

Syllabi ~ Communication 231.41 H81 ~ Communication Fundamentals Spring 2016

Meeting day/time: Wednesday, 4:00pm – 5:56pm **Location:** Hillsdale, LeTarte Center

Start/End Dates: 5/25/16 – 8/10/16

Instructor: Ms April Sue Platt, MEd

Office Hours: By appointment prior to or after class.

Text Book DeVito, Joseph A., Human Communication: The Basic Course. Thirteenth Edition

Instructor Contact Information: 207 768 8082 * plattaprils@jccmi.edu

- If I do not answer, please leave a detailed message with a return number and best time to call. Please do not text. Also, no calls (unless a major emergency) after 8pm or before 8am.
- Do not expect responses Friday after Noon through Monday before 8am; this includes phone calls or e-mails.

Course Description:

Communication is essential to all human connections and success. 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.

Associate Degree Outcomes (ADOs):

ADO's refer to the rubric that is used to measure student success in understanding and relating the content of the materials the instructor is presenting effectively. This class will stress the following essential skills, knowledge, and abilities as determined by the Jackson Community College Board of Trustees:

ADO 2: Speak Clearly, Concisely and Intelligibly

ADO 9 Work productively with others, recognizing individual contributions to group success.

Syllabus, Timeline, Class Assignments, Revisions:

The schedules, assignments and details in this syllabus and those provided throughout class are laid out as a guide. If necessary, assignments, tasks, deadlines, etc. are subject for modification/revision at the instructor's discretion. This could be due to class cancellation, varied class topics, special presentations, et al.

Student Support Services:

The Hillsdale LeTarte Center phone number is: 517 437-3343. If you are interested in getting information on tutoring, academic accommodations, class scheduling, etc... please contact them directly.

Method of Instruction:

This course will include lecture, class discussion, and group activities. This is a hybrid class, and there will be 21 hours of coursework that will take place via JetNet / On-line.

In Class: Students should feel free to ask questions at any time (please be courteous and ask at appropriate times). Discussions are a critical part of the course, it is how we will learn from one another and create a community within the classroom. It is important to note that for each class session to be successful, you **must come to class on-time and prepared.** Being prepared in this class means completing the reading, assignments, and any homework prior to the start of class. It is encouraged that you bring your book and notes to class each week. I will not read directly from the book and at times will skim certain aspects to allow us to engage on a specific concept or idea. That said, **you are still responsible for the content of each chapter assigned.** Tests will cover materials throughout the chapters – even if we didn't discuss it specifically in class.

Online: Same rules regarding respectful communication and completing work apply. Responding to questions and such by the deadlines can impact others to complete their work.

Attendance:

Given this class meets weekly, it is imperative that you are at each class. JetNet will be utilized to share what was covered in class, but power points, lectures, notes, etc will not be uploaded. In my experience, students who ATTEND class, are on-time, and prepared (readings completed, etc) have higher success rates.

Class attendance is a factor into your grade. Realizing that things do come up – circumstances beyond one's control (emergency room, death in family, etc) if you are able to provide documentation of your reason I will take the absence into consideration. If you are absent, it is your responsibility to get information either from JetNet or a classmate.

Keep in mind – you have made a conscious decision to register for this class... please think through possible issues (transportation, child care, work, etc) and come up with “plan b and c.” Your failure to attend, prepare, or complete work accordingly is not an emergency for the instructor or reason for special consideration for final grades, incompletes, etc.

Attendance/Check-Ins:

- Assignments given for participation points (it will be loaded into JetNet this way) **cannot** be made up. Therefore, if you are absent and in class work is completed and participation points are given – you will get a 0.
- 1) If you are late, the instructor will not go in and automatically change the “absence to late.” You must see the instructor after class. At that time, the correction will be made. This must be completed the day of.
 - 2) If there is any type of review quiz given at the start of class and if you arrive late 10 minutes or more into the quiz you will not be given the opportunity to take the quiz/review.

