



**21 Fall Semester**

## **Course Name Communication Fundamentals**

### **Course number and section 231-H71**

**Number of Credits:** 3 credits

**Days Class Meets:** 8/30/21-10/18/21

**Meeting Times:** M/W 9:30am -10:52am

**Location/Venue:** JC-LISD Tech Room 131

**Instructor:** Hindes

**Contact Phone:** N/A

**Contact Email:** [hindestamaras@jccmi.edu](mailto:hindestamaras@jccmi.edu) prefer using messenger on JetNet

**Online Office Hours:** by appt.

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## **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 Goals**

Apply current research in the analysis of communication

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

This is a 200 level accelerated class. Students can expect up to 20 hours of work, including class time per week. Students will be reading material from the textbook as well as handouts, giving speeches, and participating in classroom activities such as discussions and group work.

## 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.

## Textbook

"Human Communication: The Basic Course, 14 th Ed.," J.A. DeVito – ISBN: 978-0-13- 440708-1.

**Digital Format:** This text is available in a digital format to rent or purchase through the JC Bookstore. You should receive an email from the bookstore. I do not have a link for the textbook.

Please review the cost of your required materials to determine the best option for you to purchase your materials.

Please note, your opt out selection is for your *entire* semester schedule. You cannot opt out/opt into individual courses. And you must opt out by the due date of your first class, which is the 3<sup>rd</sup> day after the start of your earliest course.

## [Learn new textbook program at JC](#)

For account billing questions, please contact the Jackson College Cashier at [jccashier@jccmi.edu](mailto:jccashier@jccmi.edu)

## Extras

Students will be expected to present formal speeches in business casual attire. Access to a computer is necessary, as this is a hybrid class.

## Grading Procedure

Students will participate in a variety of reading, writing, and speaking assignments and communication activities. These assignments are both objective and subjective. I will provide rubrics for the purposes of grading the assignment.

## Grading Scale

Quizzes – 20%

Presentations 20%

Papers – 20%

Activities 20%

On-line forums 20%

<b>GPA</b>	<b>GRADE RANGE</b>
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**

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**

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](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.

## Course Management

If you cannot complete the work in this class, you should discuss options with your navigator. I do not assign extra credit work; I do not accept late work. I do not give incompletes except under very specific circumstances and all work must be completed before the end of the next semester. Incompletes are given if 75% of the work has been completed satisfactorily and there are extenuating circumstances. Just like a job, I expect you to show up and do the work to the best of your ability, on time and completely.

## Makeup Policy

I do not accept makeup work. All work must be done on time; Plan to upload your speeches a day or two before it is due. If you don't get it uploaded because your internet was slow or went down, it is not my problem. Go to a friend's house, the library, McDonald's to upload it.

## Help

If you are in need of academic help please contact the Center for Student Success.

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

## Student Responsibilities

This class meets twice a week for approximately 1.5 hours. Students are expected to be in class and complete the work assigned by the due dates given. This is an accelerated 3 credit course. That means you will have up to 20 hours of study materials per week – that includes in-class work, text readings, speech preparation, lecture (video) and activities.

## Attendance- Participation Policy

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

Please note: The format and timing of this course may need to change due to unforeseen circumstances.

In particular: school closings, instructor illness, weather, or other situations that may arise.

If you are taking an in -person class, you will be required to complete a Reintegration Video Training course in JetNet prior to being admitted to campus.

All COVID safety protocols in place are based on current guidelines and will be enforced while students are on campus.

## Calendar

A partial or complete list of dates or class periods for the course. Within the calendar on specific days are: Assignments, readings, homework, exercised, performances, quizzes, topics, subject matter, skills,

chapter titles, discussion topics, tests, comprehensive exams, due dates for major papers or performances. Add or remove columns as necessary to suit your course.

*\*Also include a statement that calendar timelines and assignments are an approximation and could be changed.*

All homework assignments are listed on JetNet under What's Due at the top of each weekly section.

WEEK #	DATE	TOPIC	HOMEWORK
1	AUG 30	INTRO	CHAPTERS 1, BAG SPEECH, ETC SEE JETNET FOR COMPLETE DUE DATES
2	SEPT 6	PERCEPTION	CHAPTER 2, 3 AND 14
3	SEPT 13	LISTENING	CHAPTER 4 AND 15
4	SEPT 20	VERBAL	CHAPTER 5 AND 16
5	SEPT 27	NONVERBAL	CHAPTER 6 AND 17
6	OCT 4	CONVERSATION	CHAPTER 7
7	OCT 11	PERSUASIVE SPEECHES	CHAPTER 18
8	OCT 18		LAST SPEECH AND RESEARCH PAPER

### Important Dates:

MONDAY 09/06/2021	LABOR DAY HOLIDAY-NO CLASSES
WEDNESDAY 11/24- SUNDAY 11/28/2021	THANKSGIVING HOLIDAY-NO CLASSES
SATURDAY 12/18/2021	END OF FALL SEMESTER

### All of the Classroom Rules and Expectations:

I have included information in case we have to go back to virtual as well as in-class expectations.

