

# COM 231

## COMMUNICATION FUNDAMENTALS

### FALL SEMESTER 2016

\*\* This course syllabus is subject to revision at any time. \*\*

**INSTRUCTOR:** Andrea L. Cabana

**HOME PHONE:** (517) 262-3828 (I accept texts from students)

**E-MAIL:** [cabanaandreal@jccmi.edu](mailto:cabanaandreal@jccmi.edu)

**OFFICE HOURS:** by appointment or after class

**LECTURES:** COM 231.04 – Tuesday/Thursday 9:30-10:50am Bert Walker Hall room #205

COM 231.06 – Tuesday/Thursday 1:00-2:20pm Bert Walker Hall room #205

**TEXTBOOK:** Human Communication: The Basic Course by Joseph A. Devito

**LLA/BERT WALKER HALL MAIN OFFICE:** (517)796-8582

**CENTER FOR STUDENTS SUCCESS:** (517)796-8415

**SOLUTION CENTER:** (517)796-8639

**JC SWITCHBOARD:** (517)787-0800

**JC SECURITY OFFICE:** (517)796-8620 ext.8620

#### **COURSE DESCRIPTION:**

Communication 231 will introduce students to the basic principles of communication including interpersonal messages, small group dynamics, and public speaking. In this course, students will examine basic verbal and nonverbal elements affecting communication between individuals in family, peer group, and work contexts. Specific units of discussion include intrapersonal perspective, conflict resolution, self-disclosure, message generation, intercultural messages, and nonverbal communication. The course is designed to prepare students to be effective communicators in a diverse global society.

#### **PREREQUISITES:**

ENG 085 and ENG 090

#### **COURSE OBJECTIVE:**

The Jackson College Board of Trustees has determined that all graduates should develop or enhance a variety of important skills while enrolled in JCC courses. These goals are in relation to four year colleges, universities, and reflect input from the professional communities we serve. ADO's guarantee students receive goals necessary for graduation credit, transferability, and professional skills needed in certification programs. The Associate Degree Outcomes for COM 231 include:

ADO #2: speak clearly, concisely, and intelligibly

ADO #9: work productively with others, recognizing individual contributions to group success

#### **COURSE MANAGEMENT DATES:**

HQV #1: 9/14/16, HQV #2: 10/3/16, HQV #3: 11/6/16

Last day to drop with a refund and without a "W": 9/16/16

Last day to drop with a "W": 9/17/16

Last day to withdraw: 12/10/16

#### **LEARNING ACCOMODATIONS:**

Center For Student Success

Potter Center Room C

(517)796-8415 / [www.jccmi.edu/success](http://www.jccmi.edu/success)

CSS is available to students for academic assistance. Their services include accommodations for students with disabilities, quiet testing, extended test time, free tutoring, writing center, mental health referrals, study strategies, PowerPath, study group training, TRIO, and ABIG.

### **STUDENT WITH DISABILITIES:**

Students with disabilities who believe that they may need accommodations in this class are encouraged to speak to me and contact the Center For Student Success as soon as possible to ensure that accommodations are implemented in a timely fashion.

### **JETNET:**

It is **required** that you are able to access and use the electronic component of JCC courses, JetNet. It will be the primary means of communication outside of the classroom. All course documents, assignments, and grades will be posted weekly. All online critical thinking assignments will be submitted via JetNet. Students will not receive paper copies of anything other than the original syllabi.

### **ACADEMIC HONESTY POLICY:**

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. Students suspected of academic dishonesty will be penalized by taking appropriate action, including assigning a failing grade for the paper, project, speech, exam, or the course itself. Academic dishonesty will be documented by the instructor in writing and sent to the Dean of Faculty.

### **CLASSROOM BEHAVIOR:**

1. Although it is not necessary that we agree with everyone's opinion, it is expected that all ideas, thoughts, and comments will be treated with a high level of respect.
2. There will be plenty of time for group discussion, however when individuals (students and instructor) are speaking all attention is directed towards them.
3. It is inappropriate to use obscene language or jesters, tell offensive jokes, or allude to sexual references that may be demeaning or offensive. 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.

### **LAPTOPS/CELL PHONES/EARBUDS:**

Using a laptop or cell phone during class for any purpose other than the subject at hand is unacceptable. Earbuds are not allowed during lecture for any reason. Please make sure cell phones are on vibrate. Failure to comply with this request will result in a dismissal from class.

### **GRADE APPEALS:**

If a student chooses to appeal a grade he/she must make the grade appeal in writing within one week of the grade being returned. Prepare and submit a typed argument indicating what the specific appeal is and what grade is believed to be deserved. The appeal will be reviewed; if necessary it will be discussed with the department chair. A formal response will be returned within two weeks of the appeal submission.

