports, traffic cameras, and firsthand knowledge of driving conditions.
  - Other institutions and organizations are consulted regarding their inclement weather-related decisions.
  - Local school district closures and delays are reviewed and considered.
- “In the event of inclement weather, all online courses, including the online portion of hybrid (or in-person) courses, will be conducted as scheduled. Closures or delays announced for the Whatcom Community College campus will not apply to online instruction.”

- Campus closures or delays due to inclement weather will be communicated via the Whatcom Alert system. To sign up for Whatcom Alert, please visit [whatcom.edu/emergency](http://whatcom.edu/emergency) for more information and to verify/update your contact information.
  - *Please remember the College only sends Whatcom Alert inclement weather notifications if operations are impacted. If the College is open, special communications are not sent; however, the College's public website and social media outlets are updated. The College strives to send communications no later than two hours prior to a delay or closure; however, that may not be possible in all situations.*

### **Student Support Services**

- WCC communicates with students via their [WCC issued student email](#). Students can check email by clicking the WCC email tile in the student portal or by logging into MyWCC.
- WCC is committed to supporting the academic success of all its students. The College has adopted a proactive [early alert](#) referral system, which is a collaborative, student-centered initiative involving faculty, advisors, and students. The early alert referral system is a tool for faculty to identify students who are experiencing academic or attendance difficulties during the first few weeks of each quarter. Students who receive an alert will be contacted by someone on the early alert student success team to direct them to appropriate next steps and resources for success. You are encouraged to contact your instructor if you receive an alert for help in being successful in this course and at WCC.
- Visit [orca central](#) to access advising, financial aid, and enrollment assistance and to connect with resources. Orca central is located on the main floor of the Heiner Center building and can be reached at 360.383.3080 or [orcacentral@whatcom.edu](mailto:orcacentral@whatcom.edu).
- The [learning center, the math center, and the writing center](#) offer free in-person and online tutoring and writing support for all courses.
- The [student helpdesk](#) is available for technical assistance and device checkout.
- [Advising and career services](#) offers in-person, phone, and zoom advising. Call 360.383.3080 for assistance connecting with your advisor.
- [WCC's library](#) is open and librarians are available to assist you in person and online.
- The [Simpson intercultural center](#) welcomes all students looking for community, connections, and engagement.

- The [veteran services office](#) offers support to veterans, service members, and eligible dependents to help them accomplish their educational goals.
- Student success coaching and support programs are available for eligible students through the [AIM program](#) (ongoing personalized advising, coaching, mentoring and more) and [TRIO student support services](#) (academic and financial coaching, online tutoring, university visits, and more). Visit their webpages for eligibility requirements.
- [Sign up to receive email and text notifications](#) about college closures due to inclement weather or any other unforeseen circumstances. You can also find out about closures on [WCC's website](#) or by calling 360.383.3000. If the College is open, you should always base your decision on whether to attend class on what is safest or best for you.
- [Workforce funding](#) offers several funding programs to students experiencing specific life and educational circumstances that may go beyond [financial aid](#) and [scholarships](#). To learn more about workforce funding programs and whether you are eligible, please complete an [inquiry form](#) and one of the program advisors will contact you.

---

## Announcements

Be sure to pay attention to Announcements, most of which will provide to-do lists and reminders of upcoming due dates for major assignments.

## Attendance

You will be allowed TWO excused absences for the quarter; after these TWO absences, you will be deducted points for any in-class minor activities. If you will need to miss an extended number of classes due to unforeseen circumstances beyond your control, you are required to contact your instructor to discuss options for your continued success in the course as soon as possible. Student absences due to reasons of faith or conscience will always be excused (see **Reasons of Faith or Conscience** above for more details). Also, students with documented disabilities through **Access and Disability Services** that necessitate being absent, will be excused.

