

Spring 2019
COM-231.H51*: Communication Fundamentals
Tuesdays 6:00 PM - 8:57 PM (6/11 - 7/23)
Bert Walker Hall 205
Mindy S. Maples, M.A.
maplesmindys@jccmi.edu
734-635-1388

Course Description:

Communication is essential to all human connections and success. This class is designed to practice your interpersonal and public speaking skills, improve your listening skills and enhance your self-confidence and involvement in groups and with conflict resolution.

***COM 231.H51** is designated a hybrid course, which means the course has an *online* as well as face-to-face component.

Degree Outcomes:

Jackson 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. **COM 231** fulfills **GEO 2**: Speaking clearly, concisely and intelligibly.

JetNet will be used a great deal in this course. The following are steps to obtain access to JC's JetNet services:

- 1) Go to the JC Website:** www.jccmi.edu
- 2) Click on a tab at the top titled "online classes"**
- 3) Login:** first seven letters of last name, first seven letters of first name, middle initial. Use no spaces, for example Jennifer Ann Smith would login as: smithjennifea
- 4) Password for JC Accounts:** Your password is your first and lasts initials, the two digit date of your birth, the last two digits of your birth year and the last four digits of your student ID.
- 5) Click on this Comm 231 located on the left side of the page**

Required Course Materials: *Human Communication* by Joseph A.Devito (14th edition)

Textbook Zero: Students have the option of purchasing a paper text or electronic text. There are purchase and rental options either through Amazon or at the JC Bookstore.

All work must be typed in 12-point, legible font. Handwritten work will not be accepted with the exception of journal entries.

All **speeches** are required to adhere to the following guidelines:

- Follow the guidelines for organizing, developing, and presenting speeches discussed in the textbook and in classroom discussions
- Relate the topic to the audience. Personalize the speech without being too technical.
- The speech should be organized and all claims supported with bibliographic references.
- All speech topics need to be approved by the instructor beforehand.
- Typed outlines are required for all speeches and should be followed when presenting. A copy must be given to the instructor before beginning the speech for credit to be given. (No notecards please)
- You are expected to "Dress for Success" when giving a speech or presentation. To that end, please wear the type of clothes you would wear for a job interview. No hats should be worn while giving a speech unless they are relevant to the topic.

Major Projects:

- 1.) **Journal Entries:** At the start of each class, students will be given a quote or question to which they will respond. *A minimum of 5 sentences are expected for each entry.* In addition, students may be asked to journal about their reactions to articles or video clips dealing with interpersonal communication. At times, they will be asked to work in groups as well. If students are absent, they are required to obtain any journal prompts they have missed and respond to them for full credit **(50 points)**
- 2.) **Suitcase Speech:** Introduce yourself to the class using three items that are meaningful to you. Show those items as your visual aids. Please “dress for success:” no jeans; sweatpants/shirts or pajamas. Typed outline required. Use template on JetNet. Remember to upload a copy on JetNet *before* presenting. (3-4 minutes) **(50 for speech + 25 for outline = 75 points)**
- 3.) **Chapter Notes:** Students must upload typed notes. 2 full pages per chapter are required (double-spaced, 12 point font). Up to 3 points extra credit may be given for exceptional work. The notes are due *on the day* the chapter is mentioned on the course calendar. Be prepared to discuss each chapter. **(10 points per chapter)**
- 3.) **Online Discussion:** Students are expected to post a paragraph each week regarding our class discussion our reading for the week. This post needs to be a minimum of 100 words (3-5 sentences minimum) and needs to be posted by Wednesday at 11:59pm. Examples included: “What I found most significant from our class discussion on Tuesday was...” or “the concept that I found most challenging was...;” or “the concept I have the most difficult time embracing is...” Students must define the term/concept and then state why this idea was stood out to them. They are then expected to respond to two students’ posts by Saturday @11:59pm. Responses must include more than simply, “Nice post!” A specific example of why the post worked or showed critical thinking must be included in their responses. Whenever possible, students should also respond if someone replies to their posts to receive full credit **(70 points)**
(10 points for initial post + 2 points per response = 14 points x 5 discussions = 70)
- 4.) **Personal Discovery Project:** Take an online personality test, either Meyers-Briggs at <http://www.humanmetrics.com/cgi-win/jtypes2.asp> or a similar website. Write about your personality type and your discoveries. A print out of your results is required as well as a 1-2 page written response. **(50 points)**
- 5.) **Johari Window Activity:** Students will respond to the adjective chart given in class and on the webpage. Then they will ask 3 people who know them well to also choose 5 or 6 words that they feel describe the student. Students will write a comparison paper analyzing all the adjectives given. Students must reference all 4 quadrants of the Johari window in their response. 1 to 2 pages typed, double-spaced) A short introductory paragraph, 1 to 3 body paragraphs, and then a summary, concluding paragraphs are required **(50 points)**
- 6.) **Cross-Cultural Presentation (Group Project):** Students will be assigned a group. Each group will choose another country’s culture to research and present to the class. Each student will research and present 3 aspects (approved topics) of that culture. Three credible sources required per student. Topics will come from the textbook only, particularly chapters 2 & 6, unless approved by instructor. See a list of approved topics on class webpage. A Power Point (or Google Slides) containing at least 3 slides **and** a *keyword*, typed outline are required *from each student*. Bring 2 copies of the outline when presenting. See outline template on class webpage. A bibliography required as well (APA style). Other visual aids or authentic food from that culture may be included in addition to approved topics for 5 points extra credit. **(100 points for speech + 25 points for outline + 10 points for reference page + 10 points for 3 Google Slides = 145)**
- 7.) **Informative Speech (260 points)**
(200 for speech + 10 points topic & 3 main Points for 25 for outline + 10 for reference page +15 for 3 Slides)
Develop a presentation on any approved topic of interest to you that can be supported with credible library research. Please dress for success when presenting: No hats, jeans, sweatpants/shirts or pajamas may be worn when presenting for full credit.
Additional Requirements:
 1. Key phrase, typed outline –Use template on JetNet

2. Reference Page – APA format
3. 3 Sources Minimum
4. 4-5 Minutes
5. 3 organized, carefully planned Google slides (PowerPoint or Prezi) Do not copy and paste from internet or directly from your outline. Slides should contain more visuals than actual words.

