

HARRINGTON

COLLEGE OF DESIGN

Chicago, Illinois
Course Syllabus/Outline

I. COURSE DATA

Number: COM203
Title: Interpersonal Communication
Credit Hours: 3 Semester Hours
Prerequisite: ENG102
Text: No text.
Instructor: Donald R. Simon, Esq.
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II. COURSE DESCRIPTION

Various methods of self-expression are explored. Students review theories and methods to effectively communicate in a variety of speaking situations. Non-verbal aspects of communication are also emphasized.

III. COURSE OBJECTIVES

At the conclusion of this course, students should be able:

- To apply fundamental communication skills in order to persuade, inform and entertain others.
- To describe the modes of presentation.
- To understand the importance of research to the informed communicator.
- To discuss the value of presentation aids such as: visual, audio, and multi-media productions.
- To identify basic challenges in speaking engagements and explain how to overcome them.

IV. COURSE RATIONALE

The ability to communicate in a clear and effective manner is essential to the growth and productivity of anyone in a career.

V. TOPICAL OUTLINE

See below.

VI. COURSE REQUIREMENTS

In an effort to ensure that students are aware of professional practices and behavior and in order for students to be successful at Harrington they must have a thorough understanding of all the assigned reading materials as well as of the lecture material, exercises, and class discussions, field trips and guest lectures, critique and presentation; therefore, the following requirements will be part of the total assessment of the students success or failure in the class.

- *Class participation in critiques, field trips, guest lectures and presentation along with weekly attendance will be notated and part of the students grade.
- **No late work** is accepted without prior approval from the instructor with a documented reason.

- Students are responsible for presenting concepts in visual, oral and written format. All written material will be graded. All written deliverable must be typed unless approved or the project warrants hand lettering.
- All final projects must be presented to the class in a formal, professional manner. All students will be required to dress appropriately and attend.

Attendance Policy – Faculty takes attendance for each class period and posts it to the student’s record. Upon reaching three unexcused absences, faculty may lower the final grade for the course one full grade. The school will withdraw any student who has not been in attendance for 35 consecutive days. The school reserves the right to extend the 35 day timeframe due to extraordinary circumstances that affects the entire student population.

VII. RESOURCE REQUIREMENTS

- Students are encouraged to use the College’s library in completion and research of assignments.
- The Design Atelier (331) provides limited materials for project work. Students are expected to use the materials provided in addition to materials found from other sources.
- Computer assignments outside the classroom, research or field trips will be included as necessary on the topical outline and are considered requirements of the course.
- **Integrated Studio Learning – (formerly open lab)** Students are encouraged to use our Integrated Learning Studio as another instructional tool. Instructors and/or academic advisors may require the student spend time in the Integrated Learning Studio to enhance their understanding of the material. This service is intended to assist students in their project work with more in-depth critique and demonstration by instructors and Las outside their primary instructor.
- **Tutoring** Students who need more one-on-one attention require a recommendation from their instructor and should contact the Integrated Learning Studio Coordinator.

VIII. EVALUATION CRITERIA

Grades will be based on a % assigned to the following elements:

Attendance/Participation	5%
Self-Introduction Speech	5%
Informative Speech	10%
Persuasive Speech	15%
Special Occasion Speech	10%
Group Speech	15%
Midterm Exam	15%
Final Exam	20%
Outlines	5%

Harrington’s grading scale is as follow:

A	100-94	C	79-75
A-	93-91	C-	74-72
B+	90-89	D+	71-70
B	88-85	D	69-66*
B-	84-82	F	65 and BELOW
C+	81-80		

***NOTE: Grading Scale no longer includes a D-**

****See also attached addendum for the criteria used in grading speeches.****

The following are definitions of the criteria used in grading:

CRAFTSMANSHIP

- Neatness
- Clarity
- Manipulation of Tools
- Demonstrated use of Learned Skills

DESIGN QUALITY

- Thinking – Comprehension of the Problem
- Creativity – Imaginative and Functional Solution
- Effort – Ability to Work Hard, Push Personal Limits and Maintain Focus

PROFESSIONALISM

- Positive Attitude
- Punctual
- Dedication to the Project
- Participation in class and Respect for Peers

Excellent = A	<i>Distinguished and innovative work</i> , showing insight and demonstrating superior skills and craft, work goes beyond what is required
Superior = B+	<i>Competent work, very creative and controlled work</i> , shows clear understanding and thorough demonstration of skills
Good = B to C+	<i>Competent work</i> , clear understanding, often showing some creativity and good use of skills
Average = C to C-	<i>Adequate understanding</i> , inconsistent demonstration of skills, some elements missing, problems with time management and steady focus
Unsatisfactory = D to F	<i>Lacks understanding</i> , inadequate amount of time and effort demonstrated, many missing elements, inconsistent participation, appropriate skill and craftsmanship not demonstrated

Academic Integrity Policy

Harrington College of Designs' Academic Integrity Policy is found in the *Student Handbook* found on the student portal. The policy prohibits dishonest acts which are those that permit a student to gain an unfair advantage over other students by any of the following means: copying, plagiarism, unauthorized collaboration, alteration of records, aids, proprietary material, bribery, and lying or using technology.

Access for Students with Disabilities

Harrington College of Design complies with *Section 504 of the Rehabilitation Act*, and the *Americans with Disabilities Act*.

