

# Communication Fundamentals

COM 231.160

Winter 2021 March 15 - May 1



**Number of Credits:** 3

**Instructor:** Paige L.R. Beauchene

**Days Class Meets:** Internet-Based Learning

**Contact Phone:** LLA Office: (517) 796-8582

**Meeting Times:** Internet-Based Learning /  
Scheduled Virtual Instruction -  
Wednesday 4 -5:30  
(optional "live" attendance - required activities)

**Contact Email:** beauchepaigel@jccmi.edu

**Online Office Hours:** Fridays: 10-11:30 am

**Location/Venue:** Internet-Based Learning

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## 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.

## Prerequisite(s)

None

## Course Goals

Reading assignments, resources, and activities meant to enhance the unit and offer interesting material beyond the textbook. The articles and essays are from sources in the "real world" and demonstrate how the concepts in this class are used every day.

**See the Assignments Guidelines for more information.**

## General Education Outcomes

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.**

## Required Textbook

### Human Communication: The Basic Course. J. A. DeVito. 14<sup>th</sup> Edition

**Text Book Zero!** This text is available in a digital format. This text is available to rent or purchase in the digital format through the JC Bookstore and at the links below. Renting a digital eBook is typically less than \$50.

**Follett Access! Please review the cost of your required materials at the following link to determine the best option for you to purchase your materials:**

<https://www.bkstr.com/jacksonstore>

For more information on the Follett ACCESS Program, you can view the frequently asked questions here: <https://www.jccmi.edu/bookstore/student-services-follett-access/>.

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

#### Textbook also available at...

Amazon.com -

[https://www.amazon.com/Human-Communication-Course-Joseph-DeVito-ebook/dp/B01N6TDWGQ/ref=mt\\_kindle?\\_encoding=UTF8&me=](https://www.amazon.com/Human-Communication-Course-Joseph-DeVito-ebook/dp/B01N6TDWGQ/ref=mt_kindle?_encoding=UTF8&me=)

Google Books -

[https://books.google.com/books/about/Human\\_Communication.html?id=J-n0DQAAQBAJ](https://books.google.com/books/about/Human_Communication.html?id=J-n0DQAAQBAJ)

**If you are using an older edition of the text, please ask for help if you can't find the specific information.**

If after reviewing the costs, you choose to opt out, you may do so here: [www.jccmi.edu/optout](http://www.jccmi.edu/optout). Please note your opt out selection is for your entire semester schedule. You cannot opt out and opt in to individual courses. And you must opt out by the due date for your first class.

Class Starts On:	Opt Out Date:
March 15, 2021	March 18, 2021

## Additional Requirements

- A digital camera will be needed throughout the semester for recording video presentations.
- Quiet area to make your recordings
- Access to Google applications - YouTube, Drive, etc.
- Access to a reliable internet connection is needed. Attempting to complete this course on a cell phone, with limited data, and a slow upload capability can be frustrating and expensive.

## Grading Procedure

If circumstances arise that you cannot participate in the course (i.e. illness, computer problems, travel, loss of internet, etc.) it is your responsibility to communicate with the instructor so that other options may be explored for your success in the class.

## 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.

Attendance will be reported each week, on Thursday, and will reflect the participation in class during that week. Seventy-percent completion of tasks and activities during the preceding week will be considered regular attendance. Please keep in mind, this may include finishing the work in one unit and beginning the work in the next.

Participation in the class is based upon your activity in the class. If you have not been active in the class during a unit your Navigator will be contacted. If you have not been active in more than two units, your last day of activity will be reported as your last attendance day and you will be dropped from the course and may not be readmitted.

**The first reporting of attendance/participation will occur at the end of the first week of the class. Students who have not completed the Orientation Activities will be dropped from the class.**

## Scheduled Virtual Instruction

Weekly instruction will occur on topics relating to the current unit or activities in the class. "Live" attendance is not required, but encouraged. Graded participation activities will be completed during the scheduled instruction. Videos, supplemental materials, and a task to complete will be provided for those who are unable to attend. Reviewing the material, watching the video, and completing tasks is required and calculated into the final grade.

## Grading Procedure

The turnover time of graded activities will vary with the complexity of the assignment. You can expect grading to begin after the unit closes. Some activities, such as discussion forums may be graded while open in the course, so incomplete grades will appear while the forum is being read.

## Grading Scale

Total Points/Points Possible = %

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%

## Requirements for Passing the Course

As part of the completed work in the course, students must successfully present two formal speech assignments and the required written components to meet the General Education Outcomes (GEO) for this course. **Please see the Assignment Guidelines for more information.**

## Late Policy

Communication is key to your success in this class. If you are having trouble completing an assignment you are required to contact the instructor in advance.

- **Late comments in Discussion Forums will not be scored. Each forum has a due date for the when the video is due and a cut-off date for comments & replies.**
- **Quizzes will not be accepted late.**
- **Other late assignments, including speeches, may receive a 20% reduction in the score unless prior arrangements have been made.**
- **All late work must be submitted within 3 days of the due date for reduced credit.**
- **Submission to activities & assignments will be blocked after the three day late period.**

Falling behind in a seven-week class does not allow time to catch up. Please contact the instructor if there are extenuating circumstances that will prevent you from completing the activity on time. Contacting the instructor to complete assignments after the three-day grace period is not appropriate.

