



Communication Fundamentals

COM 231.I61

Fall 2020

Number of Credits: 3

Instructor: M.C. Covington II

Days Class Meets: Internet-Based Learning

Contact Phone: 313.338.9293 call/texts

Meeting Times: Internet-Based Learning

Contact Email: covingtmyronc@jccmi.edu

Location/Venue: Internet-Based Learning

Online Office Hours: By appointment

[YouTube Channel](#)

Course Description

24/7, 365 days a week, we engage in public speaking and interpersonal communication. Whether the situation is getting to know a new roommate, raising money for your favorite cause, asking your boss for a raise, or ending an unproductive romantic relationship, you typically must communicate with others in order to achieve your goals. Most of the time, our communication goes smoothly, so we just take it for granted without really thinking about what we're doing. The only time we really pay attention to communication is when it becomes problematic for us. We then tend to blame the problem on our communication partner (e.g., "She never listens to me!") or the message (e.g., "The professor is just too boring!"). This course encourages you to spend time consciously examining and improving both public speaking and interpersonal communication in general in order to identify communication behaviors that are productive, and not so productive, to effective and appropriate (i.e., competent) communication.

By the end of this course, it is expected that the student has mastered the content of this course through formal writing assignments, activities and an exam. **By the end of the course, the student should be able to:**

1. Identify and process current scholarship in communication
2. Create speeches
3. Develop confidence in communication and relationships
4. Understand the communicative process and its role in society

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.

Prerequisite(s)

None

Course Goals

1. Gain familiarity with public speaking
2. Have better interpersonal relationships
3. Understand the basics of human communication
4. Familiarize yourself with current communication scholarship

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:

GEO 2: Speak clearly, concisely, and intelligibly Students will formulate and implement effective oral communication practices within various contexts.

Textbook

- Human Communication, Joseph A. DeVito
- ISBN: 9780134409436

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.

If you have questions about materials, please contact the Jackson College Follett bookstore at jackson@bkstr.com. For account billing questions, please contact the Jackson College Cashier at jccashier@jccmi.edu.

Class Starts On:	Opt Out Date:
August 31, 2020	September 3, 2020
October 6, 2020	October 9, 2020
October 27, 2020	October 30, 2020
November 11, 2020	November 14, 2020

Materials/Extras

1. Smartphone or digital camera
2. Internet

Grading Procedures

ASSIGNMENT(S)	POINTS
Ten (10) Class Activities	500
Speeches (Welcome, Persuasive, Special Occasion)	300
Midterm/Final Exam	200
Total Points	1000

Grading Scale

GPA	GRADE RANGE	POINT RANGE
4.0	90-100%	900-1000
3.5	89-83%	899-830
3.0	82-80%	829-800
2.5	79-73%	799-730
2.0	72-70%	729-700
1.5	69-63%	699-630
1.0	62-60%	629-600
0.0	59-0%	599-0

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

Accessibility

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College's efforts to ensure accessibility please visit the [Jackson College accessibility web page](#).

If you have an accessibility need in any of our classes please email the Center for Student Success at JCCSS@jccmi.edu or visit the [Center for Student Success web page](#).

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRIO program.

In addition, the CSS staff is committed to adapting the College's general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

Academic Advising

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester. Please e-mail JCCSS@jccmi.edu or visit the [Accommodations for Students with Disabilities web page](#)

Student Responsibilities

1. Please follow the schedule
2. Complete assignments
3. Ask for assistance when needed

Attendance-Participation Policy

Just as in a traditional classroom course, regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation that you plan to do your assignments and take your exams BEFORE the last day they are due. If problems occur, there is time to fix them before the deadline.

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. It is imperative that you log in to the course and actively participate ***within the first couple of days of the term*** to validate your enrollment in the course. After that, not actively participating in class may result in you being withdrawn from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

Caveat

1. You should make every attempt to turn in work prior to the deadline
2. Late work will be accepted with a late penalty of 25% off earned grade
3. For example, if you earned an A (or 100/100) the new grade would be a C (or 75/100) using this simple example
4. Because of turn-in 'windows,' please do yourself a favor and turn in work by deadline
5. Unfortunately, late work cannot be accepted ten (10) days prior to the end of the semester

Calendar

WEEK #	DATE	TOPIC(S)	TASKS/ASSIGNMENTS/WHAT IS DUE?
1	10.25-10.31	Welcome, Chapters 1, 2, 3	Class Activities 1 & 2
2	11.1-11.7	Chapters 4, 5, 6	Welcome Speech, Class Activities 3 & 4
3	11.8-11.14	Chapters 7, 8, 9	Class Activities 5 & 6
4	11.15-11.21	Chapters 10, 11, 12	Class Activities 7& 8
5	11.22-11.28	Chapters 13, 14, 15	Chapter Activities # 9 & 10
6	11.29-12.5	Chapters 16, 17, 18	Persuasive Speech
7	12.6-12.12	Flex	Special Occasion Speech
8	12.13-12.19	Flex	Final Exam Due