

SYLLABUS AND COURSE CALENDAR*
Communication Fundamentals (COM 231.52)
Tuesdays, 6:00 p.m. to 9:28 p.m.
JW 110

Instructor: Nancy Demeter

Cell Phone/Text: 517-817-6219

Academic Term (this course): May 27, 2014, through August 12, 2014

Text: *Human Communications: The Basic Course*. J.A. DeVito, 12th Edition

Course Description

This course is designed to improve your communication skills by presenting communications principles and theories and putting them to practice. You'll have the opportunity to improve skills by communicating with me and each other in a variety of situations (informal, formal, individual, and group). Whenever possible, we'll use real-life situations and examples to illustrate communication principles, and I'll rely on you to provide ideas for relevant material (especially websites and YouTube videos). We'll also hone our electronic communication skills and spend time developing media literacy, i.e., we'll learn how to evaluate media messages).

Associate Degree Outcomes

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. The Associate Degree Outcomes (ADOs) for this course are:

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

The readings, lectures, and activities associated with this course are designed to meet these ADOs.

Instructor Availability/Communicating with Me

I'm a part-time instructor at JCC and hold a full-time position at another company. Consequently, I may not be available to communicate with you between the hours of 8:00 a.m. and 5:00 p.m. If you need to contact me, the best way to reach me is to text my cell phone. When you text me, please begin your text by introducing yourself ("Hi Nancy, This is Jim Smith"). Otherwise, I won't know who is texting me. The second best way to contact me is to call my cell phone. I may not be able to answer your call or call you back, so please leave a message with all the pertinent details about why you're calling. Be aware that I don't program student phone numbers into my phone, so my phone's caller ID won't identify you by name if you call or text.

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The third best way to contact me is at my personal email (nfdemeter@att.net). You may also send email to my JCC email account (demeternancyf@jccmi.edu). Be aware, though, that I check these sites infrequently and may not receive your message in a timely manner.

Attendance

Since most of our time will be spent communicating in class, it is imperative that you attend each class session. At the beginning of every class, I'll pass around a sign-in sheet. It is your responsibility to sign the sheet before the end of class. You'll receive credit for attending class only if your name appears on the sheet. If your name doesn't appear, you will not get credit for attending or participating that night, no exceptions, no discussion. Every absence will result in losing a minimum of two (2) points, regardless of the reason for the absence. If you're absent on a night we are giving formal presentations, you'll lose 4 (four) points, regardless of the reason. If you'll be absent from class, please let me know in advance if at all possible. This is not required, but it is a courtesy that will help me better plan that night's activities.

JetNet

JetNet is JCC's electronic classroom platform. Please check our JetNet course site periodically for updates, information, and messages. I use JetNet as a vehicle for making assignments and handouts available. Please be aware that I won't ever post an assignment to JetNet without introducing it first in class.

Quizzes, Tests, Exams

There are no quizzes, tests, or exams scheduled for this class; however, if there's insufficient participation during class time, it will be necessary to create some sort of testing schedule as a means of assessing skills.

In-Class Assignments

Throughout the semester we'll engage in informal in-class assignments designed to reinforce communication skills. Also, approximately every week, you'll have a chance to practice your electronic communication skills by initiating or responding to a forum discussion. In-class assignments and forums will be graded as credit (1 point) or no credit (0 points).

Major Presentations

I've scheduled two formal individual speeches and one group presentation during the last half of the semester. Details about the speech assignments will be provided prior to the speech due date.

Demonstration Speech

Using props or models, you'll *show us* how to do or make something. This is an individual project.

Persuasive Speech

You'll persuade us to adopt a certain attitude, belief, or behavior, or avoid a certain attitude, belief, or behavior. You will justify and support your position. This speech will require outside research. This is an individual project

Final Group Presentation

You'll present an informative speech presented in a symposium format. This is a group project

Extra Credit

There are no opportunities for extra credit.

