

Communication Fundamentals

COM 231

Wednesdays 4:00pm-5:44pm

Location – Hillsdale 16 and JetNet

“To effectively communicate, we must realize that we are all different in the way we perceive the world and use this understanding as a guide to our communication with others.”



~Tony Robbins

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Office Hours: By Appointment

COURSE DESCRIPTION

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.

Prerequisites: ENG 085* and ENG 090*

GENERAL EDUCATION OUTCOMES

Jackson College's general education requirements are designed to ensure breadth and depth of knowledge, and they are met through carefully designed programs of study. Programs of study help students meet these goals by addressing each of the skill areas identified in the General Education Outcomes (GEO). Each of Jackson College's courses are reviewed, and assessment is required to be considered for GEO standards. These are the skills that the Jackson College Board of Trustees has determined students should develop or enhance while enrolled. The General Education Outcomes are:

1. Write clearly, concisely, and intelligibly;
2. Speak clearly, concisely, and intelligibly;
3. Demonstrate computational skills and mathematical reasoning;
4. Demonstrate scientific reasoning;
5. Understand human behavior and social systems, and the principles which govern them;
6. Understand and appreciate aesthetic experience and artistic creativity;

7. Understand and respect the diversity and interdependence of the world's peoples and cultures.

In conjunction with these GEOs, the College also has identified three Essential Competencies that span across all six pathway areas:

1. Think critically and responsibly;
2. Work productively with others, recognizing individual contributions to group success;
3. Exhibit technological literacy.

COM 231 fulfills GEO 2.

READINGS

Devito, J. A. (2003) *Human communication: The basic course*, 13th ed. Boston, MD: Allyn and Bacon.

The text is available in print and also digitally from the bookstore and through Amazon.

Additional readings may be required and will be supplied in class or in course assignments.

COURSE POLICIES

Attendance: It is expected that you attend class punctually and regularly. This includes in-person and online each week throughout the duration of the course. Missing a substantial number of classes will hinder your ability to do well in this course. In-class and online activities and assignments will not be able to be made up once the due date has passed regardless of the nature of the absence. A student with extenuating circumstances for an absence may choose to present a valid argument face-to-face with the instructor. The instructor reserves the right to grant legitimacy to the extenuating circumstances being outside of the student's direct control on a case-by-case basis and may choose to offer the student an extra-curricular assignment to make up for lost points, but this exception will be rare.

Each student is responsible for recording her/his attendance for each in-person class. I will provide a sign-in sheet for you at the beginning of each class. **If you do not sign-in, you will be counted absent. If you are more than 10 minutes late to class or leave before class is dismissed, you will be counted absent.** Attendance points for online (JetNet) weeks of the class will be recorded through participation in discussion board threads.

Attendance and participation in this course will be counted as 10% (100 points) of your final grade. Attendance and participation is a requirement of this course and is more than simply showing up and occupying a seat. You should come to classes prepared to discuss course content and engaged to ask questions and contribute to course discussions. Your engaged and active attendance in this course will effect your final course grade in the following manner:

- 0 absences – 100 pts
- 1 absence – 75 pts
- 2 absences – 50 pts
- 3 absences – 25 pts
- 4 or more absences – 0 pts

Cell Phones: Cellular technology can be a great tool, but the use of this technology is prohibited in this class for any reason. Cell phones **MUST** be turned to silent or off during in-person class sessions. Failure to follow this policy will result in you being asked to leave class and a subsequent loss in attendance and participation points.

Contacting the Instructor: Email is always the best way to contact me. However, it is important to note that I am not stationed at a computer 24/7 waiting to respond to emails. I will often respond to all emails within a couple of hours of receiving them, however, it should be noted that on occasion it may take up to 24 hours for me to be able to provide a response depending upon what time you sent the email, etc. Therefore it is always important to plan ahead anticipating questions regarding readings, assignments, etc. and bring about those questions during in-person class time or during pre-arranged office hours appointments.

I do understand that last minute emergencies and questions do arise. And I have provided my cell phone number for such occurrences. But please use my cell phone as a means of contact in a true emergency only and understand that emergencies are very rare situations that are out of your control and could not have been prevented by pre-planning and proactivity.

Late Work: Late work is not accepted in this course. All course assignments are due as outlined in the assignment description provided to you in-class or online through JetNet.

