

Communication Fundamentals - COM 231

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Office Hours: by appointment - Tuesdays and Thursdays between classes

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

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

Course Description:

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 human communication
- Evaluate the effectiveness of communication
- Demonstrate appropriate effective communication in classroom presentations, 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.

Attendance and Participation:

If you can't attend class, please contact the instructor in advance. Email is the preferred method. Participation is essential. Missing class will have a serious impact on your final grade. Excessive absences will result in a lower grade or your withdrawal from the class.

Participation is calculated at 100 points for the semester and divided equally per class period. Late arrivals, early departures, and distracting behaviors will result in a 2-point deduction for the class period.

Emailing the instructor is a courtesy and does not excuse the absence.

Closures or Class Cancellations

Information on signing up for Nixle text message announcements or a list of broadcasters who will announce JCC closures see: <http://www.jccmi.edu/info/closings.htm>

The LL&A office will attempt to contact students by phone or email if the class is cancelled by the instructor and an email will be sent by the instructor with directions for preparing for the next class.

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 assignments will receive a 20% reduction in the score without prior permission.**
- **Prior permission means before the actual due date.**
- **All late work must be submitted within one week of the due date for reduced credit.**
- **Assignments beyond one week late will not be accepted unless pre-approved by instructor.**
- **In-class activities may not be made-up if absent.**
- **Quizzes and in class activities are not subject to make-up and will not be accepted late.**
- **Speeches must be completed in assigned order or a 20% reduction in score will be applied.**

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. <http://www.jccmi.edu/policies/Academics/Policies/1004.pdf>

Class Behavior-

It is inappropriate in this course to use obscene language or gestures, 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.

Computers and Cell Phones

Cell phones, laptops, and text messaging devices should be turned off when not being used as part of the class. Using your laptop during class for purposes other than the subject at hand is unacceptable. Failure to comply with this request will result in a reduction of the daily participation points.

Complying with this request is a matter of respect.

Grades:

Your final grade will be based on the total points earned in class. Final grades are 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

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 attend, or seldom attended, 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.

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.

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.

Important Reporting Dates:

HQV Grades:

GRD1 is due 9/16/2015

GRD2 is due 10/4/2015

GRD3 is due 11/6/2015

Withdraw dates: Drop without "W" and refund – 9/18/2015
Last day to withdraw – 12/9/2015

The instructor cannot withdraw you from the course for lack of attendance after the third HQV date.

JetNet:

The electronic component of JCC courses, JetNet, will be our primary means of communication outside of the classroom. Course documents, assignments, and other useful materials will be posted. Some assignment may be submitted online. Please check the site during the week.

Assignments:

Much of the classroom time will focus on the weekly reading topics, please read the chapters before coming to class. Lectures and activities are designed to enhance the readings and should not be considered a substitute.

Written assignments are expected to be **typed and error free**. Guidelines for each assignment will be presented in class. Electronic submission may be made using JetNet before the scheduled due date. Paper submission may be made in class. **All assignments submitted online must in the form of a pdf. file.**

Assignments submitted in another file format will be given an "R" a grade and one week to correct the problem.

Please remember to check the assignment comments.

All major speeches and presentations should adhere to the following guidelines:

- Follow the guidelines provided in class
- Topics should relate to your audience
- Topics must be approved by the instructor, in advance.
- Clear organization and supported claims credible bibliographic references
- Typed outlines are required for all speeches

All assignments should be typed and error free. Assignments not meeting a gradable standard will be returned and recorded as an "R". You will have one class to return the assignment in a gradable form or a zero will be assigned.

FALL Semester Calendar: Communication Fundamentals – COM 231.07.FL2015
Tuesday 6 - 8:54pm - JW 109

Week	Topic	Chapters	Activities & Assignments
1 - 9/8	Human Communication	1	Communication Model
2 - 9/15			Speech #1 Good Things Come in Threes DUE - Question 1.9 page 26
3 - 9/22	Culture & Communication / Self	2 & 3	Culture in the Media DUE - Question 2.3 page 48
4 - 9/29	Listening	4	DUE - Questions 4.6 & 4.9 pages 98 - 99
5 - 10/6	Verbal/Nonverbal	5 & 6	Speech #2 Make 'Em Laugh DUE - Questions 5.3 & 5.5 pages 119 - 120
6 - 10/13			NVC Photo Analysis DUE - Questions 6.5 & 6.8 page 148
7 - 10/20	Public Speaking	14 - 16	Outlining a Speech Speech Development
8 - 10/27			Speech #3 Human Communication Presentation
9 - 11/3	Informative Speeches	17	Outlining a Speech Speech Development
10 - 11/10			Speech #4 Informative Speech Peer Critiques Self Evaluation – Reflection
11 - 11-17			
12 - 11/24	Conversation	7	DUE - Questions 7.1 & 7.6 pages 169 - 170 Johari Window
13 - 12/1	Group Communication	10, 11, & 13	Small Group Communication Worksheet Small Group Communication Project
14 - 12/8			Speech #5 Group Presentation
15 - 12/15			

Calendar is subject to change if the need arises.