Late Assignments

Most of our assignments will be completed in class or as part of an online assignment. In-class assignments can't be made up and won't be accepted at any time other than during the class in which the assignment was given. Online assignments can be completed anytime until the beginning of class on July 29. No online assignments will be accepted after that date. The Demonstration and Persuasive speeches can be made up on the following class session. After that date, the late speech can't be given, and you'll receive a zero (0) for that speech. The final group presentations are scheduled for August 12. Group presentations must be given on the date scheduled; there is no opportunity to make up final presentations. Consequently, if you're absent on the date of your group's presentation, you will not be able to make up that grade. You might, *at my discretion*, receive partial credit for work you've done up to that point to prepare for the presentation; however, you won't be able to recapture more than one-quarter of the total grade. Ordinarily, I'll award a partial grade only under extraordinary circumstances (e.g., serious acute illness).

Please be aware of two important expectations: 1) I expect you to manage your own assignments and calendar. I won't remind you of late or missing assignments; 2) I expect you to take advantage of the extra time to prepare. You won't be penalized for late assignments, but I will assume that you've devoted extra time to preparation, and I will grade accordingly.

Academic Dishonesty/Plagiarism

I expect that all of the work you complete for this class will be your own work and that you will give credit for any work that is not your own. Plagiarism and other forms of academic dishonesty, whether intentional or unintentional, can result in a grade of 0 (zero) for an assignment or for your final course grade, in addition to other repercussions, *at my discretion*. You are responsible for knowing the details of JCC's Academic Honesty policy. You can download a copy of the policy at <http://www.jccmi.edu/policies/Academics/Policies/1004.pdf>.

Grading

Grade Breakdown

In-Class Assignments and Forums	30%
Attendance and Participation	30%
Final Group Presentation	25%
Speeches	15%

Grading Scale

95 to 100 = 4.0	85 to 94 = 3.5
80 to 84 = 3.0	75 to 79 = 2.5
70 to 74 = 2.0	65 to 69 = 1.5
60 to 64 = 1.0	59 and Below = 0.0

In addition to your final grade, I'll submit to Student Services a general grade for each student twice during the semester. This periodic reporting is designed to identify students who are performing successfully, students who may benefit from working with the Center for Student Success, and students who have stopped attending. Please be aware, *if you stop attending class, I'll report you as having dropped the course, and you will be required to obtain authorization from the Financial Aid Office and/or Student Services for reinstatement. This may jeopardize scholarships, grants, or other financial aid you've received.*

Final Behavioral Expectations

It is inappropriate in this course to use obscene language or gestures, tell offensive jokes, or allude to sexual, racial, cultural, or gendered references that may be demeaning or offensive. Please be aware of what you say and how you say it.

Before we begin class, please set your cell phones/pagers to vibrate. Under no circumstances is it acceptable to talk or text during class, and it is unacceptable to check voice mail, text messages,

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Facebook posts, etc. during class. If you must be available via cell phone or pager for work or for a family emergency, please let me know before class begins, and leave the room if you receive a call or page during class.

Our class time will normally be quite informal, and I hope that we have lots of lively discussions. Be mindful that an important part of communication is listening. Please give me and your colleagues your full attention when we are speaking.

COURSE CALENDAR**

Date	Topics	Chapters/ Assignments
Part One: Foundations of Human Communication		
May 27	Introductions (to class and each other); Culture and Communication; Self and Perception	1, 2, 3
June 3	Listening; Verbal Messages; Non-Verbal Messages	4, 5, 6
Part Two: Interpersonal, Small Group, and Organizational Communication		
June 10	Interpersonal Communication: Conversation, Relationships, Friends, Lovers, and Families	7, 8, 9
June 17	Small Groups; Members and Leaders	10, 11
June 24	Communication in the Workplace; Interpersonal, Group, and Workplace Conflict	12, 13
Part Three: Public Speaking		
July 1	Topics, Audience and Research; Supporting and Organizing	14, 15
July 8	Style and Presentation; The Informative Speech	16, 17
July 15		Demonstration Speeches
July 22	The Persuasive Speech	18
July 29		Persuasive Speeches; Written component of Final Presentation Due
August 5	<i>In-Class Time to Finalize Final Presentation</i>	
August 12		Final Presentations

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