COURSE CALENDAR

All reading assignments should be completed prior to coming to class on the date each chapter will be discussed. Students are expected to come to class having read the material and be prepared to ask questions and participate in discussions relating to chapter content.

No late assignments will be accepted. **All assignments MUST be given to the instructor in-person or online through the JetNet portal. No emailed assignments will be accepted for credit unless otherwise instructed to do so.**

<u>Class Meeting Date</u>	<u>What We're Covering/Reading Assignments Due</u>	<u>Assignments/Activities Due</u>
*Denotes an In-person Class Session		
*May 24, 2017	Course Overview, Introductions, Chapters 1, 2, & 3	Impromptu Speech
May 31, 2017	Chapters 14, 15, & 16	Knowledge Check #1
June 7, 2017	Chapters 4, 5, & 6	Knowledge Check #2
June 14, 2017	Chapter 17	Knowledge Check #3
June 21, 2017	Chapters 7, 8, & 9	Informative Speech
June 28, 2017	Chapters 10, 11, 12, & 13	Knowledge Check #4
July 5, 2017	Chapter 18	Speech Evaluation Paper #1
July 12, 2017		Speech Evaluation Paper #2
July 19, 2017		Persuasive Speech #1
July 26, 2017		Final Exam

**This syllabus and course calendar/assignments is subject to change per the instructor's discretion. Whenever possible advanced notice of any changes will be provided ahead of time.*

ASSIGNMENTS

Unless otherwise indicated in the assignment directions, ***all formal writing assignments (i.e. speech evaluation papers) are to be typed, double-spaced in 12pt Times New Roman font, and stapled.*** Point deductions will be taken for any assignment turned in that does not follow this format.

Knowledge Checks (4 each at 25 pts): Knowledge checks are due as indicated in the course calendar and may consist of in-class quizzes, role-play, or modeling, or out-of-class assignments. In-class knowledge checks will be distributed in-class on the day they are due. Out-of-class knowledge checks will be distributed via the JetNet portal.

Speech Evaluation Paper #1 (100 pts): For this project, you will provide a written evaluation of one of your classmates' informative speeches. You will evaluate the speaker on message content, audience analysis and delivery. More detailed instructions on this assignment will be communicated prior to the due date.

Speech Evaluation Paper #2 (100 pts): Your first writing assignment in this class will be a 2-3 page paper evaluating the effectiveness of a public speaker. You will be provided with a speech URL to view and you will evaluate the speaker on message content, audience analysis, and delivery. More explicit instructions on this assignment will be communicated closer to the due date.

Impromptu Speech (50 pts): During this speech you will be charged with introducing yourself to the class in any way that you choose. You will be graded on your ability to project your voice, maintain audience interest, and to speak uninterrupted for a total of one-minute.

Final Exam (150 pts): This exam will be administered through JetNet and will assess your understanding and application of the material covered in chapters 1-18 of your text. You may use your book and/or any notes when completing this exam, your timeframe for completing the exam will be limited.

Informative Speech (100 pts): You will choose a topic on which to inform your audience and deliver a 2-3 minute speech utilizing the skills discussed in Chapter 17 of your text. More detailed instructions on this assignment will be communicated prior to the due date.

Persuasive Speeches (150 pts each x2): You will be assigned a topic and provide two speeches (one for and one against) a dichotomous viewpoint. You will provide a 4-5 minute speech for each viewpoint in hopes of convincing your audience to adopt your views utilizing the skills discussed in Chapter 18 of your text. More detailed instructions on this assignment will be communicated prior to the due date.

GRADES

Attendance and Participation – 100 pts – 10%
 Knowledge Checks – 100 pts – 10%
 Speech Evaluation Paper #1 – 100 pts – 10%

900-1000 pts – 4.0
 860-899 pts – 3.5
 800-859 pts – 3.0

Speech Evaluation Paper #2 – 100 pts – 10%
Impromptu Speech – 50 pts – 5%
Midterm Exam – 150 pts – 15%
Informative Speech – 100 pts – 10%
Persuasive Speech #1 – 150 pts – 15%
Persuasive Speech #2 – 150 pts – 15%

750-799 pts – 2.5
700-749 pts – 2.0
650-699 pts – 1.5
600-649 pts – 1.0
Below 600 pts – 0.0