

COM 231 - 51

078007

Winter 2019



Number of Credits: 3

Location: Bert Walker Hall 205

Days Class Meets: Tuesday, Thursday

Instructor: Meghan Korchak-Ladd

Meeting Times: 11:30 – 2:27 pm

Contact Email: KorchakMeghanE@jccmi.edu

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.

Course Objectives

The course goals and objectives incorporate specific General Education Outcomes (GEOs) established by the JC Board of Trustees, administration, and faculty. These goals are in concert with four-year colleges and universities and reflect input from the professional communities we serve. GEOs guarantee students achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs. The GEOs and course objectives addressed in this class include the following:

- 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

Textbook

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

Text Book Zero! This text is available in a digital format. Please see the links posted on our class Jet Net site. This text is available to rent or purchase in digital format through the JC Bookstore.

Grading Procedure

Course Points:

<u>Assignment</u>	<u>Point Value</u>	<u>Your Grade</u>
Introductory Speech	20 points	/20
Informative Speech	100 points	/100
Persuasive Speech	100 points	/100
Exam #1	80 points	/80
Exam #2	80 points	/80
Chapter Worksheets (Ch. 1 - 13 @ 10 points each. Lowest score is dropped.)	120 points	/120
	500 Points Total	/500

Grading Scale

GPA	GRADE RANGE
4.0	94-100%
3.5	89-93%
3.0	84-88%
2.5	78-83%
2.0	72-77%
1.5	66-71%
1.0	60-65%
0.5	55-59%
0.0	0-54%

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources.

Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating is defined as obtaining answers/material from an outside source without authorization.

Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

Help

If you require learning accommodations please 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.

Attendance Policy

In compliance with Federal Title IV funding requirements, as well as college initiatives, reporting of student participation in classes will occur at three designated times each semester. Instructors will assign one of three non-transcribed letter symbols to each student during each reporting period (see below). Students identified as no longer participating will be dropped or administratively withdrawn from the class, and students identified as needing academic assistance will be contacted.

Participation/Progress Symbols

- H – The student is not doing acceptable work and needs **Help** to be successful.
- Q – The student has not participated and the instructor believes they have unofficially withdrawn (**Quit**). These students will be dropped/withdrawn from the class.
- V – The instructor verifies that the student is participating and doing acceptable work.

Makeup Policy

- **Speeches:**
 - If an emergency comes occurs and you miss a speech, **you must contact me via email within 24 hours with official documentation of the emergency**. (A doctor's note for emergency illness, police report for a car accident, etc.)
 - If you are unable to provide official documentation and/or do not contact me within 24 hours, you will not be permitted to make up your speech and you will receive a zero.
 - If you contact me with official documentation, you will be allowed to give your speech at the end of a class period before the next round of speeches begins. This means that you must come to every class prepared to speak even if it is unlikely that we will have time.
 - If we do have time and you are not present/prepared, you will receive a zero.
 - Once we have moved onto the next speech, no make-ups will be offered *even* if you contacted me within 24 hours of the missed speech.
- **Exams:**
 - If an emergency comes occurs and you miss an exam, **you must contact me via email within 24 hours with official documentation of the emergency**. (A doctor's note for emergency illness, police report for a car accident, etc.)
 - If you are unable to provide official documentation and/or do not contact me within 24 hours, you will not be permitted to make up your exam and you will receive a zero.
 - If you contact me with official documentation, you will be allowed to make up your exam within one week of the original exam date.
 - Exams will begin promptly at the beginning of class. If you arrive more than 15 minutes late to class, you will not be permitted to enter the room as this is disruptive to other students who are already testing. You will receive a zero for the exam.
- **Chapter Worksheets:**
 - Chapter worksheets for **chapters 1 – 13 are due at the beginning of class**. If you must miss class, you may email them to me. However, if you email them after the start of class, you will receive a late deduction.
 - Chapter worksheets that are **incomplete will receive a point deduction**. The point deduction will correlate with the amount of missing work and is at my discretion.
 - Chapter worksheets are available on JetNet and due dates are outlined in the schedule.
- **Late Work:**
 - All written assignments are due **at the beginning of class**. Assignments turned in after that time will receive a 25% deduction. Any assignment turned in more than a week after the due date will receive an automatic zero.
 - **ALL speech outlines are due at the beginning of class on the first day of speeches**, even if you are scheduled to speak on a different day. **Late outlines will not be accepted and will result in a zero on the overall speech.**

- **In-Class Assignments/Quizzes/Extra Credit Activities:**
 - We will be completing assignments/discussions in class. As class participation is crucial for the successful internalization of this material, make-up/late quizzes or in-class assignments will not be accepted under any circumstances.
 - Occasionally, extra credit may be offered during class for activities/writing/etc. No make-up/late work will be accepted for extra credit assignments under any circumstances.

