

REVISED for online format – Communication Fundamentals

COM 231.H60..... Winter 2020

Monday, March 23 through Sunday, May 10 – 7-WEEK ONLINE SECTION

IF we revert to Hybrid format, class will meet each remaining Tuesday, 3-6 p.m., BW 205

Instructor: Janet Paul, M.A. **Email:** pauljanetc@jccmi.edu

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

Office hours: By arrangement if needed. Email instructor.

Text: "Human Communication: The Basic Course, 14th Ed.," J.A. DeVito – ISBN: 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

JC Distance Learning Center (I.T. issues): 517.796.8639

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 and Participation. . .

- Your online participation is ESSENTIAL for you to succeed in this 7-week course. Everyone is expected to participate in discussion forums, online quizzes and assignments. A week – Tuesday to Tuesday – without online presence will equate to and "Absence".

0 absences = 100 attendance points

1 absence = 75 points

2 absences = 50 points

3 absences = 25 points

4 or more absences = 0 points

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- Only a medical document presented on dr's office/clinic letterhead will avoid reduction in points for an entire week of no participation.
- **TECHNOLOGY REQUIRED!** Weekly access to a computer with reliable internet access is necessary. If you need additional help with technology (such as you JC password, or difficulties accessing JetNet) please contact the JC Solution Center at (517) 796-8639.
If we again begin class meetings as the course progresses...
- 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. More than 30 minutes late or leaving early will forfeit attendance points if not scheduled with instructor in advance.
- 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, **JC 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, that works for both of us. I am as close as an email.
- 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

- Typed...and proofread, please! A hard copy is to be presented on the due date in class. Handwritten assignments are not accepted. 12 point, Times New Roman, double-spaced with 1 inch margins.
- I expect any written communication with me to be grammatically correct, with proper punctuation and spelling.
- Evaluation of assignments will include the above.
- No late assignments will be accepted.
- Discussion Forums: Make at least 3 posts (your own complete response to the question/topic at 6 points max, and thoughtful response to at least 2 posts made by your classmates at 3 points max each) to each discussion forum topic. Realize that this may require an 'early start' in order to fulfill the participation requirements. All discussion posts will be evaluated on overall adherence to the requirements of the particular forum, as well as quality of content, grammar and spelling.
- Weekly forums open only from Tuesday 6 p.m. to following Tuesday at 3 p.m.
DO REALIZE THE IMPORTANCE OF DISCUSSION FORUM POINTS TO YOUR GRADE!

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Quizzes, Speeches, and Final Exam. . .

- Quizzes will be administered via JetNet. Your lowest quiz will be dropped from your final grade. Two attempts are allowed, with the highest score counting.
- The Final Exam will cover the entire course.
- Only a medical document presented on dr's office/clinic letterhead will avoid complete loss of speech points if not presented on or by the assigned date.

Class Courtesies . . .(Returning to classroom)

Anything that distracts from class instruction cannot be tolerated out of consideration to all students...and in consideration of the time that your instructor takes in preparing for your class.

- Talking to your neighbor during instructor lectures or student speeches is, quite frankly, just rude.
- Cell phone or non-course related laptop use during class is not appropriate. If you *must* make a call or send a message, please quietly leave the room to do so.
- More than one 'warning' to an individual (during class) by the instructor regarding these guidelines will affect the participation grade.

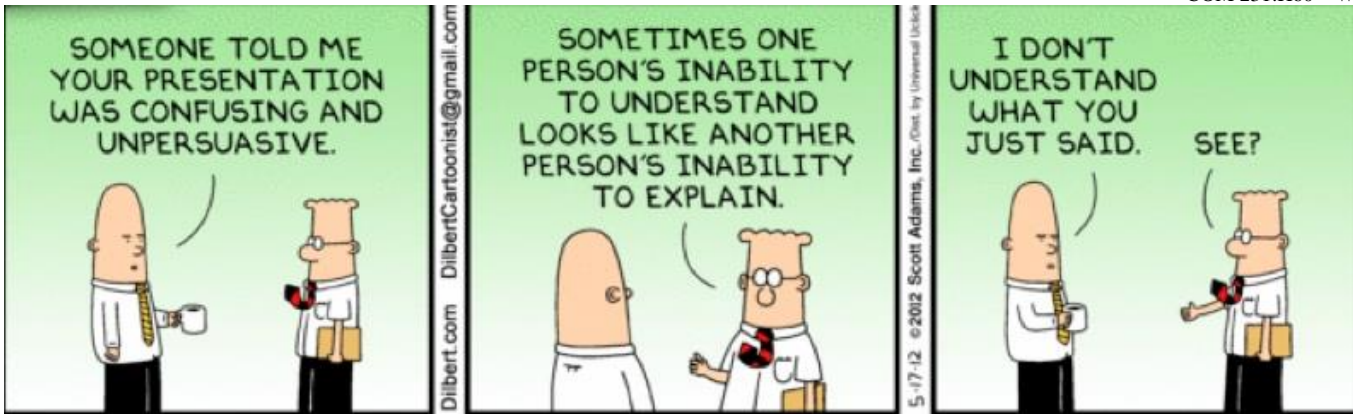
Ethics, Language and Topics . . .whether online or face-to-face....

