

UNIVERSITY OF THE WEST INDIES,
FACULTY OF HUMANITIES AND EDUCATION
DEPARTMENT OF LIBERAL ARTS, COMMUNICATIONS STUDIES

COURSE: COMS 1102 – Introduction to Human Communication II

WEIGHTING: Three (3) credits

LECTURER: Dr. Michael S. Jeffress; **Email:** michael.jeffress@sta.uwi.edu
Office hours: Tuesday 10:00 a.m. to 12:00 p.m (or by special appointment); **Office location:** FHE 325; **Office Phone:** 662-2002, ext. 83030; **Web & Social Media:** <http://www.michaeljeffress.com>; Twitter: @CommprofessorMJ; Facebook: <http://www.facebook.com/authormichaeljeffress>; LinkedIn: <http://www.linkedin.com/in/michaelsjeffress>

TUTORS: Ms. Jameelia Wickham
Ms. Alana Smith

CLASS HOURS: Lecture: Monday, 1:00 p.m. – 3:00 p.m., CLL Auditorium
Tutorials: Monday, 3:00 p.m. – 4:00 p.m; Thursday, 10:00 a.m. – 11:00 a.m., 11:00 a.m. – 12:00 p.m.

OFFICE HOURS: Monday 9:00 a.m. – 12:00 p.m. (Appointment recommended)

OFFICE LOCATION: FHE, room 325

COURSE DESCRIPTION: This course introduces students to advanced concepts and models in the study and application of the verbal and nonverbal aspects of human communication in a variety of academic and professional contexts at various levels of communication. The course is intended for communication majors and is designed to prepare students for further work in the study and teaching of human communication and for the pursuit of careers in communication and other fields. (Pre-requisite: COMS 1101)

COURSE OBJECTIVES: Upon successful completion of this course, students will be able to:

1. Describe selected human communication concepts and models
2. Evaluate the usefulness of communication concepts and models used to describe and explain specific phenomena and situations in human communication
3. Explore the links between communication and other disciplines in the humanities and social sciences
4. Develop critiques of human communication theories and their link to the mediated world
5. Define a range of theories used in analysing mass media messages

MODE OF DELIVERY: Three (3) contact hours per week, in addition to UWI's online teaching and learning support programme – MOODLE (Myelearning). Students are expected to attend lecture and tutorial each week. The university attendance policy will be strictly enforced.

MODE OF ASSESSMENT: Final grades are factored by two components: 50% course work and 50% final exam. Both components must be passed in order to pass the course. In addition assignments 2-3 below mandatory and must be completed to pass the coursework component of your final grade. Everyone has the same opportunities to earn the same points throughout the semester. No extra credit will be awarded. The course assessment is as follows:

1. Reading Quizzes (administered only in MyeLearning) – 10%
2. Informative speech with visual aid – 15%
3. Group Communication Theory Skit – 10%
4. Miscellaneous assignments & pop quizzes – 15%
5. Final exam – 50%

G.P.A. System:

A+ (90-100) A (80-89), A- (75-79) B+(70-74), B (65-69), B- (60-64) C+ (55-59), C (50-54) F1(40-49) F2 (30-39) F3 (0-29).

REQUIRED MATERIALS:

-Access to MyeLearning. You are expected to ensure you are properly registered and have no holds on your account so that you have uninterrupted access to MyeLearning. Course announcements, quizzes, handouts and other assignments will utilize MyeLearning.

-Required Textbook: DeVito, J. A., *Essentials of Human Communication*, 7th or 8th edition. You are expected to secure and read a copy. Quizzes and a large portion of the final exam will be taken directly from the textbook. A copy of the 7th edition of the textbook is on reserve at the library. It can

-Supplemental Readings: Students will be accountable for having read any supplemental readings as assigned. Articles or links to them may be provided through MyeLearning and/or put on reserve at the library.

-Digital Camera. Students will be expected to secure access to a digital camera to record a vlog. Students may use a smart phone, webcam, or other digital recording device. The video will be uploaded to MyeLearning or other shared online drive as directed.

CLASS POLICIES

- A. **Contacting the Lecturer:** If I am out of the office, you can put a note in my door dropbox or with the section secretary, Mr. Johann Bennett in the LCCS office. If you send me an e-mail, leave me a note, or a voicemail, please include the following information in any message: (1) A proper greeting, “Hello Dr. Jeffress...” (2) proper identification, “This is FirstName LastName in your COMS 1102 course, (3) your phone number and best time to reach you (if a call back is requested), and (4) a brief explanation of your request. I will not reply to e-mails that do not include items 1 and 2 above. Before you contact me with a question, there are four resources you should check first: your tutor, the course outline, MyeLearning, a classmate. I am not obligated to reply to messages on weekends or after normal business hours. Please do not allow yourself to become overwhelmed. I am here to help you. I genuinely want you to enjoy this class

and succeed in it. However, it is unrealistic for you to e-mail me late in the evening, on weekends, or within a narrow window of time before an assignment is due and expect me to reply in short order.

