

Communication Fundamentals - COM 231

Instructor: Paige L.R. Beauchene

Email: beauchepaigel@jccmi.edu

On Campus Office Hours: by appointment / phone / face-to-face

Online Office Hours: email to arrange an online chat, video conference, or to meet on campus

LLA Office: (517) 796-8582

Center for Student Success: (517) 796-8415

Solution Center: (517) 796-8639

JCC Switchboard: (517)787-0800

Text: Essential Elements of Public Speaking 6ed. Joseph A. DeVito

Additional Resources:

- A digital camera will be needed throughout the semester for recording video presentations.
- Quiet area to make your recordings
- Access to Google applications - YouTube, Drive, Hangouts, and Google Plus
- Access to Audacity and SoundCloud audio sharing programs

Text Book Zero/Digital Texts - The required text for this course is available in a digital format at the campus bookstore and online sources.

Available at...

Amazon:

https://www.amazon.com/Essential-Elements-Public-Speaking-Joseph-ebook/dp/B01MUD3S45/ref=mt_kindle?_encoding=UTF8&me=

Google Books:

https://books.google.com/books/about/Essential_Elements_of_Public_Speaking.html?id=u-n0DQAAQBAJ

We will not use Revel Educational Technology. Feel free to purchase an addition of the text without the access code, if available.

Course Description:

COM 231 COMMUNICATION FUNDAMENTALS (3 CR)

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.

General Education 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 (General Education Outcome) for this course is:

- **GEO 2: Speak clearly, concisely, and intelligibly**

Students will formulate and implement effective oral communication practices within various contexts.

Course Outcomes:

- Evaluate the effectiveness of communication
- Demonstrate appropriate effective communication in public performance in a variety of performance styles and settings.

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.

Participation:

Weekly participation is required. If you can't participate in class, please contact the instructor in advance. Participation is essential to your success in the class. Missing online discussions with the class will have a serious impact on your final grade.

Participation in the online section of the course is defined as actively participating in the asymmetrical forum discussions, scheduled real-time discussions, and completing assignments within the timeframe of each unit. Failure to do so in the first half of the course could result in withdrawal from the course.

If circumstances arise that, you cannot participate in the course (i.e. computer problems, travel, loss of internet, etc.) it is your responsibility to communicate with the instructor so that other options may be explored for your success in the class.

HQV Reporting Dates:

To be announced

Retention Alerts:

The Retention Alert (RA) system is a great way for the college to intervene in real time to help our students that are struggling academically. The Retention Alert system allows for instructors to submit detailed notes on specific student behaviors, so Student Success Navigators know best how to follow up with each student. This supports our Total Commitment to Student Success.

Please check the JC website for important dates if you wish to withdraw from the course.

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 postings in Discussion Forums will not be scored.**

- Quizzes will not be accepted late.
- Other late assignments, including speeches, will receive a 20% reduction in the score unless prior arrangements have been made.
- All late work must be submitted within one week of the due date for reduced credit.

Failure to participate and complete assignments on time is not grounds for making exceptions to this policy.

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. Read more at <https://www.jccmi.edu/wp-content/uploads/1004.pdf>

Online Behavior-

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

Comments posted online and assignments submitted to the instructor are to be written in a manner that is appropriate for a college course. The use of texting jargon is discouraged.

Internet Usage Policy

Please review the “Responsible Use Policy” for JCC’s policy on internet usage. Violations of this policy will not be tolerated and sanctions will be enforced if found in violation of the policy. See <http://www.jccmi.edu/policies/IT/Policies/1601.pdf> to review the policy.

Grades:

Your final grade is based on the total points earned in class. There will be approximately 1000 points during the semester.

The Final grade is 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 |

Assignments:

Online activities focus on the weekly reading topics, please read the chapters before beginning the activities. Online activities and resources are designed to enhance the readings and should not be considered a substitute. Supplemental readings are designed to expand upon the topics presented in the text and should not be considered a substitute for completing the reading assignment. **Please check the comments on submitted assignments.**

See the handout: “Assignment Guidelines” for more details.

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 participate, 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.

Satisfactory achievement in the course is considered 80% of the course completed with an average of 2.5 or above.

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.

Course Evaluations:

An email will be 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.