

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



COURSE OUTLINE

COURSE TITLE: Communication: Theory and Practice.

CODE NO. : GAS106 **SEMESTER:** Winter 2012

PROGRAM: General Arts & Science

AUTHOR: Dr. Florencia Carlino

DATE: Jan. 2012 **PREVIOUS OUTLINE DATED:** Jan. 2011

APPROVED: "Angelique Lemay" Jan. 2012

DEAN **DATE**

TOTAL CREDITS: 3 (three)

PREREQUISITE(S): CMM110

HOURS/WEEK: 3 (three) hours per week

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I. COURSE DESCRIPTION:

This course provides the foundations of effective human communication. It focuses on three specific areas of competence: interpersonal communication, small group communication, and public speaking. Each of these areas will be taught through a variety of learning methods and media: interactive lectures, group discussions, group projects, readings, film analysis, and reflective learning portfolio.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Discuss the complexity and the importance of the communication process.

Potential Elements of the Performance:

- Understand the essential components of the communication process.
- Identify misconceptions around communication.
- Identify different types of communication and identify their distinctive features (intrapersonal, interpersonal, impersonal, group, public, mass, and mediated communication).
- Understand the role of communication in our lives.
- Improve their communication competence and listening skills.
- Recognize factors that prevent one from listening actively.
- Evaluate one's ability to communicate effectively in a variety of situations.

2. Analyze interpersonal communication.

Potential Elements of the Performance:

- Define interpersonal communication and discuss its attributes.
- Define interpersonal attraction and distinguish short-term initial attraction from long-term maintenance attraction.
- Explain strategies of information seeking to reduce uncertainty.
- Define self-disclosure and explain its role in relationship maintenance.
- Discuss reciprocity, appropriateness, and risk in self-disclosure.
- Discuss how emotional expression affects relationship maintenance.

3. Effectively communicate in a group setting.

Potential Elements of the Performance:

- Define and note similarities and differences between a group and a team.
- Identify and describe types of small groups.
- Identify and appropriately perform task and social roles in groups and teams.
- Describe group roles and norms.
- Differentiate between status and power.
- List strategies to enhance group cohesiveness.
- Recognize group and team interaction patterns.
- Identify and describe stages of group development.
- Identify strategies to adapt to cultural differences in groups and teams.

4. Enhance group and team performance.

Potential Elements of the Performance:

- Identify functions of effective group performance.
- List and describe steps of group problem solving.
- Compare and contrast different types of group leadership.
- Explain why conflict occurs in small groups.
- Use an agenda to ensure that group meetings are focused.
- Identify strategies for managing different types of conflicts.
- Utilize strategies to maintain appropriate group discussions and interpersonal interaction.

5. Give effective public informative and persuasive speeches.

Potential Elements of the Performance:

- Identify the four main different types of speeches and their differences (informative, persuasive, demonstrative, and layout).
- Practice voice control and body language, and appreciate how they may change the effectiveness of a speech.
- Recognize evidence of speech anxiety and develop techniques to overcome it.
- Define speaker's credibility and analyze its factors.
- Use appropriate and audience-centered attention grabbers.
- Recognize, explain, and apply different organizational patterns of an informative and a persuasive message.
- Locate and use appropriate visual aids to enhance an oral presentation.

- Generate a detailed outline to plan an extemporaneous informative and persuasive speech.
 - List and explain the five steps of the motivated sequence.
 - Deliver well-researched, well-organized, and effective informative and persuasive presentations.
6. Provide and receive constructive feedback on speeches from the instructor and peers.

Potential Elements of the Performance:

- Explain why a group could benefit from feedback.
- Distinguish between types and levels of feedback.
- Help your group to initiate and design a feedback system.
- Apply constructive criticism while reviewing peers' speeches.
- Respond to peer's feedback.
- Reflect on peer's feedback.

III. TOPICS (*):

1. The communication process.
2. Interpersonal communication.
3. Foundations of group theory and group communication.
4. General principles of public speaking.
5. Informative and persuasive oral presentations.
6. Constructive criticism and constructive feedback.

(*) This list does not reflect chronological sequence. Topics will be interconnected.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

***No text is required.**

The professor will provide students with any handouts as needed.

V. EVALUATION PROCESS/GRADING SYSTEM (*):

Class participation and class activities including: *Dyad or group interview (5%) *Artifact speech assignment (5%) *Assignment on Interpersonal communication (5%) *Assignment on group communication (5%)	20 %
Informative speech a. Consultation based on written outline b. Oral presentation (informative speech)	20 % 5 % 15 %
Midterm test	25 %
Persuasive speech a. Consultation based on written outline b. Oral presentation	20% 5 % 15 %
Comprehensive project - Debate	15 %
Total:	100 %

(*) In the interest of keeping this course outline succinct, specific instructions, due dates, and marking schemes for each assignment will be announced in class.

NOTE: Because of the nature of this course, students must be present in class in order to complete the assignments. If a student is unable to attend class, students must notify the professor in advance of the class. Failure to do so, will result in a zero grade on the assignment.

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	

- CR (Credit) Credit for diploma requirements has been awarded.
- S Satisfactory achievement in field /clinical placement or non-graded subject area.
- U Unsatisfactory achievement in field/clinical placement or non-graded subject area.
- X A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
- NR Grade not reported to Registrar's office.
- W Student has withdrawn from the course without academic penalty.

NOTE: Mid-term grades are provided in theory classes and clinical/field placement experiences. Students are notified that the mid-term grade is an interim grade and is subject to change.

VI. SPECIAL NOTES:

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.