



School of Arts & Science  
APPLIED COMMUNICATION DEPARTMENT  
COMM 100  
Communication Process 1  
Fall 2011 (Sep–Dec)

## COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/comm.html>

Please note: the College electronically stores this outline for five (5) years only.

It is **strongly recommended** you keep a copy of this outline with your academic records.

You will need this outline for any future application/s for transfer credit/s to other colleges/universities.

### 1. Instructor Information

(a)	Instructor:	Rick Caswell		
(b)	Office Hours:	Monday to Friday, 9 to 4, by appointment		
(c)	Location:	Y315B		
(d)	Phone:	250.370.3396	Alternative Phone:	250.382.7299
(e)	Email:	caswellr@camosun.bc.ca		

### 2. Intended Learning Outcomes

Upon completion of this course the student will be able to:

1. Explain perception and reception and the roles of each in the communication process.
2. Analyze a communication situation in terms of sender, receiver, message and feedback.
3. Identify and explain the four arenas of communication; intrapersonal, interpersonal, public and mass.
4. Explain and apply the fundamental theories of verbal language.
5. Explain and apply the fundamental theories of non-verbal language.
6. Explain and apply the fundamental theories of self-concept.
7. Explain and apply the fundamental theories of group dynamics.

### 3. Required Materials

Texts: None

### 4. Course Content and Schedule

Classroom: 3 hours x 14 weeks

Monday & Wednesday 9:00–10:30 A.M.

Estimated out-of-class: 1 hour

**5. Professional Conduct**

- I expect attendance and participation at all sessions. With the exception of illness or emergencies, I also expect you to negotiate absences with me prior to class. This includes commitments in other areas of the program such as assigned radio shifts.
- In the case of illness or emergency, you should leave a message for me at 370-3396 or by email as soon as possible, notifying me of your absence.
- You will lose one mark for each unexcused absence, and ½ mark for each unexcused lateness up to a total of 10 marks.
- I expect your conduct in class will support a positive learning environment for everyone.

**6. Basis of Student Assessment (Weighting)**

(a) Quizzes .....	40%
(b) Completed Journal .....	30%
(c) Group Presentation.....	20%
(d) Professional Conduct (includes attendance) .....	10%

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**TOTAL: 100%**

## 7. Grading System

### Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C	ACP students must achieve "C" or better in all courses to progress in the program.	2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

### Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy E-1.5 at [camosun.ca](http://camosun.ca) for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete</i> : A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress</i> : A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. (For these courses a final grade will be assigned to either the 3 <sup>rd</sup> course attempt or at the point of course completion.)
CW	<i>Compulsory Withdrawal</i> : A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

## 7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS
There are a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, at Student Services, or the College web site at <a href="http://camosun.ca">camosun.ca</a> .
STUDENT CONDUCT POLICY
There is a Student Conduct Policy <b>which includes plagiarism</b> . It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services, and the College web site in the Policy Section