



21 Fall Semester

Communication Fundamentals

COM231.02

Number of Credits: 3

Days Class Meets: Mondays & Wednesdays

Meeting Times: 9:30 a.m.-10:56 a.m.

Location/Venue: Justin Whiting Hall, Room 204

Instructor: Janet Paul, M.A.

Contact Email: pauljanetc@jccmi.edu

Office Hours: By arrangement before or after class; other days/times available on request.

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. Students' speeches will be evaluated for effectiveness.

Prerequisite(s)

None

Course Goals

The goal of this course is to help students understand the role of communication in personal and professional success, develop appropriate communication strategies for a variety of contexts and prepare and present messages with a specific intent. We will accomplish this through readings, discussions, presentations, and reviewing a variety of media selections.

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 to this course include the following:

- GEO 2: Speak clearly, concisely and intelligibly.

Textbook

- "Human Communication: The Basic Course, 14th 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. Please see the links posted on your class JetNet site.

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 3rd 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

Student Responsibilities and Participation/Attendance

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.

- If extenuating circumstances occur, students must contact me as soon as possible to see if accommodations can be made. Expect that formal documentation (dr's office note, for example) is generally necessary.
- Let your instructor know ahead of time if you have a planned absence OR know that you will be late for a class, in order to avoid losing participation/attendance points.
- Attendance is mandatory on speech days. You will know your designated speech day in advance. If there are extenuation circumstances that prevent you from presenting on your given day, let me know in advance so we can make arrangements.

Communication with the Instructor

Use the JC email, as that is the address I will use. No personal email accounts. Get in the habit of using your JC email and checking it at least a couple of times a week.

"Announcements" I send to the entire class will also appear in your JC email.

If you have a technical problem with JC email, call the JC Solution Center at 517-796-8639.

- 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 don't participate online or miss turning in an assignment.

- Let me know if you need help, have questions, are confused, or want to talk. I'm here to help you as much as I can. We can set up a time that works for both of us 😊
- I do place high importance on responding to all student emails as soon as I possibly can. However, if you email me after 5 p.m. on Friday, do not expect a response until Monday.

- 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 and Discussion Forum Participation

Deadlines are clearly noted on JetNet and the calendar portion of this syllabus. There will be no opportunities to make up late assignments, including quizzes, so plan accordingly.

- **Any Submitted assignments are to be typed...**and proofread, please! The format is 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. *This includes discussion forum posts.*
- **Discussion Forum Assignments** – are only planned to the week of Jan. 16 and there will be two discussions, each worth 10 points maximum. Make at least 3 posts - your own complete response to the question/topic, and thoughtful response to at least 2 posts made by your classmates - to each discussion forum topic.
- All assignments and discussion posts will be evaluated on overall adherence to the requirements of the assignment, as well as quality of content, grammar and spelling.

Quizzes

- There are 11 quizzes – some covering two chapters - in addition to the Syllabus Quiz. Each quiz is 15 multiple choice and TF questions. You have 30 minutes and 2 tries for each quiz.
- Your *two* lowest quiz scores will be dropped in tabulating your final course points.

Grade Breakdown...

Class Participation/Attendance	300
Assignments	100
JetNet Quizzes (incl. Syllabus Quiz)	150
Informative Speech w/ Outline & Sources	120
Team Puzzle Speech	60
Persuasive Speech w/Outline & Sources	120
MidTerm and Final Exams	<u>100</u>
	950

I will record your earned points on JetNet.

You can request that I tabulate your points and verify your grade so far in the course at any time during the course. Send me an email.

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

****In the event that our COM231.02 needs to move to virtual, lectures will be made available on JetNet and your instructor will inform students of any changes to the coursework****

Grading Scale:

893-950 =	94% +	(4.0)
855-892 =	90-93%	(3.5)
798-854 =	84-89%	(3.0)
760-797 =	80-83%	(2.5)
703-759 =	74-79%	(2.0)
665-702 =	70-73%	(1.5)
608-664 =	64-69%	(1.0)
570-607 =	60-63%	(0.5)
Below 570 =	59%	(0.0)

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

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

Semester Calendar– COM 231.02– Whiting Hall Rm. 204-M/W 9:30-10:56 a.m.

