

CLBR-088-01
Winter 2014

Classroom Communication

Instructor: Ken Benoit	Classroom: ADMIN 308
Office: Lynn 101A	Class meets: Tuesday & Thursday
Office Hours: Tuesday & Thursday 12:30 -1:30 p.m. and by appointment	Time: 1:30 p.m.–2:20 p.m.
Office Phone: (206) 296-6064	E-mail: kbenoit@seattleu.edu

Phone calls will be returned and replies to e-mail messages provided within 48 hours (except on weekends).

Texts

Communicating Effectively in English by Patricia A. Porter and Margaret Grant

Course Goals

- To broaden your awareness of Seattle University classroom culture
- To practice oral presentations
- To understand the distinction between social and academic registers
- To improve informal and formal presentation skills
- To improve the accuracy and clarity of your speech

Course Work & Participation

Coursework consists of text-based homework, written assignments, quizzes, and oral presentations.

All written assignments are due at the beginning of class and must adhere to university format, namely, typed and double-spaced using Times 12-point font. Upper, lower, and left-hand margins should be 1 inch. The right-hand margin should not be justified.

Class participation is defined as coming to class prepared to actively engage in classroom discourse (listening, discussing, asking questions), and as completing homework and other assignments on time.

Please Note: No makeup quizzes will be given.
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Grading

Percentage breakdown of grades:

Three Oral Presentations (20% x 3)	60%
Radio Interview	5%
Two Written Assignments	20%
Quizzes	10%
Participation	5%

In order to pass this class, students must earn C or above. If your grade falls below C, you will be required to repeat this course the following quarter. In this case, the letter grade F will appear on student transcripts, but will not affect your GPA.

Attendance Policy

Regular class attendance during the quarter is mandatory. Students who miss more than two classes during the quarter may have their grade lowered as much as one grade point (letter grade). Punctuality is also mandatory; arriving to class late three times is considered equivalent to one absence.

Plagiarism

Plagiarism is defined as using the ideas and words of other individuals without giving credit or acknowledging their work. It is an **extremely** serious academic offense for students to submit assignments as their own work when these in part or whole represent the work of another. In this case, an appropriate course of action or penalties will be determined according to the Policies and Procedures for violations of the Academic Honesty Code. (See the Student Handbook for further information.)

Last day of class: Thursday, March 13

Note: This syllabus is only a general guideline of course policies and goals. The instructor reserves the right to modify the course objectives, concepts, and components during the quarter. If subsequent changes in the course goals or policies occur, students will receive updated information and syllabus revisions.