

Course Name: Communication Fundamentals

Course number and section 231.162

Semester and Year Winter 2021

Number of Credits: credits 3

Instructor: Tamara Hindes

Days Class Meets: asynchronous; must check in weekly by Tues at 11:59pm

Contact Phone: 517-265-5515 they will get a message to me

Meeting Times: 3/15-5/1

Contact Email: hindestamaras@jccmi.edu

Location/Venue: online

Online Office Hours: Tues 10:30-11:00 am

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 prepares students to be effective communicators in a diverse global society.

Prerequisite(s) ENG 085 and ENG 090

Course Objectives

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. 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:

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

Textbook :

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

ISBN: 978-0-13- 440708-1

Rental text or digital version available from campus bookstore or other online source

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.

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 after reviewing the costs, you choose to opt out, you may do so here: 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:
January 11, 2021	January 14, 2021
February 15, 2021	February 18, 2021
March 15, 2021	March 18, 2021
March 30, 2021	April 2, 2021

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.

TECHNOLOGY REQUIRED! Weekly access to a computer with reliable internet access is necessary. If you need additional help with technology (such as your JC password, or difficulties accessing JetNet) please contact the JC Solution Center at (517) 796-8639. You will need access to record and upload presentations. You will also need access to Word which can be downloaded through the college or if you use Google Docs you can save your work to a Word document.

Communication with the Instructor: JetNet is my means of corresponding with you. Please check on JetNet regularly – at least twice a week for any updates. There is also an Ask the Teacher forum section

available for you to utilize plus you can message me directly. I do not check in 24/7; so give me 48 hours to respond. I will not reply over the weekend.

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 or are confused. We can set up a time, through Messenger, if a face-to-face meeting is necessary. I am as close as a message. Regarding messages sent to me: If you do not receive a reply from me after 48 hours, you can assume that I did not receive your message. I do not answer over the weekend. Try again. Do NOT send assignments through email.

Papers and Work Turned In – All work must be saved in a WORD DOC. It must be uploaded to the appropriate spot on JetNet. I will not go looking for it through email. If it is submitted that way it will not be graded and you will receive a zero. Work that is done through Google Docs can be saved as a Word doc. I will not grade papers that are not in the proper format. Rubrics and instructions will be given for each assignment.

Grading Procedure

Quizzes – 20%
 Presentations 20%
 Papers – 20%
 Activities 20%
 On-line forums 20%

Grading Scale

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%

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

Allowing your work to be submitted by others

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 e-mail 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.

Course Management

Please discuss withdrawals from this class with your navigator as it could have an impact on your financial aid and other circumstances. You must check in weekly – failure to do so could result in your removal from the class.

Makeup Policy

Due dates are final; there are no makeups for work missed.

Help

Help is available through the Center for Student Success. See the phone numbers at the beginning of the syllabus.

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

I expect you to check-in weekly and finish the work on time. I do not give extensions on forums; other work is subject to my discretion. I expect that we are courteous and respectful towards each other. We can disagree without being disrespectful. Name-calling, hate speech, and bullying will not be tolerated. Your failure to prepare is not an emergency on my part. I, in turn, will treat you with respect. I will be posting grades on a regular basis. I will keep you informed through the announcement section at the top of JetNet and also through the What's Due Section.

Your participation and attendance are expected in each class session. I expect you to speak up, ask questions about what you don't understand, ask questions about homework problems you didn't understand, answer my questions, and to express your ideas. A general rule of thumb – you will have approximately 10-20 hours of work per week for this class. Three hours is the class time and for each

hour of class time you can expect 1-3 hours of homework. If you are not participating, I will first send you a message, then contact your navigator and finally withdraw you from 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 quizzes 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 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. For each week – there is a weekly check-in with a due date so that both you and I can easily and quickly see if you participated that week. If you are only checking in and not doing the work, I will first contact you, then your navigator and as a last resort I will remove you from the class.

Caveat

The calendar is subject to change due to unforeseen circumstances beyond the control of the instructor or the College. All changes will be announced in the Announcement Section on the class JetNet page and adjustments will also be stated in the What’s Due section also on the class page of JetNet.

Calendar

Calendar timelines and assignments are an approximation and could be changed.

WEEK #	DATE	TOPIC	HOMEWORK
1	3/15	Intro to class; chapters 1, 14; bag speech; plus activities	All homework assignments are listed on JetNet under What’s Due. Quizzes over chapters, syllabus; forums; homework over the chapter and Intro Speech
2	3/22	Chapters 2, 3 and 15; Elevator Speech	Quizzes, forums, chapter homework, Elevator Speech – all listed with due dates on JetNet under What’s Due.

3	3/29	Chapters 4, 5 and 16	Quizzes, forums, chapter homework,
4	4/3	Chapters 6 and 17	Quizzes, forums, chapter homework,
5	4/10	Chapters 7 and 18	Quizzes;
6	4/17	Chapter 8 and 9	Quizzes, informative speech and activities
7	4/25	Chapter 10 Toast Speech	Quizzes; Persuasive speech and Toast

Important Dates:

DATE	EVENT
3/15	start of the class
3/19	last day to withdraw without penalty
4/26	last day to withdraw
5/1	last day of the semester