Preparation:

- Keeping up with reading and assignments is integral to your success as a College Student, and especially in this class. We will cover approximately one chapter each week.
 - Late work will be accepted for one week; and it will automatically be reduced to 50% of initial available points.
 - After one week; a 0 will be posted for grades.
- Use a planner, for this course and others. Mark deadlines, tests, papers presentation days, special projects, etc.
- Plan to do work BEFORE “the night before class or morning of...” There are always things that come up, distractions, computer issues, printer problems, flash drive concerns, etc. This is no excuse.
- Homework should be ready at the start of class. Most “papers” will be loaded directly into JetNet. No excuses. Come early, print them the night before, etc. If you have issues with technology... PRINT TWO (just in case there are spills or other things that come up).
- How much time should you expect to put into this class OUTSIDE of our meeting time? Traditional theories say for every ONE HOUR IN the classroom, a student should spend at least TWO HOURS working outside (per week). This will vary on your reading speed, motivation to get projects done, distractions, etc.
- Again, plan accordingly. You know in advance the expectations... so to alleviate stress later in the semester block off specific time to complete homework for each class.

Instructor Expectations:

You can expect that I will come prepared to class... will ask you to engage in dialogue with one another... complete your work... and have fun! I am here to help engage you in the learning process and help your college experience be great, not just in this class, but in others. It is encouraged of you to think outside of the box, step outside yourself/your norms, investigate, be inquisitive... allow yourself to “stretch.” When you do this... you will get the most out of this course!

Incomplete/Withdrawal:

If you have questions about Incompletes/Withdrawals you can receive more information via the JCC website: www.jccmi.edu (click current students or academics). Withdrawals can impact your financial aid and your long-term grade point average. Before withdrawing, you are encouraged to speak to a student services staff member.

Please note that purchasing the wrong book, not “getting the grade you want,” going on vacation, not having time to study, etc are not ample reasons to warrant an incomplete.

Academic Honesty/Plagiarism:

Plagiarism is when one individual attempts to pass someone else's work as their own. This could be work, ideas, or words from: a book, movie, storyline, peer, class mate. IT IS NOT TOLERATED! Detailed information can be found on the academic deans website regarding process, if a paper you turn in is found to be plagiarized you will be reported to the Deans office. You could be placed on academic probation, receive a letter in your academic transcript file, or be dismissed from school.

Assignments:

Speeches: There will be two formal speeches (informative and persuasive) 100 points each and two other in class presentations; 50 points each

Video Assignments: There will be TWO, each one worth 50 points. Dates and details to come.

Attendance: This is completed within JetNet. It is tracked and plays a minor role in your grade.

Participation Points: These are varied in point value and is based on in class discussion, forum posts, etc.

Exam/Tests: There will be THREE exams, each worth 100 points. Dates to be announced in class.

Various Homework: This does not include READING – but there will be special boxes to complete for discussion and may include reflections, etc. These have varied point value. Not all will be handed in.

Assignment Expectation:

- ✓ All homework will be typed. 12 point * New Times Roman, Ariel, or Calibri * Double Spaced * 1in margins.
- ✓ I will communicate via your JCC e-mail account and Jet Net. If you e-mail me, I will reply to your JetNet/JCC account – even if you send me a message from another account.
- ✓ Rubric and assignment descriptions will be provided for all work – detailing expectations and grading.
- ✓ Keep in mind, this class meets weekly and you have JetNet/Online expectations as well.

Respect, Language, Classroom Behavior:

It is inappropriate in this course to use obscene language or gestures, tell offensive jokes, or allude to sexual references that may be demeaning or offensive. To this extent, please be mindful of what you say and how you say it. This will be integral in order for us to discuss and dialogue about issues that may be sensitive to others in the classroom. Please come with an open mind and be willing to interact with one another.

- If you come into class late, need to leave early, etc --- that is YOUR CHOICE. Please do not ask permission from me – as it is not my decision or grade that could be impacted. Please leave or enter quietly to avoid disrupting other students.
- Please silence cell phones during class. If you need to keep it on or take a call for class, please leave the room to do so. **NO CELL PHONES ARE ALLOWED DURING EXAMS OR CHECK – INS.**

Grading Policy and Procedures

The following grading scale will be used:

4.0	94 and above
3.5	90-93
3.0	84-89
2.5	80-83
2.0	74-79
1.5	70-73
1.0	64-69
0.5	60-63
0	59 and below

All assignments will be listed in Jet Net and you are able to see what grades you have as we go.
Given I load a majority of the assignments into Jet Net at the start of the semester, you will need to calculate as we go.

You can view "by category" what percent you are receiving, as well as, at the very bottom you can see the overall from what we have completed.

Note: this is also including items/points that have NOT been assigned. Thus you will need to do the math if you want a more accurate grade.

(Total points received / total possible = percent)