

**Caleb Carr: Policies for SDA 101**  
TR 42985 15.30 - 16.45 Moore 201  
Office (Moore 317) Hours: *TBA*  
*Also by appointment*  
Blackboard: <http://blackboard.cmich.edu>  
Phone: **Information Redacted**  
E-Mail: **Information Redacted**

**Instructor's Comments:** Willkommen, bienvenue, welcome! Welcome to a semester I'm very excited for, in part because I'm very excited to work with you all during the course of it. A few blips from me before we get to the nitty-gritty. I'm here to work with all of you so that you each receive from this course as much as possible, and walk away with something new and useful in your life. To that end, there are a few things that I expect from you, and a few things you can expect from me. First of all, I believe that respect is paramount in this classroom. You may not like someone or what's going on or being said, but that doesn't mean you shouldn't respect them/it. Discriminatory words or actions will not be tolerated. Furthermore, I expect each one of you to try—you may not all be natural orators, but only through attempting something may we ever actually achieve it. And finally, this is a college classroom; as such, I expect ideas and thoughts to be expressed accordingly. From me, you may expect me to try my hardest every day to keep this class engaging, entertaining, and educational (though not necessarily in that order) for your benefit. As a forewarning, I talk fast and use big words (we're gonna' cover a lot of ground in a short time frame), but if I ever lose you, need to slow down, or define words, I'll be more than happy to do that; just let me know. In short, I'm here to help you learn about communication, and I'm thrilled to work with you all towards that end.

**Attendance:**

- 1) Attendance will be taken every class period via distributed roll. Sign yourself in as "present" or be marked otherwise. If you come in late, it is your responsibility to see me after class to sign in.
- 2) Tardiness is not tolerated (more than 5 min); excessive tardiness may be counted as an absence.
- 3) You will not be penalized for up to three(3) absences. (Use them wisely, young Jedi.) Every absence after the 3<sup>rd</sup>, will result in a reduction of 5% from your final course grade. If you are absent for the final exam, it is counted as two(2) absences—10% of your final course grade.
- 4) Attendance is more than your bodily presence in the classroom—participation will not only help you, it will make class more meaningful and enjoyable. Furthermore, participation will affect your participation points. (Hence the name.)
- 5) There is **no** difference between excused and unexcused absences. There are a permitted number of absences built into the structure of the class in the event of unforeseeable and/or unavoidable needs that arise which will not allow you to be in class. However, the class is built on participation and interaction, so any day you are not present is a day where not only your education but that of your classmates is stunted. An absence is an absence, regardless of reasons behind it.

### **Preparation:**

- 1) You must bring the SDA 101 book, course supplement, and a writing utensil to every class period, unless otherwise specified by the instructor.
- 2) Unless otherwise specified by the instructor (i.e. me), all assignments must be typed. Furthermore, they must be typed on 8.5 X 11 inch paper, double-spaced, in 12-point Times New Roman font, and have default margins (read: 1" top & bottom margins, 1.5" left & right margins), and be in standard English unless permission is granted before the due date by the instructor. **Should the assignment run longer than one(1) page, the pages must be stapled (in order) before class.** Papers not fitting these basic formatting instructions will not be accepted. Further, e-mails/IM/speeches should be coherently constructed and delivered in standard English, displaying complete sentences and thoughts.
- 3) All papers and assignments are expected to follow guidelines for proper writing and be void of any and all spelling, grammatical, or logical errors. (Please reference A.P.A.-5 formats for an example.) It's a communication class and, as written assignments are a form of communication, your writing should reflect a collegiate level of proficiency—proofreading will benefit you.
- 4) Papers/assignments/note cards/etc. are due at the beginning of class on the date scheduled. **Late papers will not be accepted.**
- 5) You must complete all assignments. (You paid for this class, so there should be some incentive to actually do the work.)
- 6) A grade of "C" *must* be attained in this course to attain competency. However, if you are a BCA major, you must pass with a "B" in order to receive competency.
- 7) If you have a problem regarding the course or something related to it, contact (preferably visit) me immediately. I'm more than willing to work with you. However, I can only do so if: a) I'm aware of the concern, b) you are making an effort to work with me towards the final goal, and c) I'm aware of the concern early enough to actually help with it. **Don't wait until the last possible moment.**
- 8) It is your responsibility to save a copy of all assignments turned in.
- 9) If you wish to discuss a grade, you must wait 24 hours after receiving the assignment back to challenge a score. (Blackboard scores are there for your benefit, they do not provide explanation or elaboration of grades.)
- 10) Sleeping in class is bad, m'kay, and therefore will not be tolerated. If you're sleeping in class, that is indicative of your lack of participation, and you will be penalized accordingly—most likely by being counted as an absence.

### **Participation Points**

There are fifty-five (55) participation points throughout the semester. These 55 points constitute about 7% of your grade. Again, details to follow.

### **Students with Disabilities:**

CMU provides students with disabilities reasonable accommodation(s) to participate in educational programs, activities or services. Students with disabilities requiring accommodation to participate in class activities or meet course requirements should contact me as early as possible. If you would like more information regarding what CMU can do for you, please call Carol Wojcik in the Student's with Disabilities Services office at 774.3018.

*Instructor reserves the right to modify at any time.*

**Tentative 2003 Fall Schedule for SDA 101  
Caleb Carr**

<b>Week 1, Jan. 14/15</b>	<b>NO CLASS</b>	Introduction/Syllabus
<b>Week 2, Jan. 20/22</b>	Chapter 1/Discuss Speech 1	Chapter 2
<b>Week 3, Jan. 27/29</b>	Artifact Speeches	Speech & Hearing
<b>Week 4, Feb. 3/5</b>	Chapter 3/Discuss Speech 2 & Outlining	Library Day
<b>Week 5, Feb. 10/12</b>	Chapter 12	Chapter 13/ <u>Full-Sentence Outlines Due for Speech 2</u>
<b>Week 6, Feb. 17/19</b>	Chapter 14	Speech 2
<b>Week 7, Feb. 24/26</b>	Speech 2	Speech 2
<b>Week 8, Mar. 2/4</b>	Chapter 15	Midterm Exam <b>7-9pm</b> (Ch. 1,2,3,12,13,14,15)
<b>Week 9, Mar. 9/11</b>	<b>NO CLASS – SPRING BREAK</b>	
<b>Week 10, Mar. 16/18</b>	Chapter 4	Chapter 5/Discuss Speech 3 & Audience Adaptation
<b>Week 11, Mar. 23/25</b>	Chapter 6	Chapter 7
<b>Week 12, Mar. 30/Apr. 1</b>	Chapter 8	Chapter 10/Supplemental Reading
<b>Week 13, Apr. 6/8</b>	Movie	<u>Movie Reflections Due</u>
<b>Week 14, Apr. 13/15</b>	Chapter 11	Speech 3
<b>Week 15, Apr. 20/22</b>	Speech 3	Speech 3
<b>Week 16, Apr. 27/29</b>	Chapter 9	Final Exam 7-9pm <b>(Ch. 4-11)</b>
<b>Week 17, May 3<sup>rd</sup> – FINAL EXAM WEEK</b>		<b>(TR) Thursday, May 6 14.00 – 15.50</b> <i>Must attend or Lose 10% of Final Grade</i>