COM 231 Assignment Guidelines:

General information about assignments in this class: more specific details will be offered in the handout for capstone and major assignments.

General Expectations:

Assignments are expected to be submitted on time. Late assignments will be assessed a 20% penalty unless prior permission is given.

Online submission is possible for most assignments, but must be made in advance of the class. Late submissions online will be considered late and receive a 20% penalty.

Pay attention to announcements in class and online concerning bringing assignments to class.

Each assignment, whether submitted online or face-to-face should be clearly labeled with your full name and section number.

Quizzes & Exams:

Quizzes over the reading assignment are periodically given in class and may/may not be announced in advance. Quizzes usually consist of multiple-choice, short answer, matching, and true/false questions.

Exams may be taken in class or assigned as take-home exams. Completion instructions and due dates will be announced in advance. Take home exams will not be accepted after the due date.

Learning Groups:

Shortly after the start of the semester you will be assigned to a learning group. Your group will work together on several assignments, exams, and the group project. All members of a learning group are expected to participate in the successful completion of the assignments and tasks, and will be evaluated by their group concerning their contribution.

Group members who fail to contribute will be removed from the group and given the option of taking a zero for all group activities or applying for membership in another group. Accepting a group member must be a unanimous decision, individually submitted in writing to the instructor.

The capstone assignment for the learning group is the combined group project and reflection. Your group will be assigned a group project which includes a group presentation. Following the completion of your presentation, a reflection on working with your group is required. More information will be available in the assignment handout.

Study Questions:

Questions from the text are assigned for verbal or written discussion. Each assigned question is worth 10 points and responses are evaluated using the rubric below. You are expected to respond to these questions in a well thought out and developed comment. A college style of writing is expected; spelling, grammar, and punctuation matter.

Announcements will be made if a copy of your response will be needed in class.

Online submission may be made through JetNet, or printed assignments are accepted in class.

Response	Score	Criteria
Exemplary	10	<ul style="list-style-type: none">• The answer is complete.• All information provided is accurate.• The answer demonstrates a deep understanding of the content.• Writing is well organized, cohesive, and easy to read.
Competent	9	<ul style="list-style-type: none">• The answer is missing slight details.• All information provided is accurate.• The answer demonstrates understanding of the content.• Writing is well organized, cohesive, and easy to read.
Minor Flaws	8	<ul style="list-style-type: none">• The answer is missing multiple details.• All information provided is accurate.• The answer demonstrates basic understanding of the content.• Writing is organized, cohesive, and easy to read.
Satisfactory	7	<ul style="list-style-type: none">• The answer does not address a portion of the question, or major details are missing.• Almost all information provided is accurate.• The answer demonstrates basic understanding of the content.• Writing is organized, cohesive, and easy to read
Nearly Satisfactory	6	<ul style="list-style-type: none">• The answer is lacking major details and/or does not address a portion of the question.• Most information provided is accurate.• The answer demonstrates less than basic understanding of the content.• Writing may be unorganized, not cohesive, and difficult to read.
Un-gradable Need to Revise	R	<ul style="list-style-type: none">• The answer to the question is lacking any detail.• Some information provided is accurate.• The answer demonstrates a lack of understanding of the content.• Writing may be unorganized, not cohesive, and difficult to read.

Speeches:

Each speech assignment will have a detailed handout of the assignment and a rubric outlining how the speech will be evaluated.

Speech #1 Good Things Come in Threes:

Introduce yourself to class by telling them three unique things about yourself in three minutes.

Speech #2 Make 'Em Laugh

Work out some of the public speaking nerves with impromptu speaking and telling jokes.

Speech #3 Human Communication Presentation:

As you work your way through the course materials, you will probably run into a topic or two that you find particularly interesting and wish that more time could be devoted to examining that concept. This mini speech assignment is your chance to explore an area of human communication that interests you. This mini speech assignment requires an outline and the use of a credible outside source of additional information.

Speech #4 Informative Speech:

The capstone assignment for the section on public speaking is the presentation and recording of your informative speech. Your speech is required to be on a topic that is interesting, meaningful and important to both you and your audience. Your topic must be approved in advance.

Your speech will be recorded and made available for you to complete an evaluation of your performance.

REQUIREMENTS

- Approved speech topic
- Extemporaneous delivery
- 5 – 7 minutes in length
- One visual presentational aid
- Typed full sentence outline that includes evidence with parenthetical documentation
- Bibliography

More information and rubrics for each element will be available in the assignment handout.

Speech #5 Group Presentation

Working with your learning group you will develop a symposium-forum presentation on a communication topic selected by your group.