TOPICAL OUTLINE

Week 1: Course Objectives: Welcome. Get acquainted. Course syllabus and outline. Course materials and website. Lecture: "Speaking in Public." The Power of Public Speaking. Developing Confidence. Dealing with Nervousness. Public Speaking and Critical Thinking. The Speech Communication Process. Avoiding Ethnocentrism. Lecture: "Ethics and Public Speaking." Plagiarism. Ethical Listening. Giving Your First Speech.

Assignment: Speech #1 - "Self-Introduction."

Week 2: Giving Your First Speech: Speech #1 - "Self-Introduction."

Assignment: No assignment.

Week 3: The Informative Speech: Lecture: "Selecting a Topic and Purpose." Choosing a Topic. Determining the General and Specific Purposes. Phrasing the Central Idea. Lecture: "Organizing the Body of the Speech." Main Points and Supporting Materials. Lecture: "Outlining the Speech." Lecture: "Speaking to Inform."

Assignment: No assignment.

Week 4: The Informative Speech: Lecture: "Analyzing the Audience." The Psychology of Audiences. Demographic Audience Analysis. Getting Information About the Audience. Adapting to the Audience. Lecture: "Gathering Materials." Library Research. Searching the Internet. Interviewing. Tips for Doing Research. Lecture: "Supporting Your Ideas." Lecture: "Beginning and Ending the Speech."

Assignment: Speech #2 - "Informative."

Week 5: The Informative Speech: Speech #2 - "Informative." Turn-in outline.

Assignment: No assignment.

Week 6: The Persuasive Speech: Lecture: "Using Language." Using Language Accurately, Clearly, Vividly, and Appropriately. Lecture: "Delivery." Method of Delivery. The Speaker's Voice, Body, and Appearance. Lecture: "Using Visual Aids." Advantages and Types of Visual Aids. Guidelines for Preparing and Presenting to Visual Aids.

Assignment: No assignment.

Week 7: The Persuasive Speech: Lecture: "Speaking to Persuade." Ethics and Persuasion. The Psychology of Persuasion. Persuasive Speeches on Questions of Fact, Value, and Policy. Lecture: "Methods of Persuasion." Building Credibility. Using Evidence. Reasoning. Appealing to Emotions.

Assignment: Prepare for Midterm Exam and Speech #3 - "Persuasive."

Week 8: Midterm Exam: In-class Midterm Exam.

Assignment: Speech #3 - "Persuasive."

Week 9: The Persuasive Speech: Speech #3 - "Persuasive." Turn-in outline. Results of the Midterm Exam.

Assignment: No assignment.

Week 10: Listening and Interviewing - "Persuasive" (con't, if needed). Lecture: "Listening." Listening and Critical Thinking. Causes of Poor Listening. How to Become a Better Listener. Lecture: "Interviewing." Typical format. Preparation. Standard interview questions. After the interview.

Assignment: Speech #4 - "Mock Job Interview."

Week 11: Interviewing: Speech #4 - "Mock Job Interview."

Assignment: No assignment.

Week 12: Speaking in Small Groups: Lecture: "Speaking in Small Groups." Leadership in Small Groups. Responsibilities in a Small Group. Tips for Successful Group Work.

Assignment: Speech #5 - "Small Group."

Week 13: Review: In-class review for Final Exam. Extra time to meet in groups.

Assignment: no assignment.

Week 14: Speaking in Small Groups: Speech #5 - "Small Group." Turn-in outline.

Assignment: Prepare for Final Exam.

Week 15: Final Exam: In-class Final Exam.

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COM203 SYLLABUS - ADDENDUM

CRITERIA FOR GRADING SPEECHES

An F speech (a failing speech) does not meet three or more of the standards for a C speech, shows either of the problems associated with a D speech, or:

- It uses fabricated supporting materials.
- It deliberately distorts evidence or is plagiarized.
- It uses inappropriate information or actions.

A below average speech (a D speech) does not meet one or more of the standards for a C speech or:

- It is unrehearsed.
- It is based on biased information or unsupported opinions.

For the grade of C (an average speech):

- The speech must be original.
- The speech must be appropriate to the assignment.
- The topic must be appropriate for the audience and sufficiently focused.
- The speech must fit the time restrictions assigned.
- The speech must be presented on the assigned date.
- Main idea or ideas must be supported with facts, examples, or testimonies.
- The speech must have a clear sense of purpose.
- The speech must be complete, with an introduction, body, and conclusion.
- The presentation must be extemporaneous.
- The speech includes the required outline.

For a grade of B (an above average speech):

- All requirements of a C speech must be satisfied.
- Select a challenging topic and adapt it appropriately for your audience.
- Reflect a greater depth of research (such as more references).
- Clearly identify sources of information and ideas.
- Create and sustain attention throughout the speech.
- Create an effective flow.

- Demonstrate poise and confidence.
- Present your speech with style.

For a grade of A (a superior speech):

- All requirements of B speech must be satisfied.
- Demonstrate imagination and creativity in topic selection development.
- Develop and sustain strong bonds between speaker, topic and audience.
- Reflect an even greater depth of research.
- Demonstrate artful use of language and stylistic techniques.
- Make a polished presentation integrating a variety of communication skills.