



## Communication Fundamentals

231.i52

Spring 2022- First Session

1/10-2/27

**Number of Credits: 3**

**Meeting Times: ONLINE**

**Instructor:** Katie Wolcott, MA

**Location:** ONLINE

**Office Hours:** By Appointment

**Contact Email:** [WolcottKathrynJ01@jccmi.edu](mailto:WolcottKathrynJ01@jccmi.edu)

---

### 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 and Objectives

JC's Board of Trustees has determined that all of our graduates should develop or enhance certain essential skills while enrolled here. These skills are called General Education Outcomes (GEOs). The GEO for this course is: [?] GEO 2: Speak clearly, concisely, and intelligibly. o GEO 2 will be measured in the required Speech presentations

1. Demonstrate the speech development process
2. Report increased confidence in public speaking situations
3. Interprets a variety of nonverbal messages
4. Compares and contrasts conflicting perspectives
5. Demonstrates the ability to constructively contribute to group contexts

## Textbook

*Required Text: DeVito, Joseph A. Human Communication: The Basic Course. Allyn and Bacon: Boston, 2003, 14th edition ISBN: 978-0-13- 440708-1 You may purchase or rent a new, used hard or electronic copy of this book at the Jackson College Bookstore or via other textbook purchasing websites (ex. Amazon or Chegg). 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. Renting a digital eBook is typically less than \$50. Accessing Your Text with a Revel Key: Revel Human Communication: The Basic Course, 14e.*

## Extras

You will need the following:

1. Digital video recording equipment capable of recording up to 10 minutes of video footage with quality audio.
  - An up-to-date smartphone, Flip video camera OR web cam
    - It can be beneficial to have a tripod but it is not required.
2. Ability to record a video from a distance, to transfer it to the computer, compress it if necessary, upload it to a video sharing site [YouTube] and then post a link to the video via JetNet (instructions will be included in syllabus/JetNet);
3. A functioning computer with **reliable, consistent** access to high speed internet.
4. Technical skills to record a presentation that includes both the speaker and the visual aid. There is free software both in the class and online to help fulfill this requirement.

Note: problems with internet access or technical issues will not be accepted as an excuse for not submitting assignments on or before the due date.

## 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.

## Contacting the Instructor

JC Email is always the best way to contact me. However, it is important to note that I am not available 24/7 respond to emails. I will often respond to emails within 24 hours of receiving them, however, it should be noted that on occasion it may take longer for me to be able to provide a response depending upon the time and day you sent the email. I will do my best to respond to questions within 24 hours during my work week (Monday-Friday). If you email me after noon on Friday, it is possible you may have a delayed response. Therefore, it is always important to plan ahead anticipating questions regarding readings, assignments, etc.

Email communication should meet the following criteria:

- Use your JC email, this will reduce the likelihood of your message being filtered out and sent to spam. This also helps me to know that the email actually came from you. I am limited to what I can say in to emails that do not originate from your JC email per federal policy.

- Put the course name and section in the subject line and include a few words to describe your email (e.g. COM 231 i50– Assignment question)
- Use a greeting that includes my name and sign with your name.
- Be sure to include a specific question and/or a message with complete information
- Confirm when you receive the response to ensure the message was delivered and understood.
- These are common communication practices and the skills will serve you well in other classes and in your future endeavors.

## 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%

## Failure

Any circumstances under which a student could be dismissed from or failed in the course that is not covered in other college publications. In pass/fail courses, a listing of minimal competencies.

## 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

## Course Management and Student Responsibilities

This class is designed to be an interactive classroom experience - not an independent study where you get to set the pace. Students can expect to spend 9 hours per week on the course material. This includes reading the chapters from the text, responding to the discussion questions and completing the quizzes. It is important to note that each week in our course begins on **Monday**. This is a 7 week course and it is going to move rapidly through the content. Every week you'll be required to be to log in and complete the JetNet work which consists of a discussion, assignments and quizzes. These are then due on the following Sunday of each week with some additional requirements for the discussion (review this).

This course is divided into eleven chapters which are then dispersed through our 7 weeks together. Each week has an outline, each chapter has a discussion and quiz. It is your responsibility to read that chapter/s from the text (using the outline as a study guide), respond to each of the discussion questions, and complete the quiz for those chapters.

**Students are also responsible for submitting two speech assignments with details located on JetNet.**

## Help

Available learning services or opportunities for students seeking help with their course work. May include information about tutors, learning centers, reserved library materials, open labs, counseling services.

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.

## Attendance Policy

In compliance with Federal Title IV funding requirements, as well as college initiatives, instructors will take attendance each scheduled meeting time. Students will be automatically dropped if, within the first week of class, they do not attend class or do not engage in academic activity of an online class. If a student has not engaged in academic activity over a two-week timeframe, instructors will input a last date of attendance for that student, who will then be administratively withdrawn.

The condensed nature of this course does not allow room for missing classes. It is absolutely crucial that you are present regularly online and spending the appropriate amount of time on JetNet to fulfill the requirements.

There are no options to make up presentations.

## Speech Presentations

You are required to deliver two presentations for this class. Both presentations will require a speaking outline and bibliography, which will serve as your delivery notes. Speech presentations will be 3-5 minutes long. Additional information can be found under each presentation assignment. You will complete these at home with video recordings and submit them online for grading.

## Quizzes

Each chapter has a quiz. The quiz questions are designed to highlight important information from the text. You can expect 25 multiple choice/true-false questions in each quiz. Quizzes are timed (40 minutes) and can only be attempted once. Please make sure you have a strong internet connection, and are free from distractions when you attempt each quiz.

## Discussions

Students are required to make 3 posts to each discussion question. While the discussions will remain visible for review, the ability to receive credit for posts ends on the day that chapter concludes. Students are expected to be courteous and professional in their comments.

In order to receive credit, each post must contain at least 100 words, and demonstrate college level writing. This means it must address the question, and be free of spelling/grammar errors. Students must create at least one original post. Additional posts may be original or responses to the posts of other students and written in a way that engage and interact with classmates while referencing relatable material from the course.

*\*Original post is due by Wednesday of the week and follow-up responses are due by Sunday evening at 11:59pm.*

## Course Calendar

*\*All is subject to change.*

A detailed weekly calendar will be provided on JetNet. Specific deadlines, reading assignments, supplemental materials, and my classroom slides will also be available there.

<b>Week Start</b>		<b>Assignment/s Due</b>
1/10	Chapters 1-2	Discussions, Quizzes 1 & 2 DUE: 11:59pm 1/16
1/17	Chapters 3-4	Discussions, Quizzes 3-4 DUE: 11:59pm 1/23
1/24	Chapters 5-6	Discussions, Quizzes 5-6 DUE: 11:59pm 1/30
1/31	Chapters 10-11	Discussions, Quizzes 10-11 DUE: 11:59pm 2/6
2/7	Chapters 14, 15, 16	Quizzes 14, 15, 16 DUE: 11:59pm 2/13
2/14	Chapter 17	Quiz, Speech 1 DUE: 11:59pm 2/20
2/21	Chapter 18	Quiz, Speech 2 DUE: 11:59pm 2/25 <b>**THIS IS A FRIDAY DUE DATE**</b>