COM 203: PROFESSIONAL COMMUNICATION SKILLS

Fall 2013 – TR 8:00 A.M. – 9:15 A.M. – Aven 112

Instructor: Ryan J. Capell
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Office Hours: MTWR 8:00 a.m. – 4:30 p.m., F 8:00 a.m. – 3:30 p.m.

Course Description: This course is designed to offer the student opportunities to develop oral skills in problem solving, leadership, interviewing, negotiating, and oral presentation.

Credit: 3 Semester Hours

Text: Devito, Joseph A., *Essentials of Human Communication* (8th ed.), ISBN:

Course Objectives: Upon successful completion of this course, the student will:

1. Understand some of the major concepts from communication theory and research.
2. Be able to recognize his or her communication personality.
3. Be able to challenge and evaluate ideas to which he or she is exposed.
4. Evaluate the strengths and weaknesses of other speakers.
5. Have improved his or her oral communication skills.

Assignments: Students will be evaluated on the following work: Interpersonal Paper, Interview, Small Group Work, Informative Speech, Persuasive Speech, Résumé, Quizzes, Participation and Exams. There is one major written assignment—The Interpersonal Paper. The paper will be graded on style as well content. The paper should be typed in word processing software and correctly formatted in APA 6th ed. style. There are several resources available through the Mississippi College Library.

Completion of Assignments & Exams: Unless otherwise specified, late submissions will **NOT** be accepted and will result in a grade of zero. Students are expected to take all exams on the scheduled date and time unless prior arrangement is made with the instructor. In rare cases, a written excused absence may be given from the scheduled exam date and time and in such cases, a make-up exam must be completed within two weeks of the original exam date. Failure to do so will result in a grade of zero for that exam. The responsibility for scheduling all make-up exams rests with the student. Students will not be allowed to take exams prior to the scheduled date and time. No exemptions from the final exam will be made for graduating seniors.

Academic Integrity: Students must complete their own assignments; **plagiarism will not be tolerated**. Any student found in violation will receive an automatic "F" grade for the course and will be reported to the college's Vice President for Academic Affairs for further disciplinary action.

Attendance & Class Participation: All students are expected to attend class on time and participate in discussion and activities. Students arriving late will be counted as tardy. Two late arrivals constitute one absence. Eight absences from class will result in an "F" grade. **TWO points will be deducted from the student's class participation grade for each unexcused absence.** Students are responsible for all information covered in each class meeting missed. Phones must be turned to silent mode during class. Students should not exit class to answer phone calls. Text messaging, social networking and other personal computing is not allowed during class and will result in a lowered class participation grade. Students should read the college's attendance policy in the undergraduate catalog. **Tuition refunds cannot be made on dropped classes after the first week of classes.**

Grading Breakdown:

Interpersonal Paper	15%
Informative Speech	15%
Persuasive Speech	15%
Resume/Interview	10%
Small Group Work	10%
Quizzes	5%
Exams	20%
Participation	10%

A: 100-94, B: 93-85, C: 84-75, D: 74-68, F: 67>

Special Accommodations: In order for a student to receive disability accommodations under Section 504 of the Americans with Disabilities Act, he or she must schedule an individual meeting with the Director of Student Counseling Services **immediately upon recognition of their disability** (if their disability is known they must come in before the semester begins or make an appointment **immediately** upon receipt of their syllabi for the new semester). The student must bring with them written documentation for a medical physician and/or licensed clinician that verifies their disability. If the student has received prior accommodations, they must bring written documentation of those accommodations (example Individualized Education Plan from the school system). Documentation must be current **(within 3 years).**

The student must meet with SCS **face-to-face** and also attend two (2) additional follow up meetings (one mid semester before or after midterm examinations and the last one at the end of the semester). Please note that the student may also schedule additional meetings as needed for support through SCS as they work with their professor throughout the semester. Note: Students must come in **each semester** to complete their Individualized Accommodation Plan (example: MC student completes fall semester IAP plan and even if student is a continuing student for the spring semester they must come in again to complete their spring semester IAP plan).

Student Counseling Services is located on the 4th floor of Alumni Hall or they may be contacted via email at mbryant@mc.edu . You may also reach them by phone at **601-925-7790. Dr. Morgan Bryant is director of MC Student Counseling Services.**

CLASS MEETING SCHEDULE

Aug.	Thu	29	Class Introduction, Paper Bag Speech Assignment
Sep.	Tue	3	Paper Bag Speeches
	Thu	5	Chapter 1, **Last day to drop with 100% Tuition Refund**
	Tue	10	Chapter 1
	Thu	12	Chapter 2
	Tue	17	Chapter 3
	Thu	19	EXAM Chapters 1-3
	Tue	24	Chapter 4
	Thu	26	Chapter 5
Oct.	Tue	1	Discuss & Assign Resume, Cover Letter & Job Description
	Thu	3	EXAM Chapters 4&5
	Tue	8	**FALL BREAK – No Class Meeting**
	Thu	10	Chapter 6, Discuss & Assign Interpersonal Paper
	Tue	15	Chapter 7
	Thu	17	Career Services Visit – Resume & Cover Letter DUE
	Tue	22	Chapter 7 cont'd
	Thu	24	Chapter 8
	Tue	29	EXAM Chapters 6-8
	Thu	31	Chapter 9
Nov.	Tue	5	Career Services Visit - Interviews
	Thu	7	Small Group Exercise
	Tue	12	Review Interviews
	Thu	14	INTERPERSONAL PAPER DUE; Chapter 13; Research for Informative Speech
	Tue	19	Present Informative Speeches
	Thu	21	Present Informative Speeches
	Tue	26	Chapter 14; Persuasive Speeches
	Thu	28	**Thanksgiving Break (No Class)**
Dec.	Tue	3	Present Persuasive Speeches
	Thu	5	Present Persuasive Speeches
	Tue	10	Review, Make-Up Day, Final Exam Review
	Tue	17	FINAL EXAM (8:00 a.m.)

Note: This syllabus is subject to change at any time during the semester at the discretion of the instructor.