

## **Communication Fundamentals**

### **COM 231**

Instructor: Susan Solo

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Textbook: *Human Communication: The Basic Course*. 12th edition.

Joseph A. DeVito. ISBN 13: 978-0-205-76309-2

Center for Student Success: (517) 796-8415

Solution Center (IT): (517) 796-8639

JC Switchboard: (517) 787-0800

**Course Description:** Welcome to Communication 231! This course is designed to introduce students to the basics of communication theory and to provide a supportive format for practicing communication skills. You will learn and demonstrate principles of speech development and delivery, interpersonal and intercultural messaging, and small group dynamics. Assignments involve reading, writing, speaking, listening and most of all active, cooperative participation.

**Learning Objectives:** JC's Board of Trustees has determined that all graduates should develop or enhance certain essential skills while enrolled here. These skills are currently called Associate Degree Outcomes (ADOs). The ADOs for this course include

- ADO 2: Speak clearly, concisely, and intelligibly.
- ADO 9: Work productively with others, recognizing individual contributions to group success.

**Academic Honesty Policy:** *Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' work as their own, either by plagiarism, by cheating, or by helping others to do so. Faculty members who suspect a student of dishonesty may penalize the student by assigning a failing grade for the paper, project, report, exam or the course itself.* (JC Policy)

Students are expected to know what does or does not constitute plagiarism and cheating. Ask for clarification whenever there is a doubt.

**Communication Devices:** Parts of this course will be devoted to the etiquette and efficiency of using electronic devices in public places. In the meantime, unless otherwise indicated for class use, students are expected to refrain from using cellphones, iPods, laptops, etc. during class time.

**Written Work:** The conventions of written communication should be observed in all writing assignments turned in, unless otherwise indicated; i.e., it should be as professional and grammatical as possible.

**Assignments:** The final course grade will be based on an accumulation of points earned as shown below.

- Midterm and Final Exams (200 pts. each) 400 pts.
  - In Class Assignments (15 weeks x 20 pts.) 300 pts.
  - Personal Presentation: Informative Speech 150 pts.
  - Personal Presentation: Persuasive Speech 150 pts.
- 1000 pts. Total

**Grade Scale**

940-1000	4.0
900-939	3.5
850-899	3.0
800-849	2.5
750-799	2.0
700-749	1.5
650-699	1.0
600-649	0.5
< 600	0.0

**Exams:** There will be three major exams, two midterms and a comprehensive final. Each will consist of a combination of true/false, multiple choice, and short answer items. These exams must be taken on the date scheduled unless prior arrangements are made. (400 pts.)

**In-class Assignments and Attendance:** Each week students earn 20 pts. for attendance, participation, and the completion of in-class assignments. How these points are applied each week can vary, but students should expect an absence to cost as much as 10 pts. each day missed and should not expect to “make up” work—or additional points—missed. Exams and presentations MUST be completed on the assigned date for full credit unless prior notice and arrangements have been made with the instructor.

**Presentations:** You will create and deliver two formal presentations for this class, each worth 150 pts. Both presentations will require a bibliography and an outline which may serve as your delivery notes. Both speeches will be at least 5-7 minutes long.

**Learning Accommodations:** Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the office of Learning Support Services at 787-0800, extension 8270/8553 as soon as possible to ensure that such accommodations are implemented in a timely fashion.

\*\*Additional information regarding assignments and policies will be posted on JetNet.