

FUNDAMENTALS OF COMMUNICATIONS

Communication 231.72

Fall 2014

Instructor: Tamara S. Hindes
Room 220 Lenawee Center

Days: M 6:00 – 8:54pm



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Textbook: *Human Communication: The Basic Course*, Joseph A. Devito, 13th edition.

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.


Course Objective: JCC'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 Associate Degree Outcomes (ADOs). The ADOs for this course include (but are not necessarily limited to):





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





 **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 may not be taken early or late. You must be in class to take the quizzes. There are no makeup quizzes. I will drop the lowest quiz score. There are no make-ups. Take home quizzes are due at the beginning of class, when attendance is being taken.

 **Mid-Term** – this will encompass the work of first half of the semester. There are no make-ups. It is due at the beginning of class on the date assigned

 **Final** – this will encompass the work of the second half of the semester. There are no make-ups. This will be due at the beginning of class on the date assigned

 **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 for speeches will be communicated the week before the speeches are given.

 **Observation Paper:** Throughout the semester, you will have the opportunity to observe (and be observed by) one of your classmates and report on his/her communication style. Information about the observation paper will be communicated two or three weeks after the semester begins.

 **Activities** – From time to time I will assign activities that are worth various points. The total amount of these will equal 10 percent of your grade. You will be notified well in advance of them and their point value.

You will get out of this class what you put into it. Come to class with an open-mind and a curious spirit and your work will reflect that in a positive manner.



Course Assignments & Evaluation

Attendance – 6 points first 7 weeks, 7 points second 7 weeks, 9 points last day (100 points) 10%

Quizzes – 10 points each - lowest will be dropped – 10%

Mid-Term 15%

Final 15%

Presentations 30%

Observation Paper 10%

Activities 10%

Includes but not limited to:

Table Topics 25 points

Word of the Day 15 points

Name 15 points -10, 5 or 0

Reflection Paper 25 points

Grammarians 20 points

Critiques -20

Grading Scale:

100-94% - 4.0

93 – 88% - 3.5

87 – 82% - 3.0

81 – 76% - 2.5

75 - 68% - 2.0

67 – 61% 1.5

60 – 56% 1.0

54 – 50% 0.5

50% and below – F



Class Responsibilities: You will come to class on time and ready to participate with all needed materials. I do not provide pens, paper, or staples so take care of that before class. If you are running late, quietly enter the classroom with the least amount of disruption. Try not to draw attention to yourself by greeting classmates or interrupting me to tell me why you are late. **If someone is presenting – wait outside until the person is finished. DO NOT ENTER WHEN A PRESENTATION IS IN PROGRESS! I will deduct points from your speech.**

ATTENDANCE



I subscribe to the OTIF policy – On Time and In Full. You receive 1 point for attending class. To be in attendance, you must be in your seat when class starts and

remain in the room until I dismiss class. I begin class at 9am sharp – if you are not in the room when I call your name you lose a point. You will lose additional points for every 10 minutes you are late. You will lose points for every 10 minutes you leave early. If you leave class excessively, more than once or are gone for an excessive amount of time, or you fall asleep, you will also lose points. If your books are at your seat but your body isn't – you are late. Attendance is 10 percent of your grade.



Missing class, arrive late or leave early: If you miss class, it is up to you to get notes from a classmate – not me. There are NO excused absences – this includes appointments with doctors, meetings, romantic dinners, *Monday Night Football* and hangovers. Plan such events around your class schedule. **In the event you must be absent from class and an assignment is due it is your responsibility to find a way to submit that assignment to me on time.** It is not fair to other members of the class for you to have additional time to complete your work. This class runs for just under 3 hours – yes we will stay until the very end. . Papers/projects can be turned in early, but no extra credit will be given.

Food and Drink – There is NO eating during regular class –you will lose points for eating during the class period and be asked to leave for the day. Please be careful with drinks and clean up after yourself.

Other sections of this class may have other standards, assignments, etc. Please respect all instructors and the way they choose to conduct their classes.

Withdraw deadline for this semester is typically 1 week after classes begin. Please check the academic calendar on-line for specific date. If you do not wish to complete the class you must withdraw by this date. Students who stop attending class without completing a withdrawal form will receive a grade of E. **It is the responsibility of the student to withdraw from the course to avoid receiving an E grade.**

Your participation and attendance are expected in each class session. I expect you to speak up, ask questions about what you don't understand, ask questions about homework problems you didn't understand, answer my questions, and to express your ideas. It will be your job to teach me your name and who you are (activity points). You may have four teachers names to learn, I have up to 100 students.