Expectations:

- **What you can expect from me:**
 - I am here to help you learn and apply the information in COM231. When in doubt, **ask questions**. If you are experiencing an issue with the course or material, please contact me so that we can work together to resolve the issue before it becomes a problem.
 - I am always willing to read or discuss drafts of your assignments before they are due. While I am happy to answer specific questions at any time, I cannot review full assignments at the last minute so please plan accordingly.
 - I am happy to answer questions outside of class. I do not hold office hours so you can set up a meeting before class or email me. I check my email at least once a day during the week and at least one time over the weekend. **I respond to all emails within 24 hours.**
 - The most important piece of advice I can give to students who want to be successful in this class is simple: **COME TO CLASS**. I will use our time wisely, prepare information you need and I will answer questions and go over assignments and expectations. Missing class (even part of class) means that you are missing important information.
- **What I expect from you:**
 - I do not “give” grades, you **earn** them. Everyone starts with 500 points in this class. What you do from this point on is in your hands.
 - All written assignments must be **typed in 12 point font and in APA format**. Handwritten assignments will not be accepted.
 - If you do not agree with the way something is graded, please discuss it with me in a respectful manner. **You have up to one week after the graded assignment has been handed back to express your concern so that we can resolve it together in a timely manner.**
 - I strive to create a fun and open environment that facilitates discussion and learning and it is as important for each of you to learn from one another as it is to learn from me. Please respect that goal and express your thoughts and ideas in an appropriate manner that promotes learning, dignity and mutual respect for everyone. Inappropriate language or hurtful remarks will not be tolerated. Those who become disruptive or disrespectful during class – inappropriate comments during discussion, talking during speeches, using phones during class or by coming to class late or leaving early - will be asked to leave.

Calendar

DATE	TOPIC	ASSIGNMENTS DUE
TUE – 3/19	Syllabus Review	Introductory Speeches
THUR – 3/21	Lecture: - Chapter 14: Public Speaking - Chapter 17: Informative Speaking	
TUE – 3/26	Lecture: - Chapter 15: Supporting and Organizing your Speech - Chapter 16: Style and Delivery in Public Speaking	
THUR – 3/28	Lecture: - Chapter 1: Fundamentals of Human Communication - Chapter 2: Culture and Communication - Chapter 3: Perception of Self and Others	Chapter Worksheets: 1, 2, 3
TUE – 4/2	Informative Speech Day	Informative Speech Outline Due
THUR – 4/4	Informative Speech Day	
TUE – 4/9	Lecture: - Chapter 4: Listening in Human Communication - Chapter 5: Verbal Messages - Chapter 6: Nonverbal Messages	Chapter Worksheets: 4, 5, 6
THUR – 4/11	Lecture: - Chapter 18: Persuasive Speaking <i>Work Time: Exam #1</i>	

TUE – 4/16	Lecture: - Chapter 7: Interpersonal Communication - Chapter 8: Interpersonal Relationships - Chapter 9: Friends, Lovers, Families	Chapter Worksheets: 7, 8, 9 Exam #1 – Part One <i>(Chapters 1 – 6)</i>
THUR – 4/18	Lecture: - Chapter 10: Small Group Communication - Chapter 11: Members and Leaders - Chapter 12: Organizational Communication	Chapter Worksheets: 10, 11, 12
TUE – 4/23	Lecture: - Chapter 13: Conflict <i>Work Time: Exam #2, Persuasive Speech</i>	Chapter Worksheet: 13
THUR – 4/25	Persuasive Speech Day	Persuasive Speech Outline Due
TUE – 4/30	Persuasive Speech Day	
THUR – 5/2	Individual Grade Reviews	Exam #2 - Part Two <i>(Chapters 7 - 13)</i>

- I reserve the right to change the schedule at any time.
- As Michigan weather is unpredictable, there is a possibility that our class will be cancelled on short notice. ***It is your responsibility to check the website/your Jackson College email or sign up for Nixle to be notified of such cancellations.***