## Incomplete Grade

The incomplete grade is designed for successful students with extenuating circumstances to allow them to complete the course requirements after the semester or session has ended. Students may receive an "I" if, in the opinion of the instructor, their work is sufficient in quality, but is lacking in quantity, to meet the objectives specified in the course syllabus. The course objectives are to be satisfactorily completed during the next year or within the time agreed to by the instructor and the student. If the student does not complete the course within the designated time period the "I" grade will be replaced by the grade earned as assigned by the instructor.

The grade of "I" is not awarded to students who did not participate, or to those who simply are not pleased with their final grades. Students receiving an "I" submit only the remaining work that had not been completed at the end of the semester. Students do not re-register for the course, nor redo work that had already been graded.

Satisfactory achievement in the course is considered 80% of the course completed with an average of 2.5 or above.

## Grade Appeals

If you want to appeal a grade you **must** make the grade appeal to the instructor in writing. Prepare and submit a typed argument indicating what your specific appeal is and what grade you believe you deserved. Submit the appeal within one week of the grade being returned. Your appeal will then be reviewed and, if necessary, discussed with the Lead Faculty and Department Chair. Expect a formal response within 2 weeks of your appeal submission.

## Course Time Management

A traditional 15-week face-to-face class would meet for three hours a week and you would be expected to complete 3 - 6 hours of additional work outside of the scheduled class time. This would include reading assignments, study time, and homework.

The time commitment for a 3-credit online 7-week course combines the time for a face-to-face class and doubles it. Plan on spending 18 - 24 hours a week. Each day is equal to two-days in a traditional 15-week semester.

Completing the public speaking assignments may take more time to complete and are open for you to work on throughout the semester.

## 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 someone else'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 the 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

## Online Behavior

It is inappropriate in this course to use obscene language, telling 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.

Comments posted online and assignments submitted to the instructor are to be written in a manner that is appropriate for a college course. The use of texting jargon is discouraged.

## 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](mailto:JCCSS@jccmi.edu) or visit the

## Help

Available learning services or opportunities for students seeking help with their course work. May include information about tutors, learning centers, reserved library materials, counseling services, and scheduling conference/tutoring time with the instructor.

[Accommodations for Students with Disabilities](#) web page.

## 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](mailto: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.

## Important Class Dates: Winter 2021

JANUARY 11 - MAY 1	SEMESTER DATES
March 15	Com 231.i60 begins
March 19	Census date
March 19	Opt Out Date
April 26	Last Day to Withdraw
May 1	Com 231.i60 ends

## Course Schedule: COM 231.i60

UNIT	Topic	Assigned Chapters	Activities & Assignments	DUE DATE
	Orientation		How to Fail Helpful Hint for Success in COM 231 Profile & Avatar <b>Getting to Know the Course - Due 3/17</b> <b>Video Discussion Forum - Good Things Come in Threes</b> <b>Video Due 3/17</b> <b>Comments Due 3/19</b> <b>Forum Closes - No Replies after 3/22</b>	March 17
1	Scheduled Virtual Instruction	1	Getting Started / Understanding Theories and Principles of Human Communication 4 - 5:30 pm	March 17
	Human Communication	1	Lecture & Lesson - Channel & Messages Principles of Human Communication	March 19
	Culture & Perception	2 & 3	<b>Video Discussion Forum - Culture &amp; Perception</b> <b>Video Due 3/22</b> <b>Comments Due 3/24</b> <b>Forum Closes - No Replies after 3/26</b>	
			Lecture & Lesson - Culture & Communication Enculturation/Acculturation	March 24
	QUIZ	1, 2, & 3	Quiz #1	
	Johari Window			March 26
	Mini-Lesson: Giving Criticism			
2	Scheduled Virtual Instruction	1 - 7	Gender & Communication 4 - 5:30 pm Communication Research Presentation Questions & Prep	March 24
	Messages	4, 5, 6 & 7	<b>Video Discussion Forum - Really Listening</b> <b>Video Due 3/26</b> <b>Comments Due 3/29</b> <b>Forum Closes - No Replies after 3/31</b>	
			Lesson - Effective Listening Nonverbal Photo Analysis Observation Assignment	March 29
			Quiz #2	March 31
Scheduled Virtual Instruction	1 - 7	Finding and Using Scholarly Research 4 - 5:30 pm Overview of Communication Research Presentation	March 31	
3	Communication Research Presentation	1-7	Research Video Presentation PIP Critiques Due 4/5 Speech Forum Closes - No Replies after April 7	April 2
4	Scheduled Virtual Instruction		The Art of Public Speaking 4 - 5:50 pm Tips & Hints on Outlines and Using Resources Informative Speech Questions & Prep	April 7