## Canvas Quizzes

Each quiz is worth EIGHT points and is listed below in chronological order and grouped by week it is due:

Week 1

- A Syllabus Quiz
- Guidelines for Public Speaking Quiz
- Video Requirements for First Presentations Quiz

Week 2

- Chapter 1 Quiz: “Introduction to Communication Studies”
- Chapter 2 Quiz: “Communication and Perception”
- Chapter 5 Quiz: “Listening”

Week 3

- Chapter 3 Quiz: “Verbal Communication”
- Chapter 4 Quiz: “Nonverbal Communication”

Week 4

- Chapter 13 Quiz: “Small Group Communication”
- Chapter 14 Quiz: “Leadership, Roles, and Problem Solving in Groups”

Week 5

- Chapter 9 Quiz: “Preparing a Speech”
- Chapter 10 Quiz: “Delivering a Speech”

Week 6

- Chapter 11.1 Quiz: “Informative Speeches”
- Chapter 12 Quiz: “Public Speaking in Various Contexts”

Week 7

- NO QUIZZES

Week 8

- Chapter 6 Quiz: “Interpersonal Communication”
- Chapter 7 Quiz: “Communication in Relationships”

Week 9

- Chapter 8 Quiz: “Culture and Communication”
- Chapter 11.2-11.4 Quiz: “Persuasive Speaking”

Week 10

- NO QUIZZES

Week 11

- NO QUIZZES

Week 12

- NO QUIZZES

### **In-Class and Canvas Minor Activities/Forms**

There will be an In-Class Minor Activity during virtually every class. Since many In-Class Minor Activities are group oriented, if you are absent you will NOT be afforded the opportunity to make it up. However, with Canvas Minor Activities,

you will have a one-day grace period to complete them. Here is a partial list of Minor Activities/Forms:

- Nameplate Introductions
- Catch Phrase
- Introductory Information Form
- PRCA-24 Form
- Add a picture of yourself and a bio to your profile on Canvas
- Guesstures
- Improv Games
- Zoom
- Taboo

### **Presentations**

Each presentation (as well as related elements of the assignment) is listed below in chronological order and grouped by week it is due:

#### Week 3

- 1-3 minutes Video Speech of Self Introduction
- Speech of Self Introduction — 15 points
- Manuscript for Speech of Self Introduction — 5 points
- Canvas Submission of Speech of Self Introduction Video and Manuscript — 5 points

#### Week 4

- In-Class 1-3 minutes Wedding Toast — 5 points
- Wedding Toast Manuscript — 5 points
- Comment on One Classmate's Speech of Self Introduction — 4 points
- Respond to Instructor's Emailed Comments on Speech of Self Introduction — 3 points

#### Week 5

- Two In-Class Impromptu Speeches — 3 points each

#### Week 8

- In-Class 12-20 minutes Group Informative Presentation and PowerPoint
- Group Informative Presentation and PowerPoint — 70 points
- Detailed Outline for Group Informative Presentation (submitted In-Class immediately prior to Presentation) — 30 points

#### Week 9

- Informative Presentation Self Evaluation and Informative Presentation Involvement Evaluation Forms (submitted In-Class) — 25 points

## Week 11

- In-Class 10-12 minutes Team Persuasive Presentation, Outline, and PowerPoint
- Persuasive Presentation and PowerPoint — 50 points
- Detailed Outline for Persuasive Presentation (submitted In-Class immediately prior to Presentation) — 25 points

## Final Notes on Assignments

- For your continued success in this class, you should log into Canvas at least several times a week (not just on weekends) and check your WCC email account on a regular basis.
- You will always have a range of days during which Canvas minor activities and quizzes can be submitted/completed in Canvas, so look ahead and plan your schedule accordingly, giving yourself ample time to complete these assignments.
- All quizzes will be available on Mondays at 12:01 AM and will be due by 11:59 PM on ensuing Sundays.
- Keep in mind, you do NOT need to wait until the day an assignment is due to submit it. However, if something happens to prevent you from submitting an assignment on time, there is no need to panic, there is some leeway (within defined parameters) to submit your assignment one day late.
- Despite face-to-face interactions in class (and during Office Hours, if you choose to take advantage of them), numerous written messages, a handful of videos, and hard due dates, the most difficult thing to do in any class is *managing your own time*. So, work hard to manage your time in balancing life, work, and school, while paying attention to upcoming due dates; for example, when it comes to the presentations, you will need to start well ahead of the due date in order to prepare and rehearse.
- Those students who do poorly in this class tend to not complete/submit all of their assignments. Four of the biggest rules of college success include: 1) show up to class; 2) complete all your assignments; 3) submit your assignments on time; and 4) if you have problems, contact your instructor.

## Disclaimer

Your instructor reserves the right to change any portion of this syllabus during the quarter. Furthermore, all students, including those who enroll late, shall be held to the terms of this syllabus from the beginning of the quarter, including any and all missed assignments.

## Remember

Your instructor does not *give* you grades, you *earn* them. As such, take responsibility for your grades and ALL of your actions — after all, they are YOUR actions!