SYLLABUS
COMMUNICATION 203
SPRING, 2012

COURSE: Professional Communication Skills
3 semester hours/credit
Monday/Wednesday/Fridays 11:00-11:50

INSTRUCTOR: Dr. Judith Lewis Phone: 601-732-4020
E-mail: jalewis@mc.edu Appointment by pre-arrangement

DISCLAIMER: We will attempt to follow the outlined schedule. Be aware that changes will be made as necessary.

REQUIRED MATERIAL: Joseph A. DeVito (1008) Essentials of Human Communication. (7th edition). New York: Addison Wesley Longman. ISBN: 978-0-205-68808-1

COURSE RATIONAL: The course is designed to improve oral communication skills and provide opportunities to develop communication skills in the areas of interpersonal, problem solving, leadership, interviewing, public speaking and small group discussion.

COURSE OBJECTIVES:

Upon successful completion of this course, the student will:

- understand some of the major concepts from communication theory and research
- be able to recognize his/her communicative personality
- be able to challenge and evaluate ideas to which he/she is exposed
- evaluate the strength and weaknesses of other speakers
- have improved his/her oral communication skills

ACADEMIC INTEGRITY:

Mississippi College students are expected to be honest. The college and this instructor DO NOT tolerate, cheating, plagiarism, forgery or misuse of college documents. The penalty may include loss of credit and possible dismissal from the college. Please refer to the *Mississippi College Undergraduate Bulletin* for a discussion of plagiarism and cheating. Also refer to University Policy 2.19.

COURSE POLICIES:

Evaluation: Your work in this course will be graded on the following scale.

A = 94-100	Exceptional work
B = 85-93	Above average work
C = 75-84	Average work
D = 60-74	Below average work
F = below 60	Failing work

ASSIGNMENTS: You will be evaluated on the following:

Interpersonal Paper	15%
Resume/Cover Letter	10%
Interview Questions	5%
Informative Speech	10%
Persuasive Speech	10%
Participation	10%
Quizzes	10%
Exams	30%
	100%

WRITTEN ASSIGNMENTS:

You will have several written assignments in this class. I will grade your written projects on

style as well as content. Assignments should be prepared in accordance with the guidelines set forth in the Publication Manual of the American Psychological Association.

NOTICE: CELL PHONES ARE NOT WELCOMED IN MY CLASS. THERE WILL BE ONE WARNING. IF THERE IS A SECOND VIOLATION I WILL TAKE POSSESSION OF THE PHONE.

ATTENDANCE:

It is in your best interest to be here. Much of what will be on tests includes material from class meetings. I will adhere strictly to the university policy on absenteeism which requires you to be present for 75% of the class meetings. This means that if you miss more that 12 classes in a MWF, or more than 8 classes in a MW or TR class, you will be assigned an automatic "F". If you are absent, it is your responsibility to get the material you missed from another class member. As noted previously, participation accounts for 10% of your final grade. Other than the noted activities which can affect your participation grade, absences will also have an impact on this grade. You will be allowed 3 absences with no penalty. After those 3 absences, you will lose points on the participation grade. For a MW or TR class, the penalty will be 3 points, per absence over 3.

For MWF class there will be a 2 point reduction in the participation grade for each absence over 3. In classes such as these, much of the learning is a result of the interaction and activities which take place during class, therefore it is imperative that you be in attendance was much as possible.

CLASS PARTICIPATION:

As noted above, you are expected to participate in class. **Sleeping, studying for other classes, finishing homework or notes, tardiness and failure to turn in assignments are some examples of behaviors that will negatively impact your participation grade.** Additionally, computers will not be open on your desk during lecture or activities.

DISABILITY NOTICE/COUNSELING SERVICES:

In order for a student to receive disability accommodations under Section 504 of the Americans with Disabilities Act, he or she must contact Student Counseling Services (SCS). SCS will assist with information regarding the appropriate policy and procedures for disability accommodation before each semester or upon immediate recognition of the disability. SCS is located in Alumni Hall Room #4 or you may contact them by phone at 601-925-790. The Director of Student Counseling Services, Dr. Bryant may be reached via e-mail at: mbryant @mc.edu.

MAKE-UP WORK:

Presentations

Students with unexcused absences will not be allowed to make up presentations. Students with excused absences will be allowed to make up a presentation at my earliest convenience. If you know you will be absent on the day of a group activity you are obligated to let the instructor know in enough time to rework the schedule. Otherwise, if you miss a group activity you will receive a grade of "F".

Late Assignments

Papers, class activities and assignments will be penalized 10 points for every class day they are late. Nothing will be accepted more than one week after its due date.

Exams

Students with an excused absence may make up an exam within one week of the scheduled date. Students with an unexcused absence will not be allowed to make up an exam. STUDENTS WHO ARE SCHEDULED TO GRADUTE IN MAY "MAY" BE ELIGIBLE, WITH THE PERMISSION OF THE INSTRUCOTR, FOR EXEMPTION FROM THE FINAL EXAM. The instructor retains the right to make this decision.

INSTRUCTIONAL PROCEDURES AND TECHNIQUES:

Lecture	Class Activities	Readings	Class Discussions
Quizzes	Research Paper	Presentations	Exams