

Communication Fundamentals

COM 231 – Summer 2020

Instructor: Canena Adams, LLBSW, MA, SRAS
Email: AdamsCanenaDO1@jccmi.edu
Office: By Online Appointment Only (Via Big Blue Button)

Class Meeting Times:
Tuesdays and Fridays (In-Person). From 10am-12pm
Mondays and Thursdays (Big Blue Button). From 1pm-2pm.

Textbook: DeVito, Joseph A. Human Communication: The Basic Course: Pearson: 2018, *14th edition*. ISBN-9780134407081

*The textbook is available in digital format for purchase or rental. Click [HERE](#) for more information. There is also an electronic rental option through the JC Bookstore. Additionally, there is a copy on reserve in William Atkinson Library on Central Campus.

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.

General Education Outcomes: JC's Board of Trustees has determined that all of our graduates should develop or enhance certain essential skills while enrolled here. These skills are called General Education Outcomes (GEOs). The GEO for this course is:

GEO 2: Speak clearly, concisely, and intelligibly.
GEO 2 will be measured in the Favorite Place Speech.

Course Objectives:

- Demonstrate the speech development process
- Report increased confidence in public speaking situations
- Interpret a variety of nonverbal messages
- Compare and contrast conflicting perspectives
- Demonstrate the ability to constructively contribute to group contexts

Learning Accommodations: Students who believe that they may need accommodations in this class are encouraged to contact the office of Learning Support Services at 787-0800, extension 8270/8553 as soon as possible to ensure that such accommodations are implemented in a timely fashion.

Instructional Methods: Students will participate in a variety of reading, writing, and speaking assignments and communication activities. These will include informative and persuasive speaking, as well as online small group activities.

Student will complete a variety of assignments that are both objective and subjective. The instructor will provide rubrics for the purposes of grading speeches. Several activities require that the student be present in order to receive credit for the assignment.

Course Assignments & Evaluation:

- TEST (4 @ 100 pts. each) 400 pts.
- Informative Speech 150 pts.
- Persuasive Speech 150 pts.
- Online/BBB Work 250 pts.
- Attendance 250 pts.
- Class Participation 250 pts.
- TOTAL: 1450 pts.

Final Grade Breakdown:

4.0	100% - 93%
3.5	92% - 87%
3.0	86% - 82%
2.5	81% - 77%
2.0	76% - 72%
1.5	71% - 68%
1.0	67% - 60%
0.0	59% - 0%

Exams: Each exam will consist of a combination of true-false, multiple choice, and short answer items. Exam/TEST day is every **THURSDAY**. We will have a formal review session via the BBB Session, each week, prior to each exam. The exam will be given during class (on Tuesdays) unless special arrangements have been discussed and arranged between myself and the student.

Attendance: I strongly encourage you to come to class every day, and on time. Attendance is mandatory on the days when you are scheduled to speak, or a major assignment is due. I will not allow make-ups for missed presentations. I will be taking attendance in each class period as required by Jackson College.

*Dual Enrolled Students: Going on vacation or missing for high school activities during the semester is not an “excused” absence. What credit you will miss is dictated by the policies in this syllabus.

Course Drops:

If you have been absent for 2 consecutive classes without documentation stating your need to be, you will be dropped from the course and will not be re-admitted.

- Students own the responsibility of the effect of being dropped. Being dropped from the class may affect financial aid or housing status. If you are dropped, the drop status will NOT be changed because of its impact on a student's financial aid, housing status, etc. Once Q'd, a student will not be re-added to the class.

Presentations: You are required to deliver four presentations for this class. These presentations will require a speaking outline and bibliography which will serve as your delivery notes. Speeches will be 6-8 minutes long. Additional information will be provided in class.

Grade appeals: If you want to appeal a grade you must do so in writing. Prepare a typed argument indicating the grade you believe you deserve. Submit the appeal to me within one week of the grade being returned. I will schedule a meeting with you to discuss the appeal within 10 days of its receipt.

Incompletes: Incompletes will only be allowed when conditions align with the JC Incomplete policy. This policy can be found at www.jccmi.edu/policies.

Extra Credit: There are no extra credit options for this class outside of what is offered in class, per my discretion.

Academic Honesty Policy: “Academic honesty . . . 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. Faculty members who suspect a student of dishonesty may penalize the student by assigning a failing grade for the paper, project, report, exam or the course itself. The academic dean will be notified of the situation.” (JC Catalog)

Additional information and the specific policy can be found at www.jccmi.edu/policies

Cell Phone Policy: All tech devices need to be turned off and put away when class starts. If you are expecting an important call or text, please let me know ahead of class, and leave the room when/if the call arrives.

Class Climate: It is my goal to facilitate an open, engaging, and comfortable classroom climate. Please be mindful of the impact your words have on me and your classmates. Any statement, joke, or gesture that disrespects, offends, or degrades will not be tolerated.

Course Calendar – Subject to Change

A detailed weekly calendar will be provided on JetNet. Specific deadlines, reading assignments, supplemental materials, and my classroom slides will also be available there.

Cohort 1

WEEK 1	<p>Read Chapters 1-3</p> <p>In-Person Session (Tuesday, 10am-12pm) Big Blue Button Session (Monday & Thursday, 1-2pm; Study Hour 2pm-3pm) In-Person Session (Friday, 10am-12pm)</p> <p>Introduction of Course; Course Expectations and Objectives</p>
WEEK 2	<p>Read Chapters 4-6;18</p> <p>In-Person Session (Tuesday, 10am-12pm) Big Blue Button Session (Monday & Thursday, 1-2pm; Study Hour 2pm-3pm) In-Person Session (Friday, 10am-12pm)</p> <p>TEST (Friday)</p>
WEEK 3	<p>Read Chapters 7-8</p> <p>In-Person Session (Tuesday, 10am-12pm) Big Blue Button Session (Monday & Thursday, 1-2pm; Study Hour 2pm-3pm) In-Person Session (Friday, 10am-12pm)</p> <p>TEST (Tuesday)</p>
WEEK 4	<p>Read Chapters 10-12</p> <p>In-Person Session (Tuesday, 10am-12pm) Big Blue Button Session (Monday & Thursday, 1-2pm; Study Hour 2pm-3pm) In-Person Session (Friday, 10am-12pm)</p> <p>TEST (Tuesday)</p>
WEEK 5	<p>Read Chapters 13, 14, 16</p> <p>In-Person Session (Tuesday, 10am-12pm) Big Blue Button Session (Monday & Thursday, 1-2pm; Study Hour 2pm-3pm) In-Person Session (Friday, 10am-12pm)</p> <p>TEST (Tuesday)</p>
WEEK 6	<p>Read Chapter 13</p> <p>In-Person Session (Tuesday, 10am-12pm) Big Blue Button Session (Monday & Thursday, 1-2pm; Study Hour 2pm-3pm) In-Person Session (Friday, 10am-12pm)</p> <p>TEST (Tuesday)</p> <p>Speeches/Presentations (Friday)</p>

