

**COMMUNICATION STUDIES 201**  
**INTRODUCTION TO COMMUNICATION STUDIES**

**Fall 2019**

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Office Hours: Tuesday 12:30 to 1:30 or by appointment

**Required Text** Tubbs, S. T. (2013). *Human communication: Principles and contexts* (13<sup>th</sup> Ed.). Boston: McGraw Hill.

**Course Objectives**

- 1: To explore the role and impact of communication in our daily lives;
2. To examine a range of communication competencies that can be utilized in a variety of contexts;
3. To understand the role of theory and research in the communication discipline; and
4. To use these skills to improve your communication abilities.

**Grading**

**Exams**

There will be three (3) exams. The first exam is worth 50 points and the second exam is worth 75 points. The final exam will be worth 100 points. Each exam will have a mixture of multiple-choice and matching. The material will come from both the textbook and class discussions. Exam #3 (the final exam) is cumulative and will cover material from the entire semester. The dates of the exams are listed in the class schedule.

**Individual Project Assignment – Manager Interview**

The goal of this assignment is to explore how the concepts and theories we will cover in this course are related to the ways people use communication. In addition, this assignment offers the opportunity to expand your professional network in preparation for life after school.

For this assignment, select someone in a management position who is willing to be interviewed about communication in his/her organization. This person cannot be a close friend or relative. When you schedule the interview, explain that the interview is required to fulfill a class assignment and should take between 25-30 minutes. Additionally, you may inform this person about the topics to be discussed.

For the interview, you must use the list of questions provided below. To prepare for the interview, you will find it helpful to research the organization. Obtaining information about the organization (such as the history of the company, products/services produced, current financial state, etc.) will help you to make sense of the interviewee's responses.

Note that the questions below are open-ended and arranged in order that can be easily followed by the interviewee. The questions should be phrased as simply as possible; this is not the time to impress someone with your vocabulary.

After completing the interview, you will prepare a summary of the information gathered from interview. Specifically, your paper should include the following:

- 1) A summary of the information gathered in the interview;
- 2) A discussion of the similarities and differences between the interviewee's understanding of communication and the information about communication covered in class and in your text; and
- 3) A critique of your performance (i.e., Did you gather all the information needed? How well did you control the interview? What, if anything, would you change about the way you conducted the interview?).

A list of the questions **ACTUALLY ASKED** during the interview must be included with your paper. **Additionally, a business card with the name and phone number of the interviewee must be submitted with the paper.**

Papers must be typed (double-spaced) and should be free of spelling and grammatical errors. While page lengths may vary, the paper should be approximately three to four pages in length (excluding the list of questions actually asked).

## **Interview Questions**

1. Describe your organization.
2. Describe your duties and responsibilities.
3. What makes a person successful in your company?  
-What makes a person unsuccessful?

### **--Transition to Topic One**

4. What kinds of communication skills should a manager possess?
5. How does a manager communicate effectively with employees in this kind of business?
6. How does an effective employee communicate with his/her manager?
7. Are individuals born with these skills or can people be trained to be effective communicators?
8. What kinds of communication skills do you look for in new employees?
9. Is there anything else you would like to tell me about communication in your organization?

### **--Transition to Topic Two**

10. What advice would you give someone like me who is considering a career in your kind of business?
11. What should I be doing now to prepare for a career in your kind of business?

Thank your interviewee for his/her time.

**Group Project and Paper:** Students will be divided into groups to create, present and write a report on an assigned communication topic. Each group will be responsible for presenting a poster presentation on their report. Further details of this assignment will be distributed in the second week of the course. *Note: Successful completion of the group assignment will require library research.*

**A Note about Written Assignments:** All papers (individual as well as group) must conform to APA guidelines (see <http://libguides.utk.edu/style/>). Papers must be double-spaced, stapled, and include a title page.

### Assignment Values:

Exam 1	50
Exam 2	75
Final Exam	100
Individual Project	75
<u>Group Project Paper/Poster Presentation</u>	<u>100</u>
Total	400

### Grade Distribution

A	400 – 372
A-	371 – 360
B+	359 – 352
B	351 – 332
B-	331 – 320
C+	319 – 308
C	307 – 292
C-	291 – 280
D+	279 – 268
D	267 – 252
D-	251 – 240
F	Below 240

### Course Policies:

1. You are expected to attend class regularly and to arrive on time. Please read the assigned material prior to class and be prepared to participate. You are responsible for all work assigned in class even if you are absent.
2. Plagiarism (i.e., presenting someone else's work as your own or without proper acknowledgement) or any other type of academic dishonesty (e.g., cheating on an exam) will be considered justification for **failure in the course**. Please refer to *Hilltopics* for additional information regarding this policy.

3. It is class policy that all cell phones and beepers are turned off before class begins. More information about this policy will be covered in class.
4. Deadlines: Exams, papers and the group presentation must be completed on schedule. No makeups or extensions will be permitted unless the student contacts the instructor prior to the exam and has a verifiable excuse.

**The College of Communication and Information (CCI) recognizes and values diversity.** Exposing students to diverse people, ideas and cultures increases opportunities for intellectual inquiry, encourages critical thinking, and enhances communication and information competence. When all viewpoints are heard, thoughtfully considered, and respectfully responded to, everyone benefits. Diversity and fairness unite us with the wider professional and global community.

### Course Schedule

Date	Topic	Assignment
August 22	Introduction to the Course	
August 27	Communication Process	Reading: Chapter 1
August 29	Communication Models / Researching Communication	Posted Reading
September 3	Person Perception	Reading: Chapter 2
September 5	Person Perception	Reading: Chapter 2 Posted reading
September 10	Nonverbal Messages	Reading: Chapter 4
September 12	Verbal Messages	Reading: Chapter 3
September 17	Listening	Reading: Chapter 5
<b>Exam I will be administered between September 17 and 19</b>		
September 19	Group Project	Canvas
September 24	Ethics and Communication	Reading: Chapter 7
September 26	Relationships	Reading: Chapter 8
October 1	Conflict and Negotiation	Reading: Chapter 6

October 3	Conflict and Negotiation (continued)	Reading: Chapter 6
October 8	<b>Manager Interview Paper Due Group Project work</b>	
October 10	Communication Competence	Posted Reading
October 15	Introduction to Communication Contexts	
October 17	Fall Break	

### **Communication Contexts**

October 22	Interpersonal Communication	Reading: Chapter 9
October 24	Intercultural Communication/	Reading: Chapter 10
October 29	Intergroup Communication	Posted Reading

### **Exam #2 will be administered between October 29 and October 31**

October 31	Small Group Communication	Reading: Chapter 12
November 5-7	Organizational Communication	Reading: Chapter 14 and Chapter 11
November 12-14	National Communication Association Meeting No class	
November 19	Mass/Mediated Communication	Reading: Chapter 15
November 21	Social Media	Guest Speaker & Posted Reading
November 26	Poster Presentations	
November 28	Thanksgiving	
December 3	Final Exam review	

**Final Exam** – Tuesday, December 10