

# Communication Fundamentals

COM 231.61

Fall 2019...Mon. and Wed., 3:00 p.m.-5:57 p.m., Bert Walker Hall, Rm. 210  
Wednesday, Oct. 30 through Wednesday, Dec. 18 – 7-WEEK SECTION

**Instructor:** Janet Paul, M.A.   **Email:** [pauljanetc@jccmi.edu](mailto:pauljanetc@jccmi.edu)

**Phone:** 517-796-8582; leave message and they will get it to me.

**Office hours:** By arrangement before or after class; other times may be available.

**Text:** "Human Communication: The Basic Course, 14<sup>th</sup> Ed.," J.A. DeVito - ISBN-13: 978-0-13-440708-1

Rental text or digital version available from campus bookstore or Amazon.

**Recommendations:** Back up of assignments in cloud storage, and/or a 'flash' drive that you carry with you. And a stapler!

**Ctr. For Student Success:** 517.796.8415

**Solution Center** (I.T. issues): 517.796.8639

**\*\*\*This 7-week course includes the same content as a 15-week course, so we will be moving fast. *Be prepared to work!***

## 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 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:

- Apply current research in the analysis of communication
- Evaluate the effectiveness of communication
- Demonstrate appropriate effective communication in public performance and small group activities

## Attendance . . .

- Your attendance and participation are ESSENTIAL for you to succeed in this 7-week course. Class activities have proven to have a direct impact on your final grade and everyone is expected to participate. 20 points are subtracted for each class absence.
- Disrupting the class by coming in late and/or leaving early is not lightly accepted by your instructor. If you find this necessary, please try to let me know ahead of time. Tardiness or leaving early will subtract 5 points for each instance.
- Only a medical document presented on dr's office/clinic letterhead will avoid reduction in points for the above instances.

- If you are absent, it is ***your responsibility*** to obtain the assignment for that class period. I will generally post assignments on JetNet within a day.
- Each student is expected to bring to each class: 1) pen or pencil, 2) writing paper, 3) course textbook.

### Communication with the Instructor.....

- Outside of class, **email is my means of corresponding** with you. Use the JC email, as that is the address I will use. If you don't know how to use JC email, ask me to show you. If you have a technical problem with JC email, call the JC Solution Center at 517-796-8639. Get into the habit of checking your JC email at least a couple of times a week.
- Your responsibilities are to yourself as a student, and I've made clear in this syllabus how to successfully complete this course. I will not come after you to find out what is wrong if you are absent, or miss turning in an assignment.
- I can't read your mind: Let me know if you need help, have questions, are confused, or want to talk. We can set up a time, if a face-to-face meeting is necessary, outside of class that works for both of us.
- Regarding emails sent to me: If you do not receive a reply from me, you can assume that I did *not* receive your email 😊! Try again.

### Assignments are to be....

- Typed...and proofread, please! A hard copy is to be presented on the due date. Handwritten assignments are not accepted. 12 point, Times New Roman, double-spaced with 1 inch margins.
- Submitted in class on the due date.
- I expect any written communication with me – whether hard copy or via email – to be grammatically correct, with proper punctuation and spelling.
- Evaluation of assignments will include the above.

### Late Assignment Policy. . .

- **Communication is key** to your success in this class. Let me reiterate – if you are absent, it is ***your responsibility*** to check JetNet for any assignments. If you are absent on an assignment due date, you are still expected to submit the assignment that day, via email, to avoid reduced credit.
- **Any late assignments must be submitted within one week of the due date for reduced credit.** Assignments beyond one week late will not be accepted. *Tip: When emailing an assignment to me (or to anyone for that matter), it is highly advisable to save your file as "Rich Text" before attaching it. This way, it can be opened on any computer.*

### Quizzes, Exams and Speeches. . .

- Quizzes may be completed in this course by various methods. There is no make-up for quizzes during this 7-week course.
- Exams will be completed without book or notes. Mid-term and final exams missed due to absence will be administered at the instructor's discretion.



**Grade Breakdown . . .**

Attendance/In-class activities*	280
Assignments**	130
Quizzes (4)	120
Team Puzzle Speech	100
Persuasive Speech with outline	100
Indiv. Informative/Persuasive Speech	100
Outline & Sources for Indiv. Speech	50
Mid-Term Exam	100
Final Exam	100
<b>Total</b>	<b>1080</b>

\*20 points subtracted per absence; 5 points subtracted for tardiness or leaving early.

\*\*Points for each assignment may vary.

**Grading Scale:**

1015-1080 =	94% +	(4.0)
5672-1014 =	90-93%	(3.5)
907-971 =	84-89%	(3.0)
864-906 =	80-83%	(2.5)
799-863=	74-79%	(2.0)
756-798=	70-73%	(1.5)
691-755 =	64-69%	(1.0)
648-754=	60-63%	(0.5)
Below 648 =	59%	(0.0)

**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.

**Semester Calendar– COM 231.61 - Bert Walker Hall, Rm. 210  
Mon. & Wed., 3 p.m.-5:57 p.m.**

*It is expected that the chapter has been read before we cover it in class,  
as class activities and discussion will reinforce the text.  
Use the Powerpoints – available on JetNet – as a guide to important concepts.*

<b>Dates:</b>	<b>Topic</b>	<b>Chap. to read</b>	<b>Activities / Assignments</b>
10.30	Overview & Syllabus 1-Fund. of Human Comm. 3-Perception of Self & Others	1, 2, 3	“Icebreaker” Take-home Syllabus Quiz distributed Take-home Quiz – Chap. 1, 2 & 3
11.4/11.6	2-Culture and Communication 10-Working in Small Groups 11-Members & Leaders	10, 11	Syllabus Quiz and Quiz ch. 1,2,3 due Wed. Assmt. 1 distributed: Jung Analysis assignment Take-home Quiz – Chap. 13, 14, 15 Puzzle Speech Teams formed Wed.
11.11/11.13	13-Conflict 14- Speech Topics, Audience, Research 15-Organizing/Supporting the Speech	13, 14 & 15	Take-home Quiz Chap. 13, 14, 15 due Wed. Take-home Quiz Chap. 16, 17, 18 Informative Speech instructions/requirements distributed Wed. Mid-Term Exam Review distributed
11.18/11.20	16-Style & Delivery (incorporates Chapter 6-Nonverbal communication) 17-Informative Speaking 18-Persuasive Speaking	16, 6, 17, 18	Mid-Term Exam in Testing Lab from Mon. 11.18 through Mon., 11.25! Take-home Quiz Chap. 16, 17, 18 due Wed. Assmt. 1 due Wed. Team Speeches presented Wed. Team critique assignment in class
<u>11.25/11.27</u>	<u>No Class Wednesday - Thanksgiving</u>		Assignment: Thesis, draft outline, sources for Individual Inform. Speech due Monday end of class Take-home Quiz Chap. 4 & 5
12.2/12.4	4-Listening 5-Verbal Messages	4, 5	Communication Styles
12.9/12.11	Intergenerational Comm.		Persuasive (Motivational) Speeches Wed.
12.16/12.18	Final Exam in class Informative Speeches w/Outline & Sources		Final Exam on Monday in class Informative Speeches Wednesday

**Calendar is subject to change if the need arises, and it usually does ☺**