

# **COURSE SYLLABUS**

## **ENG 200: Communications**

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### **Course Description**

Communications is designed to introduce students to the theory and use of human and public communication. Various types of communications studied include the following: perception, listening, nonverbal, interpersonal, intercultural, small group, organizational, and public speaking.

### **General Course Information**

Number of Units/Weeks	04/10
#Hours Lecture/#Hours Laboratory/#Hours Homework	40/0/80
Prerequisite(s)	None
Co-requisites (s)	None
Course Developer(s)	Wind Woods, MFA
Date Approved / Last Review	October 2012 / May 2015

### **Learning Outcomes**

- Evaluate public speaking
- Evaluate human communication
- Develop public speaking skills
- Demonstrate understanding of types of speeches and proper techniques for public speaking and presentations.

### **Instructional Methods Employed in this Course**

- Lecture and reading assignments
- Hands-on exercises and labs
- Research
- Student presentations
- Practical application of theory and skills in authentic design projects
- Build on prior knowledge and experience of students to enhance richness of class activities

## Information Resources for this Course



### **Textbook**

Pearson, J. (2013). Human communication (5th ed., [Rev. ed.]). Dubuque, Iowa: McGraw-Hill Companies.

### **Textbook Companion Online Learning Center**

[www.mhhe.com/pearson5e](http://www.mhhe.com/pearson5e)

## Table/Topics & Assignments

### **Types of Assignments:**

#### **Lecture -**

Considered Lecture Hours

#### **Classroom Discussion -**

Considered Lecture Hours

#### **In Class Critique -**

Considered Lecture Hours

#### **Delivering Oral Presentations -**

Considered Lecture Hours

#### **In Class (IC) Exercise -**

Considered Lecture Hours

#### **Reading -**

Considered Homework, work done outside of class

#### **WebClass lesson (non-online courses) -**

Considered Homework, work done outside of class

#### **Lab Work -**

Considered Lab Hours

#### **Quiz, Midterm or Final -**

Considered Lecture Hours

Week 1						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 1A	Introduction to Human Communication	1	--	--	--	
LEC 1B	Types of Communication	2	--	--	--	
IC EX 1A	Introductory Speech	1	--	--	20	Week 1
HW 1A	Read Chapter 1 (p. 2-25)	--	--	3	--	
HW 1B	Critical Thinking Question #2, page 25.	--	--	1.5	20	Week 2
HW 1C	Read Chapter 13 (p. 288-309)	--	--	3	--	
HW 1D	Critical Thinking Question #1, page 309.	--	--	1.5	20	Week 2
Total Week 1		4	0	9	60	
Week 2						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 2A	Delivery and Visual Resources	2	--	--	--	
IC EX 2A	Presentation of Impromptu Speech	2	--	--	30	Week 2
HW 2A	Read Chapter 10 (p. 212-231)	--	--	3	--	
HW 2B	Critical Thinking Question #2, page 231	--	--	1.5	20	Week 3
HW 2B	Famous Speech Write Up #1: Audience	--	--	3	30	Week 3
Total Week 2		4	0	7.5	80	
Week 3						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC3A	Topic Selection & Audience Analysis	3	--	--	--	Week 3
LEC 3B	Famous Speech Wrap Up Presentation	1	--	--	--	
HW 3A	Read Chapter 11 (p. 232-257)	--	--	4	--	

HW 3B	Critical Thinking Question #1, page 257.	--	--	1.5	20	Week 4
HW 3C	Read Chapter 12 (p. 258-287)	--	--	2	--	
HW 3D	Entertaining Speech Preparation/practice	--	--	3	--	
Total Week 3		4	0	11.5	20	
<b>Week 4</b>						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 4A	Being Credible/Using Evidence	1.5	--	--	--	
LEC 4B	Organizing Your Presentation	1.5	--	--	--	
IC EX 4A	Entertaining Speech	1	--	--	50	Week 4
HW 4A	Read Chapter 14 (p. 310-327)	--	--	3	--	
HW 4B	Critical Thinking Question#1, page 327.	--	--	1.5	20	Week 5
HW 4C	Midterm Exam Study	--	--	2	--	
Total Week 4		0	0	6.5	70	
<b>Week 5</b>						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 5A	Informative Presentations	2	--	--	--	
LEC 5B	Chapter Presentation	1	--	--	--	
HW 5A	Read Chapter 2 (p. 26-45)and 4 Readings	--	--	6	--	
HW5B	Read Chapter 4 (p. 64-85)					
HW 5B	Critical Thinking Question #2, page 85.	--	--	4.5	20	Week 6
EXAM 5	Midterm Exam	1	--	--	150	
Total Week 5		4	0	10.5	170	
<b>Week 6</b>						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due

LEC 6A	Group Chapter Presentations: Chapter 1, 2, and 3.	4	--	--	100	Week 6/7
HW 6A	Read Chapter 6 (p. 110-137)	--	--	3	--	
HW 6B	Critical Thinking Question #2, page 137.	--	--	1.5	20	Week 6
HW 6C	Read Chapter 7 (p. 138-155).	--	--	4	--	
HW 6D	Informative Speech Preparation	--	--	3	--	Week 6
Total Week 6		4	0	11.5	120	
<b>Week 7</b>						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 7A	Group Chapter Presentations: Chapter 6 and 7	2	--	--	100	
LEC 7B	Presentation of Information Speeches	2	--	--	90	Week 7
HW 7A	Read Chapter 15 (p. 328-347)	--	--	3	--	
HW 7B	Critical Thinking Question #1, page 347.	--	--	1.5	20	Week 8
HW 7B	Famous Speech Write up #2	--	--	4	30	Week 8
Total Week 7		4	0	8.5	140	
<b>Week 8</b>						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 8A	Famous Speech Presentations Chapter 15: Persuasive Speaking	2	--	--	--	
LEC 8B	Persuasive Speaking	1	--	--	--	
IC EX 8A	Monroe Outline and group work	1	--	--	--	Week 8
HW 8A	Complete outline for Persuasive speech/ Research	--	--	4	--	Week 9
HW 8B	Read Chapter 9 (p. 185-211)	--	--	3	20	Week 9

