



Course Syllabus

COMM 5260 – 01

COURSE NUMBER AND SECTION

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INSTRUCTOR

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E-MAIL ADDRESS

ORAL COMMUNICATIONS

COURSE TITLE

FALL I 2004

TERM

3

CREDIT HOURS

MAIN CAMPUS – WEBH - TBD

SITE

1. Course Description: (provide details of student focus, rationale, scope, and prerequisites)

This course is designed for educators who possess an intense desire to enhance their profession by improving their oral communication skill sets. Course will highlight the entire gamut of communication with students, parent/guardians, peers and administrators. Special emphasis will be placed on listening, communication apprehension, clarity, presentation skills, behavior, parent/teacher/peer communication, and social style analysis. All students must be MAT qualified and have access to the Internet.

2. Learning Outcomes: (goals, objectives, course outcomes, etc.) Identify any MOSTEP or professional standards that are met by each learning outcome.
 - **Identification and development of oral communication skill sets for direct application in the classroom**
 - **Ability to make proper selection of communication channels when dealing with others**
 - **Better understanding of yourself and your communication strengths and weaknesses****Improvement of the overall learning environment through proper execution of communication skills**

3. Schedule of required readings, class preparations and assignments, lectures, discussions, student presentations, out-of-class assignments and exams.

Week 1	Lecture: Orientation, Presentation Skills, Learning Goals & Objectives, & Listening Text: Chapters 1 - 2 Slides: Presentation Skills Discussion: Why do I do what I do?
Week 2	Lecture: Willingness, Apprehension, & Motives in the Classroom Text: Chapters 3 - 4 Discussion: The Utopian Learning Environment Presentations:
Week 3	Lecture: Verbal & Non-verbal Communication Text: Chapter 5 - 6 Film: "THE HUMAN FACE" Discussion: Motivation
Week 4	Lecture: Content, Clarity, Style, & Orientation Text: Chapters 7 - 9 Discussion: Social Style Analysis Presentations:
Week 5	Lecture: Humor, Reactions, & Misbehavior Text: Chapters 10 – 11 In-class Role Play Discussion:
Week 6	Lecture: Behavior, Motivation, & Distant Education Text: Chapter 12 - 13 Presentations: Discussion:
Week 7	Lecture: Cultures & Various Ages Text: Chapters 14 - 15 Discussion: Professionalism Presentations:
Week 8	Lecture: Putting It All Together & Societal Trends Text: Chapter 16 Final Presentation

The Missouri Show-Me Standards are addressed within the content of this course. Identification of specific standards are included within course assignments. Integration of Missouri Assessment Program (MAP) standards and grade levels will be integrated into this course when appropriate.

4. Resources:

Text: "COMMUNICATION FOR TEACHERS" by Chesebro & McCroskey; ALLYN & BACON ISBN 0-205-31887-8
A/V: **Boards, Overheads, Video Tapes, Slides, Power Point, & Tape Recordings**

5. EVALUATION: (basis of evaluation with explanation regarding the nature of the assignment and the percentage of the grade assigned to each item below)

Class Participation & Attendance	20%
Student Presentations (10% each)	40%
Learning Log/Reflective Journals	20%
Final Presentation & Paper	20%

NOTE:

- **Due to the interactivity of this class, all adult learners are required to attend all classes. Missing two classes will result in the drop of a full letter grade.**
- **All written assignments should be typed & include name, date, and assignment title in upper left hand corner.**
- **All learners will be required to bring a blank _ " video cassette to use in taping their presentations.**

6. Supplements (study guide, sample tests, project outlines may be attached.) Please list.
All written course assignments & activities including final project to be provided at first class session.

REFLECTIVE JOURNAL: Throughout the course, you will complete a reflective journal in which you discuss your progress in improving your communication skills. The reflective journal should be completed each week and submitted to the nice facilitator at the beginning of the next class. The nice facilitator will review your comments on these journals and return them the next class. So, please bring them to each class week two through eight.

NOTE: The journal/logs are limited to one page, single spaced, and contain at least two references, which must be cited. Use .75 margins and 11-point font.

7. 3 Hour Courses: Students taking an 8 week course for 3 credit hours will complete the following additional assignments and/or attend the following additional class meetings:

N/A

8. FINAL PROJECTS: Final projects/papers will be returned to students in the following manner:
- Projects/Papers will be returned during the last meeting period.
 - Students should provide a self-addressed stamped envelope (appropriate size and postage) to the instructor so project/paper can be returned.
 - Other (explain)

NOTE; Papers will not be available for pick up from the School of Education Office.

- This syllabus is subject to change at the discretion of the instructor.
- Regular class attendance is required.