

# Communication Fundamentals

COM 231.01

Spring 2016...Mon. and Wed., 9:00 a.m.-10:53 a.m., Justin Whiting Hall, Rm. 109

**Instructor:** Janet Paul, M.A.   **Email:** [pauljanetc@jccmi.edu](mailto:pauljanetc@jccmi.edu)

**Phone:** 517-796-8582; leave message and they will get it to me.

**Office hours:** By arrangement after class; other times may be available.

**Text:** "Human Communication: The Basic Course, 13<sup>th</sup> Ed.," J.A. DeVito - ISBN-13: 978-0-205-94486-6

**Recommendations:** Back up of assignments in cloud storage, and/or a 'flash' drive that you carry with you. And a stapler!

**Ctr. For Student Success:** 517.796.8415

**Solution Center** (I.T. issues): 517.796.8639

## Course Description . . .

Students will learn the basic principles of speech communication including speech development and delivery, interpersonal messages, 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.

*Prerequisites: ENG 085 and ENG 090*

## Associate Degree Outcomes (ADOs) . . .

The ADOS for this course are:

- ADO 2: Speak clearly, concisely and intelligibly.
- ADO 9: Work productively with others, recognizing individual contributions to group success.

## Attendance . . .

- Your attendance and participation are essential. Class activities have proven to have a direct impact on your final grade and everyone is expected to participate. 10 points are subtracted for each class absence.
- Disrupting the class by coming in late and/or leaving early is not lightly accepted by your instructor. If you find this necessary, please try to let me know ahead of time. Tardiness or leaving early will subtract 3 points for each instance.
- Only a medical document presented on dr's office/clinic letterhead will avoid reduction in points for the above instances.
- If you are absent, it is ***your responsibility*** to obtain the assignment for that class period. I will generally post assignments on JetNet within a day.
- Each student is expected to bring to each class: 1) pen or pencil, 2) writing paper, 3) course textbook.

## Communication with the Instructor.....

- Outside of class, **email is my means of corresponding** with you. Use the JC email, as that is the address I will use. If you don't know how to use JC email, ask me to show you. If you have a technical problem with JC email, call the JC Solution Center at 517-796-8639. Get into the habit of checking your JC email at least a couple of times a week.

- Your responsibilities are to yourself as a student, and I've made clear in this syllabus how to successfully complete this course.  
I will not come after you to find out what is wrong if you are absent, or miss turning in an assignment.
- I can't read your mind: Let me know if you need help, have questions, are confused, or want to talk. We can set up a time, if a face-to-face meeting is necessary, outside of class that works for both of us.
- Regarding emails sent to me: If you do not receive a reply from me, you can assume that I did *not* receive your email 😊! Try again.

### Assignments are to be....

- Typed....and proofread, please! A hard copy is to be presented on the due date. Handwritten assignments are not accepted. 12 point, Times New Roman, double-spaced with 1 inch margins.
- Submitted in class on the due date.
- I expect any written communication with me – whether hard copy or via email – to be grammatically correct, with proper punctuation and spelling.
- Evaluation of assignments will include the above.

### Late Assignment Policy. . .

- **Communication is key** to your success in this class. Let me reiterate – if you are absent, it is **your responsibility** to check JetNet for any assignments.  
If you are absent on an assignment due date, you are still expected to submit the assignment that day, via email, to avoid reduced credit.
- **Any late assignments must be submitted within one week of the due date for reduced credit.** Assignments beyond one week late will not be accepted. *Tip: When emailing an assignment to me (or to anyone for that matter), it is highly advisable to save your file as "Rich Text" before attaching it. This way, it can be opened on any computer.*

### Quizzes, Exams and Speeches. . .

- Quizzes and exams will cover material from the book, class lectures, and discussions.
- Quizzes will be open book, open notes with a *time limit*.
- Exams will be completed without book or notes.
- Quizzes or exams missed due to absence will be administered at the instructor's discretion, as well as missed speech dates. Any quizzes or exams taken late or speeches presented late without preapproval by instructor or a written medical excuse will automatically be reduced by 10/20 course points (quizzes/exams); 50 course points (speeches).

### Class Courtesies . . .

Anything that distracts from class instruction cannot be tolerated out of consideration to all students.

- Talking to your neighbor during instructor lectures or student speeches is, quite frankly, just rude.
- Any electronic devices need to be turned off when not being used as part of the class.
- Texting or other cell phone use during class is not appropriate. If you *must* make a call or send a message, please quietly leave the room to do so.



