

Communication Fundamentals - COM 231

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On Campus Office Hours: by appointment / phone / face-to-face

Online Office Hours: email to arrange online chat or video conference

LLA Office: (517) 796-8582

Center for Student Success: Federer C, Potter Center. Phone: 517.796.8415

Solution Center: (517) 796-8639

JCC Switchboard: (517)787-0800

Text: Human Communication: The Basic Course. J. A. DeVito. 13th Edition

We will not use My Communication Lab. Feel free to purchase an addition of the text without the access code, if available.

If you are using an older edition of the text, please ask for help if you can't find the specific information.

Course Description:

COM 231 COMMUNICATION FUNDAMENTALS (3 CR)

Students will learn the basic principles of speech communication including speech development and delivery, interpersonal message, non-verbal messages, and small group dynamics. The course is designed to prepare students to be effective communicators in a diverse global society. Student speeches will be evaluated for effectiveness.

Associate Degree Outcomes:

Jackson Community College's Board of Trustees has determined that all of our graduates should develop or enhance a variety of important skills while enrolled in courses. The ADO's (Associate Degree Outcomes) for this course include:

- **ADO 2: Speak clearly, concisely and intelligibly**
- **ADO 9: Work productively with others, recognizing individual contributions to group success**
- **ADO 10: Understand and respect the diversity and interdependence of the world's peoples and cultures**

Course Outcomes:

- Apply current research in the analysis of communication
- Evaluate the effectiveness of communication
- Demonstrate appropriate effective communication in public performance and small group activities

Accommodations for Students with Disabilities:

Consistent with the ADA and Section 504, Jackson Community College is committed to quality of educational opportunity and ensures that no qualified person shall by reason of a disability be denied access to, participation in, or benefits of any program or activity operated by the college.

Each qualified person shall receive reasonable accommodations to ensure equal access to educational opportunities, programs, and activities.

Contact the Center for Student Success for more information.

Participation:

Weekly participation is required. If you can't participate in class, please contact the instructor in advance. Participation is essential to your success in the class. Missing online discussions with the class will have a serious impact on your final grade.

Participation in the online section of the course is defined as actively participating in the asymmetrical forum discussions and completing assignments within the timeframe of each unit. Failure to do so in the first half of the course could result in withdrawal from the course.

If circumstances arise that, you cannot participate in the course (i.e. computer problems, travel, loss of internet, etc.) it is your responsibility to communicate with the instructor so that other options may be explored for your success in the class.

HQV Reporting Dates:

GRD1 is due **5/31** GRD2 is due **6/13** GRD3 is due **7/10**

Listed below is other information related to your course section:

REFUND/DROP NO W BY: **6/2**
DROP WITH W BEGINS: **6/3**
WITHDRAW LAST DAY BY: **7/10**

Late Policy:

Communication is key to your success in this class. If you are having trouble completing an assignment you are required to contact the instructor in advance.

- **Late postings in Discussion Forums will not be scored.**
- **Quizzes will not be accepted late.**
- **Other late assignments, including speeches, will receive a 20% reduction in the score unless prior arrangements have been made.**
- **All late work must be submitted within one week of the due date for reduced credit.**

Ethics and Courtesy:

Plagiarism-

All work submitted must be your own. Failing to document sources in both oral and written assignments is considered **plagiarism**. Students found plagiarizing will be dealt with according to **JCC's policy** on academic honesty.

Policy Statement:

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' work as their own, either by plagiarism, by cheating or by helping others to do so.

Plagiarism: is the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

Using data, quotations, or paraphrases from other sources without adequate documentation

Submitting other's work as your own

Exhibiting other behaviors generally considered unethical

Cheating means obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

- Plagiarizing in all forms
- Using notes/books without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical

Collaboration: While JCC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution.

Consequences/Procedures: Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors must document all instances of academic dishonesty beyond those of a very minor nature, in writing to the academic dean.

The Office of the Academic Deans will record and track students who have been reported as having cheated. If the same student cheats in other courses, the dean will enact sanctions appropriate to level of infraction. The sanction will be

selected in consultation with the involved faculty. The Dean can administer consequences up to and including suspension.

Academic dishonesty in all forms is a serious offense and will result in a grade of “0” for the entire assignment in this class.

Online Behavior-

It is inappropriate in this course to use obscene language, tell offensive jokes, or allude to sexual, racial, cultural, or gendered references that may be demeaning or offensive. Please be mindful of what you say and how you say it.

Comments posted online and assignments submitted to the instructor are to be written in a manner that is appropriate for a college course. The use of texting jargon is discouraged.

Internet Usage Policy

Please review the “Responsible Use Policy” for JCC’s policy on internet usage. Violations of this policy will not be tolerated and sanctions will be enforced if found in violation of the policy. See <http://www.jccmi.edu/policies/IT/Policies/1601.pdf> to review the policy.

Grades:

Your final grade is based on the total points earned in class. There will be approximately 1000 points during the semester.

The Final grade is calculated on a true weighted scale.

94% above.....	A/4.0
90-93%.....	A-/3.5
84-89%.....	B/3.0
80-83%.....	B-/2.5
74-79%.....	C/2.0
70-73%.....	C-/1.5
64-69%.....	D/1.0
60-63%.....	D-/0.5
59% below.....	F/0

Assignments:

Online activities focus on the weekly reading topics, please read the chapters before beginning the activities. Online activities and resources are designed to enhance the readings and should not be considered a substitute. Supplemental readings are designed to expand upon the topics presented in the text and should not be considered a substitute for completing the reading assignment.

Please check the comments on submitted assignments.

See the handout: “Assignment Guidelines” for more details.

All assignment submitted as an uploaded file must be saved as a pdf. file. Here is more information about saving pdf. files. <https://support.office.com/en-au/article/Save-as-PDF-d85416c5-7d77-4fd6-a216-6f4bf7c7c110?ui=en-US&rs=en-AU&ad=AU#bm11>

Incomplete Grade:

The incomplete grade is designed for successful students with extenuating circumstances to allow them to complete the course requirements after the semester or session has ended. Students may receive an “I” if, in the opinion of the instructor, their work is sufficient in quality, but is lacking in quantity, to meet the objectives specified in the course syllabus. The course objectives are to be satisfactorily completed during the next year or within the time agreed to by the instructor and the student. If the student does not complete the course within the designated time period the “I” grade will be replaced by the grade earned as assigned by the instructor.

The grade of “I” is not awarded to students who did not participate, or to those who simply are not pleased with their final grades. Students receiving an “I” submit only the remaining work that had not been completed at the end of the semester. Students do not re-register for the course, nor redo work that had already been graded.

Satisfactory achievement in the course is considered 80% of the course completed with an average of 2.5 or above.

Grade appeals:

If you want to appeal a grade you **must** make the grade appeal to me in writing. Prepare and submit a typed argument indicating what your specific appeal is and what grade you believe you deserved. Turn in the appeal before or after class, during office hours, or at a scheduled appointment within one week of the grade being returned. I will then review your appeal and, if necessary, discuss it with my Department Chair. I will give you a formal response within 2 weeks of your appeal submission.

Course Evaluations:

An email will sent to students with directions on how to complete an evaluation of this course. This anonymous survey is to be completed online. Please remember to check your email regularly for announcements.