### **STUDENT RESPONSIBILITY, ATTENDANCE AND PARTICIPATION:**

Attendance and participation are essential to be successful in this class. Missing class will have a serious impact on your final grade. Excessive absences will result in withdrawal from the class via the "HQV" process. If class is missed, it is the student's responsibility to acquire missed lecture and assignments from a classmate. For your convenience, lecture topics and classroom assignments will be posted on JetNet. Class Power Points and lecture notes WILL NOT be posted. Your absence, procrastination, or unpreparedness does not equal an emergency on my part. Efficient time management and a prepared back-up plan will eliminate most predicaments. Please be aware it may be necessary to meet with your class partner outside of class while preparing speeches.

### **PROCEDURES:**

- **Text Material:** Assigned chapters are to be read prior to class.
- **Class Lecture/Discussion:** Lecture/discussion are designed to enhance textbook material and should not be considered a substitute. In-depth Power Point slides are not meant to be copied in their entirety, but rather guidance to intended learning.
- **Exams:** Exams are timed and open note (not open book). They include material from the text and lecture. These exams consist of multiple choice, true/false, matching, and short answer questions. **Arrangements must be made in advance for consideration of make-up.**
- **Online Critical Thinking questions:** Online critical thinking questions are intended to heighten learning by applying course information to personal and professional growth. Students must answer the questions in their entirety for full credit. Online critical thinking questions will be available Thursday (8am) through Monday (8am) on designated weeks. **Late online critical thinking questions will not be accepted.**
- **Presentations:** Formal speech topics must be approved in advance and follow the specific guidelines. Guidelines will be posted on JetNet. Some classroom time will be allowed for help. **Late presentations will not be permitted except in the case of serious emergencies.**

**GRADEING PROCEDURE:**

- 10 ONLINE CRITICAL THINKING QUESTIONS (20pts each) \_\_\_\_\_ 200pts
  - EXAM #1 \_\_\_\_\_ 50pts
  - EXAM #2 \_\_\_\_\_ 50pts
  - EXAM #3 \_\_\_\_\_ 50pts
  - EXAM #4 \_\_\_\_\_ 50pts
  - INFORMATIVE SPEECH \_\_\_\_\_ 100pts
  - PERSUASIVE SPEECH \_\_\_\_\_ 100pts
  - GROUP SPEECH \_\_\_\_\_ 100pts
- TOTAL \_\_\_\_\_ 700pts

**POINTS EARNED**

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**SCALE:**

4.0	91%-100%	631-700pts.
3.5	85%-90%	595-630pts.
3.0	80%-84%	560-594pts.
2.5	75%-79%	525-559pts.
2.0	70%-74%	490-524pts.
1.5	65%-69%	455-489pts.
1.0	60%-64%	420-454pts.
0.0	59% and below	419pts. and below

<b>WEEK OF:</b>	<b>TOPIC:</b>	<b>CHAPTERS:</b>	<b>ASSIGNMENTS:</b>
Sept 6	#1: Class Intro #2: Public Speaking	14	Syllabus, Icebreaker, JetNet
Sept 13	#1: Public Speaking #2: Public Speaking	15 16	Online Critical Thinking #1
Sept 20	#1: Public Speaking #2: <b>EXAM #1</b>	17 (14-17)	Online Critical Thinking #2
Sept 27	#1: Preliminaries #2: Culture	1 2	Online Critical Thinking #3
Oct 4	#1: Self/Perception #2: Listening	3 4	Online Critical Thinking #4
Oct 11	#1: Verbal #2: <b>EXAM #2</b>	5 (1-5)	Online Critical Thinking #5
Oct 18	#1: <b>INFORMATIVE SPEECH</b> #2: <b>INFORMATIVE SPEECH</b>		
Oct 25	#1: Persuasion #2: Nonverbal	18 6	Online Critical Thinking #6
Nov 1	#1: Conversation #2: Theories and Sages	7 8	Online Critical Thinking #7
Nov 8	#1: Friends/Lovers/Families #2: <b>EXAM #3</b>	9 (6-9)	Online Critical Thinking #8
Nov 15	#1: <b>PERSUASIVE SPEECHES</b> #2: <b>PERSUASIVE SPEECHES</b>		
Nov 22	#1: Group Speech Workday #2: NO CLASS-THANKSGIVING		
Nov 29	#1: Members and Leaders #2: Personalities	11	Online Critical Thinking #9
Dec 6	#1: Small Group #2: Conflict	10 13	Online Critical Thinking #10
Dec 13	#1: Organizational #2: <b>EXAM #4</b>	12 (10-13)	
Dec 20	#1: <b>GROUP SPEECH</b> #2: <b>GROUP SPEECH</b>		