	Speech Preparation	14, 15, 16, & 17	Lesson - Topic-Specific Purpose-Thesis - Due 4/5 Lesson - Audience-centered Public Speaking - Due 4/7 Lesson - Researching Your Topic - Due 4/7 Quiz #3 - Due 4/9	<b>Open Toggle for Dates</b>
	Mini-Lesson: Communication Apprehension Forum Post - Due 4/12 Forum Closes for Comments & Replies 4/14			<b>April 12</b>
<b>5</b>	Informative Speech		Speech Outline - First/Rough Draft - Due 4/9 Video / Reflection / Revised Outline - Due 4/14 PIP Critiques - Due 4/16 Speech Forum Closes - No Replies after April 19	<b>Open Toggle for Dates</b>
<b>6</b>	Scheduled Virtual Instruction	18	MMS & Structuring Arguments 4 - 5:30 pm Overview of Persuasive Speech Assignment	<b>April 14</b>
	Persuading Your Audience		Motivational Appeals Researching Your Topic	<b>April 19</b>
			Quiz #4	<b>April 21</b>
	Scheduled Virtual Instruction		Listening to Persuasive Messages 4 - 5:30 pm MMS Speech Questions & Prep	<b>April 21</b>
<b>7</b>	Persuasive Speech		Topic-Specific Purpose-Thesis - Due 4/16 Audience Analysis - Due 4/16 MMS Speech Outline Draft - Due 4/21 Video / Reflection / Revised Outline - Due 4/26 PIP Critiques - Due 4/28 Speech Forum Closes - No Replies after April 30	<b>Open Toggle for Dates</b>
	Semester Wrap-up		Course Survey & Evaluation Available April 28 - May 1	<b>May 1</b>

**The schedule is subject to change as the need arises.**

## Course Schedule: COM 231

UNIT	Topic	Assigned Chapters	Activities & Assignments	DUE DATE
	Orientation		How to Fail Helpful Hint for Success in COM 231 Profile & Avatar Getting to Know the Course - Orientation Quiz <b>Good Things Come in Threes Video Discussion Forum</b> <b>Video Due 10/28 Comments Due 10/30</b>	<b>October 30</b>
<b>1</b>	<b>Scheduled Virtual Instruction</b>	1	Getting Started / Understanding Theories and Principles of Human Communication 4 - 5:30 pm	<b>October 28</b>
	Human Communication	1	Lecture & Lesson - Channel & Messages Principles of Human Communication	<b>November 2</b>
	Culture & Perception	2 & 3	Lecture & Lesson - Culture & Communication Enculturation/Acculturation <b>Video Discussion Forum - Culture &amp; Perception</b>	
	QUIZ	1, 2, & 3	Quiz #1	
	Johari Window			<b>November 4</b>
	Mini-Lesson: Giving Criticism			
<b>2</b>	<b>Scheduled Virtual Instruction</b>	1 - 7	Gender & Communication 4 - 5:30 pm	<b>November 4</b>
	Messages	4, 5, 6 & 7	Lesson - Effective Listening <b>Video Discussion Forum - Really Listening</b> Nonverbal Photo Analysis Observation Assignment Quiz #2	<b>November 9</b>
<b>3</b>	<b>Scheduled Virtual Instruction</b>	1 - 7	Finding and Using Scholarly Research 4 - 5:30 pm	<b>November 11</b>
	Human Communication Presentation	1-7	Research Manuscript Video Presentation PIP Critiques - Comments and replies by November 18	<b>November 16</b>
<b>4</b>	<b>Scheduled Virtual Instruction</b>		The Art of Public Speaking; Tips, Hints, on Outlines and Using Resources 4 - 5:50 pm	<b>November 18</b>
	Speech Preparation	14, 15, 16, & 17	Lesson - Topic-Specific Purpose-Thesis Lesson - Audience-centered Public Speaking Lesson - Researching Your Topic Quiz #3	<b>Open Toggle for Dates</b>
	Mini-Lesson: Communication Apprehension			<b>November 30</b>

<b>5</b>	Informative Speech		Speech Outline Video - Recording of Presentation Submitted to Forum Reflection Critiques - Comments & Replies	<b>Open Toggle for Dates</b>
<b>6</b>	<b>Scheduled Virtual Instruction</b>	18	MMS & Structuring Arguments 4 - 5:30 pm	<b>December 3</b>
	Persuading Your Audience		Discussion Forum Quiz Researching Your Topic	<b>December 7</b>
	<b>Scheduled Virtual Instruction</b>		Logical Fallacies - Recognizing a Bad Argument 4 - 5:30 pm	<b>December 9</b>
<b>7</b>	Persuasive Speech		Topic-Specific Purpose-Thesis Audience Analysis Speech Outline Video - Recording of Presentation Submitted to Forum Reflection Critiques - Comments & Replies	<b>Open Toggle for Dates</b>
	<b>Scheduled Virtual Instruction</b>		TBA	<b>December 16</b>
	Semester Wrap-up		Course Survey & Evaluation	<b>December 19</b>

**The schedule is subject to change as the need arises.**