8.) Self- Assessment: Students are required to write a 1 to 2 pages, double-spaced paper highlighting what the student found most meaningful and helpful throughout the course. They are required to use minimum of 15 terms/concepts from the textbook. The terms must be bolded or highlighted for full credit. Students must define the term, offer the page number from the textbook where term can be found, and last, offer why the concept was personally beneficial. The paper should consist of a brief introduction, detailing what will be covered, a body paragraph(s), and a conclusion, that briefly summarizes what was discussed.

Attendance: Attendance is crucial for success in this course. A significant portion of the student's grade comes from in-class participation. Students receive 50 points per quarter (100 points total) for positive participation and attendance. More than 2 absences will result in the reduction of the student's final grade by *at least* one letter grade. An attendance sheet will be passed around at the beginning of class. Students will be responsible for signing this sheet even if they arrive late. More than 5 minutes late for class will result in a reduction of points. Likewise leaving early on a consistent basis will be viewed as being absent as well.

Missed Assignments: Major projects may not be late or re-scheduled except in EXTREME CIRCUMSTANCES, such as serious illness or emergency. (Document will be required.) Students must make arrangements with the instructor within a week of the missed class. If a student has more than 2 absences, late work will not be accepted ***under any circumstances*** thereafter.

Office Hours: *By appointment only*

Help: Please email me if you need help outside of class. I will be happy to assist you. Remember, no question is a stupid question ☺ Furthermore, tutorial services are also available through JC.

Tutors (plus additional services for academic success) can be accessed by calling 796-8415 or visit the Center for Student Success.

"Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning."

Academic Integrity: Academic honesty is expected of all students. Ethical academic behavior includes producing your own work and not presenting other's work as your own, either by plagiarism, by cheating, or by helping others to do so. Academic dishonesty in all forms is a serious offense and will result in a grade of "o" for the assignment or the entire course depending upon the situation.

Classroom Protocol: *Please turn off cell phones or place them on vibrate upon entering class.* Refrain from texting or accepting calls. If an emergency develops, please step in the hall to use your phone even to text. Nearly every class session, students will be asked to participate in discussions and teambuilding activities. Please refrain from side conversations or being disruptive in anyway. To build interpersonal relationships in our class, please avoid being rude, demeaning or offensive in anyway. Please be mindful of what you say and how you say it. If laptops are used they must be for class-related purposes. The instructor reserves the right to ask students to turn off and put away any technology that hinders effective class participation. Inappropriate behavior such as side conversations, disrespectful behavior toward a student or instructor, and use of cell phone will result in a reduction of 5 points initially. After one infraction, a deduction of 10 or more points will occur. Consistent inappropriate behavior will result in a conversation with the dean.

Journals: Students will need a notebook or binder to serve as a journal. Every class session, a journal prompt, somehow relating to communication or personal reflection, will be placed on the board. Students will be asked to journal in response, writing at least one paragraph---approximately 5 sentences---for every prompt. They will be asked to share on a volunteer basis. Students should bring journals to every class session. It is the student's responsibility to get any missed journal prompts. Journals will be graded for responding at the end of the semester.

OUTLINES SHOULD INCLUDE:

- Keywords or short phrases as opposed to a manuscript or sentence outline (quotes are acceptable)
- The title of the speech at the top
- The statement of purpose---thesis (for example, to increase knowledge of...)
- Enough detail to include the introduction, body, and conclusion, with main points and sub points under each
- Actual transitional statements between major points written on outline at appropriate point (minimum of three)
- Include your sources in parentheses in your outline. You need to ORALLY cite author, title and year of publication for all sources within your speech. Do not list them at the start or end of speech. A good way to do this is to say, "According to [author, title, year of publication]..."

Outlines should follow the templates given on JetNet.

A copy of outline must be uploaded on JetNet before each presentation in order for credit to be given.

REFERENCES: Typed APA reference page is required for the following assignments. All must be *CREDIBLE SOURCES*. (.gov; .org.; .edu;. Washington Post or other reputable news source.) In addition a reference page, all sources must be cited ORALLY [author, title and year of publication] in the speeches (with the exception of the Suitcase Speech.) ***Use the APA format please.***

Assessment of Grades:**Participation and Attendance – 100 points****Journals – 50 points****Suitcase Speech – 50 for speech + 25 for outline = 75 points****Chapter Notes –10 points per chapter (10 x 12 = 120 points)****Online Discussions – 70 points****Personal Discovery Project – 50 points****Johari Window Activity – 50 points****Cross-Cultural Group Project – 145 points****(100 for speech + 25 -outline + 10 for reference page + 10 for 3 Slides)****Informative Speech – 260 points****(200 for speech + 10 points for topic & 3 main points + 25 for outline + 10 for reference page +15 for 3 Slides)****Grading scale:**

4.0 95%–100%

3.5 90–94

3.0 85–89

2.5 80–84

2.0 75–79

1.5 70–74

1.0 65–69

0.5 64 or under