- 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 JC's policy on academic honesty.
- In this course it is unethical to use as your own, a speech, outline or paper, that has been written in whole or in part, by someone other than yourself. Doing so constitutes reasonable cause for course failure. Any student found plagiarizing will be dealt with according to JC's policy on academic honesty.
- Academic dishonesty in all forms is a serious offense and will result in a grade of "0" for the entire assignment.
- It is inappropriate in this course to use obscene language or gestures, 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.

Tutoring and other special needs . . .

- Tutors and other services for academic success are available from The Center for Student Success in the Potter Center on Main Campus by calling 517-796-8415, or stop by the Center during office hours to make arrangements for help. I can assist you to get in touch with help, so don't be afraid to ask me, your instructor.
- Students affected by the Americans with Disabilities Act should also contact the Center for Student Success as soon as possible each semester to ensure that such accommodations are implemented in a timely fashion.

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Grade Breakdown . . .

Attendance	100
Quizzes (4)	120
Inform. Speech with outline/sources	120
Persuasive Speech with outline/sources	120
Assignments (including discussion forums)	240
Final Exam	100
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Total	800

Grading Scale:

752-800 =	94% + (4.0)	
720-751 =	90-93%	(3.5)
672-719 =	84-89%	(3.0)
640-671 =	80-83%	(2.5)
592-639 =	74-79%	(2.0)
560-591 =	70-73%	(1.5)
512-559 =	64-69%	(1.0)
480-511 =	60-63%	(0.5)
Below 480 =	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.

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REVISED as of March 16.....Semester Calendar– COM 231.H60 ONLINE**The Powerpoints for each chapter, and lectures for most chapters are on JetNet.****Use the Powerpoints as a guide to important concepts.****ONE WEEK = 6 p.m. Tuesday to 3 p.m. the following Tuesday.**

Class week beginning:	Topic	Read/Lecture	Activities / Assignments
3.24	Overview & Syllabus 1-Fund. of Human Comm. 3-Perception of Self & Others	1, 3	“Introductions, please’: complete during first week Assmt. 1 on JetNet (20 pts.) Syllabus Quiz due next week Quiz – Chap. 1, 2 & 3 (<u>Two</u> weeks to complete this first quiz) Informative Speech instructions/reqs on JetNet Discussion forums (2)
3.31	2-Culture and Communication 10-Working in Small Groups 11-Members & Leaders	2, 10, 11	Assmt. 1 due Syllabus Quiz due Assmt. 2: Jung Analysis assignment (40 pts.) on JetNet Quiz – Chap. 13, 14, 15 due next week Discussion forums (2)
4.7	13-Conflict 14- Speech Topics, Audience, Research 15-Organizing/Supporting the Speech	13, 14 & 15	Assmt.: Informative thesis/draft outline/sources due (30 pts.) Quiz Chap. 1,2,3 due Tuesday 3 pm Quiz - Chap. 13, 14, 15 due Tuesday 3 pm Persuasive Speech instructions/reqs on JetNet Quiz - Chap. 6, 16, 17, 18 due next week Discussion forums (2)
4.14	16-Style & Delivery (incorporates Chapter 6-Nonverbal communication) 17-Informative Speaking 18-Persuasive Speaking	16, 6, 17, 18	Assmt: Persuasive thesis/draft outline/sources due (30 pts.) Quiz - Chap. 6, 16, 17, 18 due Tuesday 3 pm
4.21	Speeches due today! 4-Listening 5-Verbal Messages	4, 5	Informative Speeches today Assmt.: Informative Speech critique assmt. (20 pts.) due next week Quiz - Chap. 4 & 5 due next week Discussion forums (2) Final Exam Review available on JetNet
4.28	Intergenerational Comm. Finish chapters 4 & 5 Final Exam available*		Intergen. Comm. Exercise Quiz - Chap. 4 & 5 due Tuesday 3pm Discussion forums (2)
5.5	Speeches due today! Final Exam available*		Persuasive (Motivational) Speeches today Final discussion forum (1)
*Final Exam in available through Sunday, May 10			

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