

# Fall 2018      **CJ 220.501 Communication for Teachers**

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**Phone:** 505-925-8632

**Class Time:** 4:30-5:45, Tue/Thu  
**Classroom:** C101  
**Office Hours:** 11:00-1:00, Tuesday (and gladly by appointments)

Welcome to Public Speaking! This syllabus outlines the policies and procedures for CJ 220 and acts a contact between you and me, as a student and instructor. Please recognize that you are responsible for the policies on these pages. I do reserve the right to change our schedule and/or assignments based on our class needs, but I will always let you know in advance.

## Required Textbooks and Materials

- Chesebro, Joseph L., & McCroskey, James C. (2002). *Communication for Teachers*. Boston: Allyn & Bacon (Pearson). ISBN: 978-0-205-31887-8.

\*\*\*All other readings will be placed on Blackboard Learn\*\*\*

- UNM email address and access to UNM Blackboard Learn
- Access to Internet and Microsoft Office (available on UNM-VC computers)

## Course Description

This course provides an introduction to the study of interpersonal communication. Students will explore relevant theories, concepts, strategies, and processes of communication between instructors and students. It touches on some knowledge from psychology, child development, and cognitive neuroscience to enhance communication science. Students will also apply those theories and concepts to different academic settings by creating their own lesson plans.

## Student Learning Outcomes (SLOs)

Throughout the course, students will be able to:

- Define and describe basic interpersonal communication terms and concepts;
- Identify and analyze interpersonal communication across a variety of personal and professional contexts in both face-to-face and mediated forms;
- Identify and demonstrate a variety of skills that will enhance interpersonal communication;

- Analyze a variety of purpose of and goals in interpersonal communication interactions.

## Assignments

The major assignments within this course include the following. Your total course point-value is 1000 points:

- 1. Student-led Discussion (worth 300 points).** You'll choose a reading from the course schedule and teach the class as if you were the professor that day. You'll need to come up with a short presentation of the reading, as well as an activity that we can complete to help us learn the information. You'll also need to create a handout of some sort, and this can be as simple as a worksheet that we can use as our "take-away" summarizing the reading.
- 2. Teaching Demo (worth 300 points).** Throughout the semester, we will be reading various communication theories and research between teachers and students. In this assignment, you are applying one of communication theories we've dealt in class and create a lesson plan to "teach" our 220 class as if we are your students—also, please specify the level of your students (K-12) in your demo. You will lead us through an activity that scaffolds the assignment for 50 minutes total. The activity could be discussion, group work, or any type of creative devices that you think effective. You'll need to have a write-up that pairs with this lesson demo.
- 3. Teaching Philosophy (worth 300 points).** Every teacher needs a teaching statement or philosophy in their job search either in their teaching portfolios or simply in their cover letters. You'll write your teaching philosophy, therefore, showcasing your knowledge in teaching and communication that you gained through this course. You can reference your presentation and teaching demo in this philosophy to support.
- 4. Participation (worth 100 points, including 5 points for peer review of student-led discussion and teaching demo).** I'm pretty serious about participation in this class, which means interacting with your peers and offering your two cents in terms of the readings.

### *Points-to-Grade Conversion*

<b>A+</b> 970-1000+	<b>B+</b> 870-899	<b>C+</b> 770-799	<b>D+</b> 670-699	<b>F</b> 0-599
<b>A</b> 930-969	<b>B</b> 840-869	<b>C</b> 740-769	<b>D</b> 640-669	
<b>A-</b> 900-929	<b>B-</b> 800-839	<b>C-</b> 700-739	<b>D-</b> 600-639	

A passing grade in CJ 220 is C (74% or higher); a grade of "C-minus" will require you to retake the course.

## Attendance & Participation

Much class time is dedicated to group discussion, presentations, and feedback. Therefore, regular attendance and active participation are mandatory.

You are allowed to miss one class (half week) without penalty. **If you miss class more than three (3) times, you will automatically fail the course** (and I reserve the right to withdraw you).

If you are late to class or leave early, this will count as half a class period.

If you are distracting yourself electronically, you are not present. I grade participation on a “check +,” “check,” “check –” system. You receive a “check” for attendance. You receive a “check +” if your engagement catches my positive attention. Any distracting/inappropriate behaviors (e.g., texting) will earn you a “check –”.

Whether you miss class because you are ill or have a family emergency or because you simply did not feel like attending, there is no difference. There is no such thing as an excused absence.

If you are absent, it is your responsibility to keep up with reading, get class notes from a classmate, and/or confer with me at an appropriate time if you have questions. You are responsible for keeping track of your own absence, though you may ask me at any time throughout the semester how many absences you have so far.

**Attendance to me is more than simply filling a seat**—it is a demonstration of a willingness to engage in the day’s topics. Not being prepared for class preempts your ability to participate and may impede the inquiry of others, and I may excuse students who I discover to not be adequately prepared.

This is a college-level public speaking course, so I expect you to motivate yourself to participate and not rely on me to call upon you while you sit silently. Your participation should be relevant to the topics being discussed. On the other hand, please do not dominate the discussion.

## Missed or Late Works

All assignments are due as Words to our course Learn at 11:59 PM local (Albuquerque) time on the due date. Anything submitted past this time is considered late. Late work will be assessed a penalty of 20% of the total point for every day past the due date it is late. For example, if you receive 90 points for a written script that you submitted 30 hours late, your final grade would be 54 points instead of 90 points.

## Save Everything

I cannot stress this point enough: save all drafts of your work to your convenient drive. Losing work due to computer malfunction or leaving something on a computer desktop and not having it available for class will be your responsibility.

