

Communication Fundamentals
COM 240-02
Fall 2016

Instructor: Shannon Martineau Calvin M.A.
Text: DeVito/Interpersonal Messages, Fourth Edition
Office hours by appointment
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Course Description:

This course focuses on the principles of communication theory including small group dynamics, listening, nonverbal communication, discussion and group work. Participation in this course is designed to improve communication skills for a variety of real-life situations.

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 GEO's (General Education Outcomes) for this course should include:

GEO 1: Write clearly, concisely and intelligibly.

GEO 2: Speak clearly, concisely and intelligibly.

GEO 5: Understand human behavior and social systems, and the principles which govern them.

Attendance Policy:

COM 240 is a communications course. This requires interaction, attendance and participation, so these elements are vital to the student's grade. There are only 15 class sessions; we will be working rather intensively. Each student will earn his or her own attendance grade based on classes attended. When you miss a class, you miss a lot. Attendance points will be deducted for late students and this will be noted in the attendance section on JetNet.

A sign-in sheet will be passed during each class session. It is the student's responsibility to sign the attendance sheet and will not receive credit for being in class if he/she doesn't sign in.

Assignments:

Much of the class time will focus on discussion of weekly reading topics; it's expected that students will read assigned material before coming to class.

JetNet and Course Communication:

JetNet is the electronic component of JCC courses. It will be a primary means of communication outside of the classroom. Course documents, assignments, and other useful materials will be posted. It is the student's responsibility to check the site regularly for course updates.

This is a communications course; use the opportunity to hone skills in relaying thoughts, needs and concerns. Keep track of your points and grade on JetNet. If you notice something that needs to be brought to the instructor's attention, it is your responsibility to do so in a timely manner. If you e-mail the instructor, please expect a response to confirm that your message was received. If you don't receive a response, expect that your email was NOT received, and try to send another email directly to calvinshannonr@jccmi.edu.

Grades & Incompletes:

To appeal a grade, the student must make the grade appeal to the instructor in writing. The appeal will be reviewed and, if necessary, discussed with the Department Chair. A formal response will be issued within 2 weeks of the appeal submission. **Incompletes:** JCC's policy states that an incomplete grade will only be issued if the student has completed the vast majority of the course, has attended class, is already passing the course after the withdraw deadline, and is unable to complete the course due to an extenuating circumstance. If a grade of incomplete is issued, all grades/scores earned to that date will be used in calculating the course grade.

Ethics and Courtesy:

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. In this course it is unethical to use a speech, outline or paper that has been written in whole or in part by someone other than yourself. The official JCC policy can be found at: http://www.jccmi.edu/Administration/deanoffaculty/student_resources.html. It is inappropriate in this course to use obscene language or gestures, tell offensive jokes, or use references that may be demeaning or offensive. Laptops are not permitted during class unless specifically stated by the instructor. Texting, Internet, electronic games or any other distraction are prohibited in class and are grounds for grade penalty. Please turn off all cell phones prior to the start of class. In the event of a possible emergency, inform the instructor in advance and set the phone to vibrate. Creating excessive distractions will impact your standing in the course.

Learning Accommodations:

Students who require special accommodations for learning or who have particular needs (including those affected by the Americans with Disabilities Act) are invited to share these concerns or requests with the instructor as soon as possible. Also, please contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning.

Syllabus Revisions and Course Structure:

Elements listed in this syllabus are tentative and subject to revision at the instructor's discretion. Refer to JetNet for assignment details, points and grade status. Specific date guidelines will be discussed in class and posted on JetNet.

Grades:

15 classes, 20 points for each class = **300 points total available**

- If you miss a class for reasons beyond your control, you may earn back 5 points by submitting acceptable documentation. (Per instructor's discretion.)
- Showing up more than 15 minutes late results in a 5 point reduction. Likewise, leaving early from class will affect participation points.

300 total points available

93% & above	A/4.0
88-92%	A-/3.5
82-87%	B/3.0
76-81%	B-/2.5
70-75%	C/2.0
65-69%	C-/1.5
60-64%	D/1.0