Use the Powerpoints – available on JetNet – as a guide to important concepts.

A week is defined as Sun. evening at Midnight until the following Sun. evening at Midnight

Date:	Topic	Chap. to read for class	Activities / Assignments
1.10/1.12	Overview & Syllabus		“Introductions, please!” <i>Read Chapters 1 for next week!</i> Assignment 1 (20 pts.) distributed <u>Due by Sunday night, Jan. 16:</u> Assmt. 1 via email Syllabus Quiz on JetNet
1.17/1.19 <i>No class Wed. 1.19</i>	1-Fund. of Human Communication	1	<i>No class on Wed. Jan. 19</i> <u>Due JetNet by Sunday night, Jan. 23:</u> Quiz – Chap. 1 2 Discussion Forums (10 pts. each)
1.24/1.26	3-Self & Perception 2-Culture	2 & 3	<u>Due JetNet by Sunday night, Jan. 30 :</u> Quizzes – Chap. 2 and Chap. 3
1.31/2.2	14-Public Speaking Topics & Research 15-Organizing & Supporting the Speech	14 & 15	Assmt. 2 – Informative Thesis, Draft Outline and Sources (30 pts.) distributed <u>Due JetNet by Sunday night, Feb. 6:</u> Quiz – Chap. 14 & 15
2.7/2.9	10-Small Group Communication 11-Members and Leaders Teamwork activities	10 & 11	Teamwork activities Speech Teams formed <i>Consultations w/instructor on Assmt 2</i> <u>Due JetNet by Sunday night, Feb. 13:</u> Quiz – Chap. 10 & 11
2.14/2.16	16-Style & Delivery 17-The Informative Speech	16 & 17	Work time Wed. <i>Consultations w/instructor on Assmt 2</i> <u>Due JetNet by Sunday night, Feb. 20:</u> Quiz – Chap. 16 & 17 Assmt. 2 due via JetNet
2.21/2.23	Team Speeches on Wed.		MidTerm Exam Review distributed
2.28/3.2	Mid-Term Exam on Monday Inclass Assignment Wed.		<i>Consultations w/instructor on Inform Speech continue</i>
3.7/3.9	Spring Break- No classes!!!	Catch-Up time?!	Spring Break
3.14/3.16	13-Conflict Management Team Speeches presented Wednesday	13	<u>Due JetNet by Sunday night, March 20:</u> Quiz – Chap. 13
3.21/3.23	18-Persuasive Speaking, and Motivated Sequence	18	Assmt. 3-Motivated Sequence Thesis, Draft Outline & Sources (30 points) distributed <u>Due JetNet by Sunday night, March 27:</u> Quiz – Chap. 18
3.28/3.30	Informative Speeches this week		<i>Consultations w/instructor on Assmt 3</i> <u>Due JetNet by Sunday night, April 3:</u> To be determined!
4.4/4.6	4- Listening 5- Verbal	4 & 5	<u>Due JetNet by Sunday night, April 10:</u> Quiz-Chap. 4 & 5
4.11/4.13	6-Nonverbal communication	6	Activities <u>Due JetNet by Sunday night, April 17:</u> Quiz - Chap. 6 Assmt. 3 due via JetNet
4.18/4.20	7- Emotional Intell. 8- Conversation Motivational Sequence Speeches Wed.	7 & 8	Final Exam Review distributed Mot. Seq. Speeches Wed. <u>Due JetNet by Sunday night, April 24:</u> <u>Quiz - Chap. 7 & 8</u>
4.25/4.27	Intergenerational Communication Final Exam		Final Exam

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