**COMMUNICATION STUDIES (COMS) 3315**

 **Communication for Educators**

 **Fall 2016 / MWF 10:00-10:50, GS 109**

**"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:** Ms. Ricks

**Office:** 700 W. Greek Row; Fine Arts Building- Room: 2117 (Second floor, on the balcony)

**Office Phone:** 817-272-2163 (Main Office)

**E-mail:** ricks@uta.edu

**Office Hours:** MWF 11-12.45 and *by appointment*

**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.*

**EMERGENCY PHONE NUMBERS**

In case of an on-campus emergency, call the UTA Arlington Police Department at 817-272-3003 (non campus phone) or 2-3003 (campus phone). You may also dial 911. The Non-emergency number is 817-272-3381

**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.

**GRADING SCALE:** 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/aao/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](https://owa.uta.edu/owa/charla%40exchange.uta.edu/redir.aspx?SURL=fmYd-KmbkL8ITgc1G8vJ7MRtMw_NRa7fZhNESBH8yzvmgZ-VZa7SCGgAdAB0AHAAOgAvAC8AdwB3AHcALgB1AHQAYQAuAGUAZAB1AC8AZABpAHMAYQBiAGkAbABpAHQAeQA.&URL=http%3a%2f%2fwww.uta.edu%2fdisability) or calling 817-272-3364.

**Counseling and Psychological Services, (CAPS)**   [www.uta.edu/caps/](https://owa.uta.edu/owa/charla%40exchange.uta.edu/redir.aspx?SURL=hrzIs924QBOxhZd-L7gHpgeJb55Dvpnpx8Coao2bPfbmgZ-VZa7SCGgAdAB0AHAAOgAvAC8AdwB3AHcALgB1AHQAYQAuAGUAZAB1AC8AYwBhAHAAcwAvAA..&URL=http%3a%2f%2fwww.uta.edu%2fcaps%2f) 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](https://owa.uta.edu/owa/charla%40exchange.uta.edu/redir.aspx?SURL=fmYd-KmbkL8ITgc1G8vJ7MRtMw_NRa7fZhNESBH8yzvmgZ-VZa7SCGgAdAB0AHAAOgAvAC8AdwB3AHcALgB1AHQAYQAuAGUAZAB1AC8AZABpAHMAYQBiAGkAbABpAHQAeQA.&URL=http%3a%2f%2fwww.uta.edu%2fdisability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Title IX:** The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated.*For information regarding Title IX, visit* [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](file:///C%3A%5CUsers%5Cricks%5CDesktop%5CFall%202016%20Syllabus%5Cjmhood%40uta.edu).

**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>.

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**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](http://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/](https://owa.uta.edu/owa/luket%40exchange.uta.edu/redir.aspx?C=jqplelmmw0KcvkWv1pRv_rHS8ofUUtFIXl_CWZTLffEmCPyZf3x4ncUbBmD9p3gSPROCbhSJj7U.&URL=https%3a%2f%2futa.mywconline.com%2f) 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/](http://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](http://ask.uta.edu/)

*Tentative Class Schedule for Fall 2016*

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Topic** | **Readings** | **Due** |
| Fri Aug 26th  | Introduction to the course  |  |  |
| Mon Aug 29th  | Chapter 1 CNN Article | Ch. 1 CNN article on Blackboard  |  |
| Wed Aug 31st  | Chapter 5 | Ch. 5 |  |
| Fri Sep 2nd  | Chapter 5 CONT |  | \*Article Choices DUE |
| Mon Sep 5th  | *\*Labor Day Holiday* |  |  |
| Wed Sep 7th  | Chapter 5 CONT | Rex Article on Blackboard  |  |
| Fri Sep 9th  | Chapter 5 CONT |  | Sign up for Lecture 1 |
| Mon Sep 12th  | Chapter 2 | Ch. 2 |  |
| Wed Sep 14th  | Chapter 2 CONT |  |  |
| Fri Sep 16th  | Chapter 2 CONT |  |  |
| Mon Sep 19th  | Chapter 3 | Ch. 3  |  |
| Wed Sep 21st  | Chapter 3 CONT |  |  |
| Fri Sep 23rd  | **Presentation 1** |  | \*Outlines/References DUE |
| Mon Sep 26th  | **Presentation 1** |  | \*Outlines/References DUE |
| Wed Sep 28th  | **Presentation 1** |  | \*Outlines/References DUE |
| Fri Sep 30th  | **Presentation 1** |  | \*Outlines/References DUE |
| Mon Oct 3rd  | **Presentation 1** |  | \*Outlines/References DUE |
| Wed Oct 5th  | **Presentation 1** |  | \*Outlines/References DUE |
| Fri Oct 7th  | **Presentation 1***Final Exam Review* |  |  |
| Mon Oct 10th  | **MIDTERM EXAM** |  |  |
| Wed Oct 12th  | Chapter 6 | Ch. 6 | \*Self Evaluation DUESign up for Lecture 2 |
| Fri Oct 14th  | Chapter 6 CONT |  |  |
| Mon Oct 17th  | Chapter 6 CONT/Workshop  |  |  |
| Wed Oct 19th  | Chapter 4 | Ch. 4  |  |
| Fri Oct 21st  | Chapter 4 CONT |  |  |
| Mon Oct 24th  | Chapter 9 & Chapter 10Workshop for Presentation 2 | Ch. 9 & Ch. 10 |  |
| Wed Oct 26th  | **Presentation 2** |  | \*Outlines/References DUE |
| Fri Oct 28th  | **Presentation 2** |  | \*Outlines/References DUE |
| Mon Oct 31st  | **Presentation 2** |  | \*Outlines/References DUE |
| Wed Nov 2nd  | **Presentation 2** |  | \*Outlines/References DUE |
| Fri Nov 4th  | **Presentation 2** |  | \*Outlines/References DUE |
| Mon Nov 7th  | **Presentation 2** |  | \*Outlines/References DUE |
| Wed Nov 9th  | **Presentation 2** |  | \*Outlines/References DUE |
| Fri Nov 11th  | Chapter 9&10 Debrief  | Ch. 9 & Ch.10 |  |
| Mon Nov 14th  | Chapter 7 | Ch. 7 |  |
| Wed Nov 16th  | Chapter 7 CONT |  |  |
| Fri Nov 18th  | Chapter 7 CONT |  |  |
| Mon Nov 21st  | Group Work (content/analysis) |  |  |
| Wed Nov 23rd  | Group Work (content/analysis) |  |  |
| Fri Nov 25th  | *\*Thanksgiving Holiday* |  |  |
| Mon Nov 28th  | Group Presentation Workshop |  |  |
| Wed Nov 30th  | **Group Analysis Presentations** |  |  |
| Fri Dec 2nd  | **Group Analysis Presentations**  |  |  |
| Mon Dec 5th  | Group Analysis Debrief |  |  |
| Wed Dec 7th  | Final Exam Review |  |  |
| Mon Dec 12 | *Final Exam @ 8-10.30AM* |  |  |