**Grade Breakdown . . .**

Attendance/In-class activities*	260
Assignments**	180
Team Informative Speech	150
Outline & Sources for Team Speech	50
Indiv. Informative/Persuasive Speech	150
Outline & Sources for Indiv. Speech	50
Special Occasion Speech	100
Quizzes (4)	120
Mid-Term Exam	100
Final Exam	100
<b>Total</b>	<b>1260</b>

\*10 points subtracted per absence; 3 points subtracted for tardiness or leaving early.

\*\*Points for each assignment may vary.

**Grading Scale:**

1222-1300 =	94% +	(4.0)
1170-1221 =	90-93%	(3.5)
1092-1169 =	84-89%	(3.0)
1040-1091 =	80-83%	(2.5)
962-1039=	74-79%	(2.0)
910-961 =	70-73%	(1.5)
832-909 =	64-69%	(1.0)
780-831=	60-63%	(0.5)
Below 780 =	59%	(0.0)

**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.

**Semester Calendar– COM 231.01 – Justin Whiting Hall Rm. 109, , Mon. & Wed., 9 a.m.-10:53 a.m.**  
*It is expected that the chapter has been read before we cover it in class,  
as class activities and discussion will reinforce the text.*  
**Use the Powerpoints – available on JetNet – as a guide to important concepts.**

<b>Dates:</b>	<b>Topic</b>	<b>Chap. to read</b>	<b>Activities / Assignments</b>
5.23/5.25	Overview & Syllabus 1-Prelims to Human Communication	1 & 3	“Icebreaker” <i>Read Chapter 1 for Wednesday!</i> Assignment 1 distributed (20 pts.) Take-home syllabus quiz distributed
<u>5.30/6.1</u>	<u>No Class Monday-Memorial Day!</u> 3-Self & Perception	2	Assignment 1 and Syllabus quiz due Assignment 2 (40 pts.)
6.6/6.8	Finish 3-Self & Perception 2-Culture & Communication	14 & 15	Culture/Perception activity
6.13/6.15	Quiz: Chapters 1, 2 & 3 14-Public Speaking Topics & Research 15-Organizing & Supporting the Speech	10, 11 & 13 <i>And your team’s chapter</i>	Assignment 2 due <i>Speech teams formed</i> Assignment 3: Prelim to Group Speech, Chapters 4, 5 & 6 (30 pts.) <i>Team speech workshop &amp; consults with instructor – Assmt.3-Team thesis due</i>
6.20/6.22	10-Small Group Communication 11-Members & Leaders 13-Dealing with Conflict Intergenerational Communication	17	<i>Activities</i>
6.27/6.29	Quiz: Chapters 10, 11, 13 & Inter-gen. Com. 17-The Informative Speech	16	<i>Team speech workshop &amp; consults with instructor – Assmt. 3-Draft outlines and resources due</i>
<u>7.4/7.6</u>	<u>No Class Monday-Fourth of July!</u>		Assignment 4: Prelim to Individual Inform. or Pers. Speech (30 pts.) Assmt. 5 (30 pts.)
7.11/7.13	Quiz: Chap. 14 & 15 16-Style and Delivery	18	<i>Mid-Term Exam Review available on JetNet</i> <i>Consultations w/instructor on Assmt 4</i>
7.18/7.20	Team speeches both days	4	<i>Team Speeches</i>
7.25/7.27	Mid-Term Exam: Chap. 1-3 & 10-11 & 13-15 18-The Persuasive Speech	5	Assignment 6 (30 pts.) <i>Consultations on Assmt 4 continue</i>
8.1/8.3	Individual Speeches both days	6	<i>Individual Speeches</i> Special Occasion Speech Reqs. distributed
8.8/8.10	Quiz: Chap. 4-6 & 16-17 Male/Female Communication Instructor’s choice topics as time allows		<i>Final Exam Review available on JetNet</i>
8.15/8.17	Special Occasion Speeches Final Exam: Chap. 4, 5, 6, 14-18		<i>Special Occasion Speeches</i> Final Exam

**Calendar is subject to change if the need arises, and it usually does ☺**  
*Quizzes and exams will be given on Monday unless otherwise stated.*  
*Assignments will be given on Wednesday and due on a Wednesday unless otherwise stated.*