

COMMUNICATION STUDIES (COMS) 3315

Communication for Educators

Fall 2015 / MWF 10:00-10:50, FA 414

"We are all functioning at a small fraction of our capacity to live fully in its total meaning of loving, caring, creating, and adventuring. Consequently, the actualizing of our potential can become the most exciting adventure of our lifetime."

-- Herbert Otto

Professor: Dr. Charla L. Markham Shaw

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Office Hours: M 12:00 – 1:00 PM and *by appointment*

Faculty Profile: <https://www.uta.edu/mentis/profile/?1348>

Blackboard: <http://elearn.uta.edu>

****Please contact me via your UTA email account.****

COURSE OBJECTIVES:

In this course we will examine the basic concepts, theories, research findings, and processes relevant to formal and informal instructional situations. Units of study will focus on intrapersonal, interpersonal, small group, and presentational communication (*including use of acceptable grammar and pronunciation in formal presentations*).

Lecture, discussion, classroom exercises, written assignments, oral presentations, and observations of communication behavior will be used to aid in the development of knowledge and skills relating to the study of communication for the classroom teacher and/or trainer. The aim of this course is to merge theory and practice throughout the classroom experience.

TEXTBOOK & COURSE MATERIALS:

Simonds, C. J., & Cooper, P. J. (2011). *Communication for the classroom teacher* (9th ed.). Boston, MA: Allyn and Bacon.

Sandisk Extreme SDHC Class 10 (30 MB/s) 8.0 Gig card (**required**)

GGI SD/HC Reader (USB 2.0) card readers (**optional**)*

* *Approximately 50 readers available for checkout at the attendant's desk in 412A.*

EVALUATION:

Written Assignments: All written assignments must be typed (double-spaced) and in acceptable form. Grammatical and spelling errors will be penalized. Please proofread your papers!! All assignments are due at the beginning of the class period for which they are assigned.

LATE PAPERS WILL NOT BE ACCEPTED WITHOUT PENALTY [10 pts. per day/or part thereof].

****KEEP A HARD COPY OF EACH WRITTEN ASSIGNMENT****

Reading Assignments, Quizzes, and Homework: All assigned readings are to be completed prior to class meetings. Students are expected to be PREPARED participants during all class meetings. Quizzes may or may not be announced in advance. **Make-up quizzes will not be given.** Homework assignments are due on the announced dates; **no make-up homework will be assigned.**

Course Assignments:

1. Lecture -- 100 points
Outline and References -- 25 points
2. Lecture/Discussion -- 100 points
Outline and References -- 25 points
3. Group Analysis Activity/Presentation -- 50 points
4. Homework, Activities, Quizzes, Self-Critiques -- 100 points

[SELF-CRITIQUE: In a short paper (one-two typed pages) respond to your recorded presentation according to criteria discussed in class.]

5. Examinations: There will be two exams (midterm, final).
Each exam will be worth 100 points.

<u>GRADING SCALE:</u>	A = 600 - 540
	B = 539 - 480
	C = 479 - 420
	D = 419 - 360
	F = 359 - 0

ATTENDANCE:

At the University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, my philosophy is that your attendance is vital toward the successful completion of the course requirements. Roll will be taken each class meeting. If you miss class due to official representation of the University in an authorized activity, you must supply the necessary documentation to me before that event. If you or a family member become seriously ill and you miss class, it is your responsibility to notify and provide documentation to me as soon as you return to class. You are responsible for work missed during your absence. An absence on a due date does not justify a late assignment. No make-up work will be given [activities] if absent.

After three (3) unexcused absences, seven points (6 pts = 1%) will be deducted from your final average. For example, if at the end of the semester you have 540 points [= 90%] and have missed five classes [three free, two additional at 6 pts. each], your grade is reduced to 528 [=88%].

If you fade out of the course it is **your responsibility** to drop officially. You will **NOT** be dropped for non-attendance.

****EACH STUDENT MUST PRESENT ON THE ASSIGNED DAY; OTHERWISE, THE OPPORTUNITY TO COMPLETE THAT ASSIGNMENT MAY BE LOST.****

University Policies

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/ao/fao/>).

Disability Accommodations: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the **Office for Students with Disabilities (OSD)**. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671.

Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX: *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos. For information regarding Title IX, visit www.uta.edu/titleIX.*

Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as "lecture," "seminar," or "laboratory" shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit: **left onto the patio, then left down the stairwell**. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

Writing Center. : The Writing Center, 411 Central Library, offers individual 40 minute sessions to review assignments, *Quick Hits* (5-10 minute quick answers to questions), and workshops on grammar and specific writing projects. Visit <https://uta.mywconline.com/> to register and make appointments. For hours, information about the writing workshops we offer, scheduling a classroom visit, and descriptions of the services we offer undergraduates, graduate students, and faculty members, please visit our website at www.uta.edu/owl/.

Librarian to Contact: Communication Library Liaison: Evelyn Barker (ebarker@uta.edu)

Library Home Page <http://www.uta.edu/library>
Database List..... <http://www.uta.edu/library/databases/index.php>
Library Catalog <http://discover.uta.edu/>
Library Tutorials <http://www.uta.edu/library/help/tutorials.php>
Connecting from Off- Campus <http://libguides.uta.edu/offcampus>
Ask A Librarian <http://ask.uta.edu>

TENTATIVE SCHEDULE

Assigned chapters should be read by the date noted on this schedule (unless otherwise noted in class). All dates are subject to change. In order to stay informed of changes in due dates, it is important for you to be present in class.

8/28	Introduction to the course

8/31	READ: Chapter 1 & CNN article (article posted on Blackboard)
9/2	READ: Chapter 5
9/4	Chapter 5 continued **Article choices due**

9/7	<i>Labor Day Holiday</i>
9/9	Chapter 5 continued
9/11	Chapter 5 continued **Sign-up for Presentation #1/Lecture **

9/14	READ: Chapter 2
9/16	Chapter 2 continued
9/18	Chapter 2 continued

9/21	READ: Chapter 3
9/23	Chapter 3 continued
9/25	Presentation #1

9/28, 30, & 10/2	Presentation #1 continues

10/5 & 10/7	Presentation #1 continues
10/9	Debrief/Review DUE: Self-evaluation

10/12	MIDTERM EXAM
10/14	READ: Chapter 6 **Sign-up for Presentation #2/Lecture-Discussion**/drawing for topics
10/16	Chapter 6 continued

 10/19 Chapter 6 continued/Workshop
 10/21 **READ: Chapter 4**
 10/23 Chapter 4 continued

 10/26 ***ICCH [Out of class assignment]***
 10/28 Chapter 4 continued
 10/30 **READ: Chapters 9 & 10 (preparation for Presentation 2)**

 11/2 **Presentation #2/ Lecture-Discussion begins**
 11/4 & 6 **Presentation #2 continues**

 11/9, 11, **Presentation #2 continues**
 & 13

 11/16 **DUE: Self-evaluation**
 Chapter 9 debrief
 11/18 Chapter 10 debrief
 11/20 **READ: Chapter 7**

 11/23 Chapter 7 continued
 11/25 Chapter 7 continued
 11/27 ***Thanksgiving Holiday***

 11/30 & Group Work
 12/2
 12/4 **DUE: Group Analysis Presentations**

 12/7 Group Analysis Debrief
 12/9 Final Exam Review

FINAL EXAMINATION: Monday, December 14, 2015 [9:00 – 10:30 a.m.]