- B. You will get out of this class what you choose to take from it. I strive to be fair, impartial, respectful, and understanding toward every student. I will give my best effort to you as an instructor and provide you with every opportunity to succeed in this course. In return, I expect your best effort as a student and will encourage you to that end. If you want to know about my philosophy of education, then please read my “Useless Degrees” blog post on my website. You must be disciplined and put in the time and effort to succeed. As the old saying goes, “By the inch, it’s a cinch; by the yard, it’s hard.”
- C. R-E-S-P-E-C-T. This course encourages free and critical thinking with minimal censorship of topics. I desire to facilitate an open and safe learning environment. Everyone should feel welcomed to share his/her views and questions without fear of belittlement. We represent different races, ethnicities, ages, religious views, political persuasions, sexual orientations, levels of mental and physical ability, etc. Under no circumstances will disrespect be tolerated. Any student who exhibits disrespectful behavior toward the instructor or any other member of class may be asked to leave or even be dropped from the course. At the same time, may we all realize that just because people disagree with our point of view does not mean they are personally attacking us. Let us talk about issues that matter and stretch ourselves to listen, think critically, and discuss them respectfully.
- D. Class meets at the regularly scheduled times and generally consists of lecture, discussion, audio/visual presentations, group activities, and/or speech presentations. **Attending lecture and tutorial is extremely important:** Developing the discipline of attending lectures and tutorials and being on time and exercising due diligence to stay on top of the readings and assignments and study for the exams help build character and important life skills. I expect you to attend all lectures and tutorials. If you are absent, then you should have a justifiable excuse, e.g., an illness or family emergency. The fact of the matter is that if you are not in regular attendance, then you will not be able to pass the course. It is the same as if you had a job but did not show up to work: you would not get a paycheck and would probably lose the job in short order. If you get very ill or otherwise habitually miss class, then you will need to drop the course and try again when circumstances are more favourable.
1. While it is not feasible to call roll in a large lecture class, I will regularly administer simple pop quizzes at the beginning and/or end of lecture to promote regular attendance. Pop-quizzes cannot be made up and a grade of zero will be recorded for any missed pop-quiz.
 2. Late work will not be accepted for credit without prior approval and will only be approved for excused absences, i.e., unavoidable circumstances out of the student’s control and for which student has proper documentation (Note: job schedule conflicts and clashes with other courses do not justify missing class).
 3. Please refer to the Faculty of Humanities and Education Statements for detailed description of course policies, regulations and guidelines. It is your responsibility to read the regulations and become familiar with them. Please reference the link below for information on FHE regulations and syllabi: <http://www.sta.uwi.edu/fhe/>

- E. Food and drinks. Students may have drinks in containers with lids in class, but just be respectful about it (no ice crunching, slurping, etc.). Eating during class is distracting to the rest of the class and is, therefore, prohibited. If you need to bring in some food to eat before roll is called, then that is fine, but once class begins all food items should be out of sight. If you have a medical condition that may necessitate you eating a snack at some point during class, just let me know and that will not be a problem.
- F. Research actually supports the fact that taking handwritten notes results in better student outcomes for most students. For this reason and to minimize distractions during lecture, no electronic devices are permitted without prior approval. This means no laptops, notebooks, smart watches or glasses, and positively no cell phone use. These devices *may* be utilized during tutorials at the discretion of the lecturer or tutor for the purpose of doing research or completing assignments, but they should be kept in your book bag or otherwise out of sight unless permission is granted. If you have a special need to use assistive technology or you may need to keep your phone on vibrate mode in case of an emergency, then please see the instructor before class for permission. Students who violate this policy will lose 2 marks off their final coursework grade for each infraction.
- G. You are expected to have read assigned readings prior to the day they are discussed in class. Pop quizzes based on readings are always a possibility.
- H. Use staples. Do not turn in loose-leaf, dog-eared, or paper-clipped pages.
- I. **Academic honesty:** All work should be original to the student. All sources used must be properly cited. Turnitin and other software and strategies will be utilized to screen student work for plagiarism. Any plagiarism or other form of academic dishonesty will result in a zero for the assignment for the first occurrence. A second occurrence will result in being dismissed with a final grade of “F” for the course and be reported to the relevant academic authorities. (To understand what plagiarism is, how to avoid it, and The UWI’s policy against it please visit: <http://libguides.uwi.edu/citingreferencing> and click on the Plagiarism tab). Section 2 of the The Faculty of Humanities and Education handbook details the “University Regulations on Plagiarism.” You are encouraged to review and understand the regulations (link provided in Moodle). I will enforce them without partiality.

COURSE SCHEDULE:

Class Period	Lecture Topic	<u>Assigned Readings</u>
Jan 22	Introduction to the course	Chapter 6
Jan 29	Interpersonal Communication I	Chapter 7
Feb 5	Interpersonal Communication II	Chapter 8
Feb 12	Carnival Monday – No Lecture or Tutorials	
Feb 19	Interpersonal Communication III	Supplemental Readings TBA
Feb 26	Interpersonal Communication IV	Chapter 11

Mar 5	Public Speaking: The imperative	Group skits due in tutorial this week; Chapter 12
Mar 12	Public Speaking Preparation	Chapters 13-14
Mar 19	Public Speaking Delivery	Chapter 9
Mar 26	Organisational/Group Communication I	Chapter 10; Prepare speeches
Apr 2	Easter Monday – No Lecture or Tutorials	
Apr 9	Organisational/Group Communication II	Informative speeches due in tutorial (1st Half)
April 16	Final lecture and tutorial	Informative speeches due in tutorial (2nd Half)
TBA	Final Exam	

Disclaimer: This course outline is a living document and subject to change.