Participation Grades

To comply with Federal Regulations, I am to grade you after about one week, three weeks, and seven weeks from the start of the course. These grades are letter grades

“V” – “verifies” that you are participating

“H” – means that you are participating but your work is not acceptable and you may need help to be successful

“Q” —means that you have not participated – failed to attend, failed to communicate absences

If you receive a “Q”, **I have dropped you from the course** and will not reinstate you unless the fault is mine. (I pushed the wrong button).

If you receive an “H”, the Office for Student Success will contact you and offer to help you.

After midterm I can no longer drop you from the course. If you want to withdraw, you will need to do it yourself. **It is ultimately the responsibility of the student to withdraw from the course.** You should also talk with me and contact your counselor when considering a withdrawal.

Available Help



If you are having difficulty with the class material or any other class or college related challenges, please contact me as soon as possible. I am available for help outside of class.

Tutors, and other services for academic success, can be found by speaking with Christine Brown, (Room 206) or by calling 517.265.5515 ext. 2206 or by stopping by the Center for Student Success, Bert Walker Hall.

Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success 517-787-0800 ext 8270/ 8553 or Christine Brown (see above).

General College Policies: Please read and acquaint yourself with the policies and procedures of the college as specified in the *Student Rights and Responsibilities Handbook*.

School Closing Policy

If **JC @ LISD-Tech** is to be closed due to weather conditions, the local radio stations (WLEN 103.9) will be notified. The campus will be open for classes if you do not hear an announcement that the **JC @ LISD-Tech** is closed. Day and Evening classes may be closed separately. The decision of evening classes is made around (4:00 PM). It is your responsibility to evaluate your own conditions and to decide whether it is safe for you to travel to and from the campus. Closings are also posted on the JCC homepage.

www.iccmi.edu



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, but when I or someone else is addressing the class, please give that person your attention. You don't have to agree with others' opinions, but you do have to respect them and give them their time. If you continually

talk throughout class, you will be asked to leave for the day and you will have an absence marked against you. If talking continues to be a problem, you will be dropped from the class.

Presentations: You are expected to sit quietly through the presentations. If you can't, you will be asked to leave. Do not make comments or interrupt the speaker to ask questions. This is a presentation not a conversation. For the formal presentations – you are asked to dress appropriately – no slogan t-shirts, hats, ripped up jeans – business casual is appropriate. If someone is speaking do not enter the classroom until they have finished. Do not leave during a presentation.

Cell Phones/computers: Turn them off. If your friends/family needs to get a hold of you while you are in class, give them the number to the building office (265-5515) and a staff member will deliver the message to you. If I find you texting/using your computer to do things other than take notes, **I will lower your FINAL grade by 10 % points. Don't DO IT!** . I know this sounds harsh, but in the workforce, you can and will lose your job. Now is the time to practice job skills. If you attend theatre, you will not be allowed to use these devices either and will be asked to leave.

I tend to cover a lot of material quickly – I do not have a problem with you recording my classes, but as a common courtesy, please let me know what you're doing.

Threats, bullying and disruptions from anyone will NOT be tolerated and will lead to your immediate dismissal from the class. Please note the student guidelines in the handbook regarding this issue.

Plagiarism: Plagiarism is taking someone else's word or ideas and presenting them as your own. This can involve taking written work without citing a source, accepting too much "help" from another or handing in work done by someone other than you. Also handing in previously graded material, material written for another class will be treated as plagiarism by me.

About extra credit...Extra credit is understood to include bonus points on a test or assignment, separate extra credit assignments, and other forms of providing opportunities for more than 100% credit. If you have failed to complete the required work, you will **not** be afforded extra credit. Extra credit goes beyond the regular class work and if you cannot complete the basics, it is doubtful that you could handle even more work. There are a couple of exceptions – occasionally I will include extra credit on a quiz or you may attend a Toastmasters meeting.



Schedule
Subject to Change

There will be 3-4 graded speeches throughout the semester. A more complete schedule will be available the second week of class. When we know how many people are in the class.

- Sept 8 – intro to class, chapter 14 pgs. 282-300 will be covered in class Read Chap. 1
- Sept 15 – Bag Speeches due – Quiz over class discussion and reading Chapter 1; Read Chap. 2 and the rest of Chap 14 301-to end, skim chap. 15
- Sept 22 – discussion and quiz on Chap. 2; discussion of end of Chaps. 14 and 15
Chap 3
- Sept 29 – discussion/quiz Chap 3; demonstration of speech
- Oct 6 – speeches due