## Student Conduct

I believe that the classroom is a sort of sacred space where we come together to ponder and discuss our world and our space critically. Keeping a democratic classroom, you need to be respectful and thoughtful while communicating with others. **Racism, classism, sexism, homophobia/heterosexism, ableism, ageism, or any other discriminatory attitudes will not be tolerated in this class.** By taking this class with me, you are agreeing to respect each other's individual uniqueness and complexity by abstaining from generalizations. I will ask you to leave the classroom (and take an absence) if you are disruptive, unprepared, or disrespectful.

## Office Hours & Conferences

I will hold office hours on Tuesdays between 11am and 1pm at my office (Academic Building Room 113). Office hours are like a drop-in service when you can come talk to me about questions and concerns you have about anything in the course (assignments, material, expectations, your progress or current grade) or anything you need help with outside of class (balancing work, friend/family issues, accessing healthcare or other resources on campus, etc.).

**You are required to meet with me outside of class once during the semester for individual conferences.** Missing this mandatory conference will count as absences as they occur upon class cancellation.

## Academic Honesty

"Plagiarism" is a type of academic dishonesty. It occurs when writers deliberately use another person's language, ideas, or materials and present them as their own without acknowledging the source. Every first-year writing class covers plagiarism in great detail, so there is little excuse for failing to understand what constitutes plagiarism or the consequences that will result.

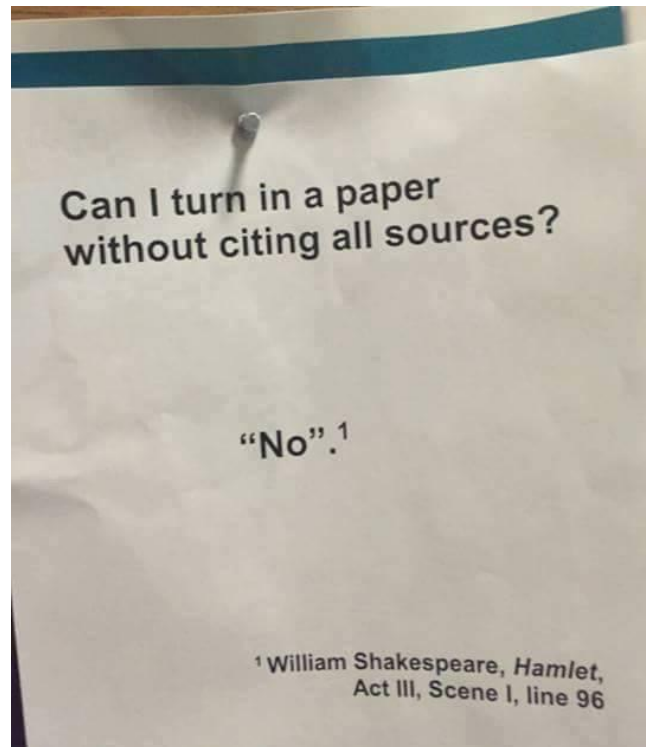
*Types of plagiarism.* Plagiarism can include any of the following:

- Failing to quote material taken from another source.
- Failing to cite material taken from another source.
- Submitting writing that was written by another person or for another class.

- Submitting writing that was substantially edited by another person.

*Possible consequences.* The instructor decides the academic consequence to be imposed, depending on the seriousness of the violation. Sanctions include the following:

- Adequately redo or revise the assignment in question;
- Fail the assignment in question;
- Be dropped from the class with a W; or
- Fail the class.
- Be subject to more severe sanctions imposed by the Dean of Students.



Plagiarism may also result in failure of the entire course or disciplinary action by the University. To learn how to avoid plagiarism, students can speak to me, consult a tutor, or refer to <http://library.acadiau.ca/sites/default/files/library/tutorials/plagiarism/>.

## Sexual Violence and Sexual Misconduct

In an effort to meet obligation under Title IX (“Title Nine”), UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the Department of Education (see [page 15](#)). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity ([oeo.unm.edu](http://oeo.unm.edu)). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

## Equal Access

Pursuant to the Americans with Disabilities Act (ADA), students with documented special needs will be accommodated in this course. Students with disabilities should visit Accessibility Services to obtain an Equal Access form, which needs to be sent to the professor within the first two weeks of class. The contact information for the Student Services Office is (505) 925-8560 and <http://www.unm.edu/~vcadvise/equalaccess.htm>.

## Student Privacy

Student privacy is strongly protected by professors at UNM-Valencia. In fact, a federal statute called FERPA strictly prohibits the instructor or administrators from talking to anyone but the student about his/her progress. If a student has questions about a grade on an assignment or about the final grade for the course, FERPA dictates that the student is the ONLY ONE who may speak to the instructor regarding their grades. In sum, parents, relatives, or friends will not be allowed access to information about student performance. All other outside requests for information release must be sent to and approved by the UNMVC registrar: (505) 925-8580.

## Academic & Technical Support

Free tutoring is available at the Learning Resources Center (L Building). Please call 925-8907 for an appointment. I am also available to help you with individual writing issues during my office hours or by appointment. Students who regularly seek tutoring usually see a great improvement in their grades.

If you have questions about computer-related issues, please call (505) 277-5757, M-F, 8:00 am-12:00 noon and M-F, 1:00 pm-5:00 pm MST. Computer technicians are available and happy to help you solve those difficult problems. For Blackboard Learn Assistance click on the tab entitled, "How to use Learn," which is located on the left-hand menu bar of our course page.

## Student Questions/Concerns

If you have questions that I cannot answer about departmental policies or the course, or if you have concerns about this course and my policies, you should feel free to email Professor Chuck Paine, Associate Chair for Core Writing, at [fedirect@unm.edu](mailto:fedirect@unm.edu).