

Syllabi ~ Communication 231.H96 ~ Communication Fundamentals

Spring 2015

Meeting day/time: Saturdays 8:00am – 11:00am / Online

Location: JC @ LISD TECH, RM 227 / Online

Start Date: May 30 – June 27, 2015

Instructor: Ms April Sue Platt, MEd

Other: Meets 5/30, 6/13, and 6/27, 2015 * 39 hours OnLine (JetNet) class time/work.

Office Hours: After class – or by appointment

Text Book: Human Communication, 13th Edition; J. DeVito

Instructor Contact Information: 207.768.8082 / plattapriils@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.
- I will attempt to respond within 24 hours, excluding Sundays.

Course Description:

Welcome to Communication Fundamentals, a three credit – one semester course focused at strengthening your understanding and utilization of communication – interpersonal and public speaking. No matter if you are a communication major or if you are taking it as an elective... they are valid reasons to be sitting in this classroom. I hope it is a journey that will become a stepping stone in your continued education at Jackson Community College (JCC) and beyond.

Communication is inevitable – so it is good to learn to do it as effective and efficiently as possible. We will examine basic verbal and nonverbal elements affecting communication between individuals in family, peer group, and work scenarios. Delving a bit into – perception, cultural awareness, conflict resolution, intrapersonal perspective, self-disclosure, nonverbal communication, and relational dynamics. But truly allowing you to practice and utilize your skills relating to public speaking and presentations. The course, book, conversations, and homework will be a guide to explore and learn about how we communicate. As we learn about where we learned to communicate (the how and why's), it will help us become more successful as an employee, student, friend, parent, spouse, and citizen.

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:

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| 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. |

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.

Online work will be due by: It is integral that you attend the three in-person classes, and that you complete the on-line work in a timely manner. As discussed in class on May 30, 2015, all homework for the week (unless there is another due date given) students in this class will complete it by Saturday at 11:59p of the week the assignment is listed under.

Online: Forums, discussion posts, etc should be reviewed each week at least by Saturday at noon and again on Wednesday. This will allow for peers to write thoughtful comments, receive points, and not create issues for completion of assignments.

Center for Student Success (CSS):

Tutors and other academic services are offered via CSS for free. You can find out more information by calling 517 768-8415 or stopping at the JC@LISD main office. The staff will be able to assist you.

Method of Instruction:

This course will include lecture, class discussion, and group activities; in class and within JetNet. Students should feel free to ask questions at any time (please be courteous and ask at appropriate times). Given the Discussion Forums are a critical part of the course, it is how we will learn from one another and create a community within the classroom.

Given we only meet THREE times in person, it is important that you 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; including the on-line work.

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.

Attendance:

We will cover the same amount of material in a traditional class, so it will be important to stay on top of the assignment in JetNet.

Class attendance (completing on-line work and in person) 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 make arrangements with the instructor.

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:

Attendance is taken at the start of class. 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.

Preparation:

- Keeping up with reading and assignments is integral to your success as a College Student, and especially in this class. We will cover one chapter each week.
- Late work will be accepted, however, you will receive a 50% deduction in points after one week, and 75% deduction thereafter.
- Use a planner, for this course and others. Mark deadlines, tests, papers, important days to be in class, special projects, etc.
- Plan to do work BEFORE “the night before class...” There are always things that come up, distractions, computer issues, printer problems, flashdrive concerns, etc. This is no excuse.
- ALL work will be requested at the beginning of class (unless it will be used in discussion at some point). You should come to class with your papers typed and PRINTED. 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 TWO HOURS OUT (per week). This is a 12 week, 3 credit course, you do the math. Please know that this will vary on your reading speed, motivation to get projects done, distractions, etc. Due to the way this class is set up, plan for at least six hours per week for this class.
- Again, plan accordingly, you know in advance the expectations... so to alleviate stress later in the semester find time to block off specific to homework.

Instructor Expectations:

- 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 in that helping with things that will help your college experience be great, not just in this class, but in others. *If you do not know how to.... To utilize aspects of JetNet, creating documents, utilizing your email, etc... please ask me, I am happy to help.*
- 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 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 of 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 dean 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. If you have questions about or do not know how to cite resources or references... ASK!

Assignments:

Written Assignments: There will be ONE, worth 50 points. Dates and details to come.

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

Exam/Test/Quiz: There will be a form of this each week in JetNet. They will be varied in points and will always cover material you have already learned. *One EXAM will be given near the end of class (100 points).*

Various Homework: On line posts, discussions, forums, readings w/ comments, etc. These will vary in points from 25 – 100 points. Please read in the descriptor for the points and how it will be graded.

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, that is all. 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.

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.
- 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.

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)