**Due Dates:** These are hard dates. Please plan on uploading before the last minute. Youtube videos can take a long time to load. If you are a minute late on your credit card payment, they will assess you a late fee, they don't care why. This is the same – a minute late, is late and therefore it is a 0.

**Grading:** If you get a multiple-choice question wrong – it is a 0. It doesn't matter how much time you spent writing out the explanation, it is still wrong and receives no credit. Answers need to be correct for credit to be given. I may give partial credit if you get the answer correct, but your explanation isn't complete.

**Attendance-** I will be taking weekly. If you miss two consecutive weeks, I will drop you.

**Quizzes:** These will be over readings, in class discussions. These will be given throughout the semester to make sure you are 1) understanding the material and 2) doing the assignments. Quizzes will be done on-line. They consist of short answer questions. You have 45 minutes to complete the quiz. You are given one attempt to complete it. The chapter quizzes are over the readings and are taken from the readings. I may insert additional quizzes if I feel you are not completing additional readings. I will always put the due date and the quizzes that are due in the What's Due Section. You may take them early but you cannot take them late. There are no makeup quizzes. I will drop the lowest quiz score.

**Presentations:** This is partially a performance-based course; therefore, some of your time will be spent preparing, giving, and evaluating speeches. The amount of time required to prepare for each speech assignment will depend on the complexity of the assignment and your own study skills. Although the time commitment for preparation will vary with each speaking opportunity, you should plan to research, write, outline, and practice each speech outside of our regularly scheduled class time. Requirements and rubrics for speeches will be communicated when they are assigned. For the formal presentations – you are asked to dress appropriately – no slogan t-shirts, hats, ripped up jeans – business casual is appropriate. Please make sure the space you are using is free of distractions such as television, music, your kid brother video bombing. I will give specifics for each speech.

**Papers:** Information about the paper will be communicated on JetNet and in class.

**Plagiarism:** You have been told what plagiarism is in this syllabus. If you do plagiarize I will fail you for the assignment. There will not be a second chance. Citations are a MUST – you must cite both in-text (after the material is used in the paper) and in a Works Cited page at the end of a paper. Failure to do so will result in a ZERO for that assignment. You must also cite sources in forums where it is required. Failure to do so will result in a zero for that portion of the assignment.

**Papers and Work Turned In** – All work must be saved in a WORD DOC or PDF. It must be uploaded to the appropriate spot on JetNet. I will not go looking for it through email and 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.

**Activities:** These are assignments that you do individually and don't need to be commented on by others. They will be specifically noted in the What's Due Section. They can include: mini speeches, attendance, assignments from the book or other assignments that don't specifically fall under another category.

**On-line discussions:** (FORUMS) Discussion topics will be posted weekly. You must respond to each question following the due dates given for credit. You will be making 3 entries per forum question. First will

be your initial response. This must be a complete thought – consisting of at least 7 sentences with good grammar, no spelling/typo errors. You will need to cite a source to support your answer – this can be from the book, or other sources, unless otherwise stated. No source – no credit; late initial response – no credit; less than 7 sentences, lots of mistakes – marked down. The other two entries will be responses to others. These must be well thought out, no attacking others, good grammar, no spelling/typo errors and be at least 5 sentences, which support or refute the initial response. Saying I agree with your response or hi will not be appropriate for points. You must state why you agree (or disagree) and be specific. I have a handout showing examples of good and bad responses. These will be graded as an activity and there will only be one or two per week.

**Classroom Courtesy:** Please treat me and your fellow students with common courtesy and respect. This is a workshop/lecture environment so opinions will be freely exchanged and conversation will be on-going. You don't have to agree with others' opinions, but you do have to respect them and give them their time. If I see disrespect in the forums or other activities – you will receive a 0 for that assignment. I will also remove the offensive material. If it continues to be a problem I will ask that you be removed from the class. Disrespect would be name calling, verbal attacks, hate speech. Disrespect is not disagreement with someone's point of view. We can politely disagree.

**Other:** If other problems arise throughout the semester that need to be addressed, I will post in the Announcement section.