HW 8C	Critical Thinking Question #2, page 211.	--	--	1.5	--	
Total Week 8		4	0	8.5	20	

Week 9						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 9A	Small Group Communication	1	--	--	--	
LEC 9B	Final Exam Review	1	--	--	--	
IC EX 8A	Persuasive Essay Outline Workshop	2	--	--	--	
HW 9A	Persuasive Speech Prep and Practice	--	--	4	--	Week 10
HW 9B	Final Exam Preparation	--	--	2.5	--	Week 10
Total Week 9		4	0	6.5	0	
Week 10						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 10A	Persuasive Speech Presentation	4	--	--	100	
HW 1A	Presentation write-up	--	--	1.5	100	
HW 1B	Presentation References	--	--	.5	40	
Total Week 10		4	0	2	24	

## Course Hours Summary

Week	Topic	LEC Hours	LAB Hours	HW Hours
1	Introduction to Communication	4	0	9
2	Types of Delivery / Delivery Skills	4	0	7.5
3	Audience Analysis	4	0	11.5
4	Research and Supporting Evidence / Outlining	4	0	6.5
5	Informative Speaking and Speech Topics Midterm	4	0	10.5
6	Perception, Self, and Communication Verbal Communication Nonverbal Communication	4	0	11.5
7	Interpersonal Communication Intercultural Communication	4	0	8.5
8	Persuasive Speaking	4	0	8.5
9	Small Group Communication	4	0	6.5
10	Persuasive Speech Presentation	4	0	0
10	Presentation write-up	0	0	1.5
10	Presentation References	0	0	.5
Total		40	0	82



## Table/Point Breakdown

Week	Assignment	Possible Points	Percent of Grade
1	Introductory Speech	20	2%
1	Week 1 Critical Thinking Responses	40	4%
2	Impromptu Speech	30	3%
3	Week 2 Critical Thinking Response	20	2%
3	Famous Speech Write Up #1	30	3%
4	Week 3 Critical Thinking Response	20	2%
4	Entertaining Speech	30	3%
5	Week 4 Critical Thinking Response	20	2%
5	Midterm Exam	150	15%
6	Week 5 Critical Thinking Response	20	2%
6	Informative Speech	90	9%
7	Group Chapter Presentations	100	10%
7	Week 6 Critical Thinking Response	20	2%
7	Famous Speech Write Up #2	30	3%
8	Week 7 Critical Thinking Response	20	2%
9	Week 8 Critical Thinking Response	20	2%
10	Persuasive Speech	100	10%
10	Presentation write-up	100	10%
10	Presentation References	40	4%
	Participation	100	10%
Total		1000	100%

## Your Grades for this Course

Your final grade for this course will be based on an assessment by the Instructor of your performance on a number of course activities, which may include objective tests, classroom exercises, laboratory demonstrations, project papers, or other types of activities. The chart below indicates in what activities you will engage, how many possible points can be earned for each activity, and the percentage of your final grade that will be accounted for by each activity.

Students in this course should be graded following Coleman University assessment practices and policies. A point system is used in the University to indicate student performance on various required activities or projects. For this course, it is recommended that points be distributed as follows:

### Coleman University Grade Assignment Policy:

Percent	Letter Grade	Grade Points
94-100	A	4
90-93	A-	3.67
87-89	B+	3.33
84-86	B	3
80-83	B-	2.67
77-79	C+	2.33
74-76	C	2
70-73	C-	1.67
67-69	D+	1.33
64-66	D	1
60-63	D-	0.67
N/A	INC	0
N/A	W	0
60 or above	CR	0
59 or below	NC	0
N/A	I	0
N/A	W	0
N/A	AU	0
N/A	TR	0
N/A	WV	0

Legend	
CR = Credit	NC = No Credit
I = Incomplete	W = Course Withdrawal
AU = Audit	TR = Transfer Credit

## **Academic Accommodation / Adjustment Policy:**

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Coleman University offers accommodations to students with documented physical, psychological, and/or cognitive disabilities. Coleman University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to offer equal educational opportunities to qualified disabled individuals.

To qualify for an academic accommodation under ADA, the student must provide adequate documentation of a disability. Students seeking academic accommodations should contact the campus ADA Coordinator at 858-966-3953 or via email at [ada@coleman.edu](mailto:ada@coleman.edu). The ADA Coordinator will review the documentation provided and verify ADA coverage. Students covered under ADA must meet with the ADA Coordinator at the beginning of every term to determine the appropriate academic accommodations. Failing to meet with the ADA Coordinator at the beginning of every term may impact the availability of accommodations.

After the academic accommodations have been determined, the students' instructors will be notified by the ADA Coordinator. If any problems or concerns regarding the provision of accommodations occur, the student must inform the ADA Coordinator. If the student feels accommodation is not being made appropriately, the student may follow the published Student Grievance Procedures.