

Communication Fundamentals

COM 231 – Winter 2018

Instructor: Dr. Becky Belter Roberts, Lead faculty for Communication

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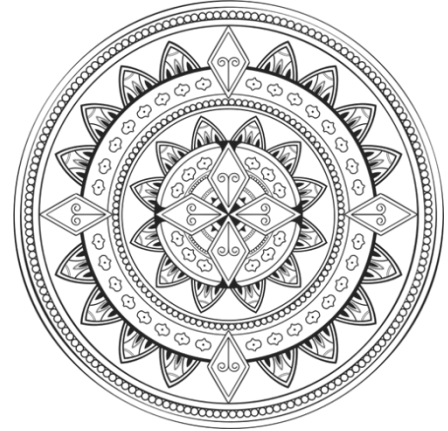
Phone: (517) 796-8491

Office Hours:

- Tuesday and Thursday @ BW 245
 - 1:30 - 5:00
- Friday @ BW 245
 - 9:00 - 12:00

Office: 245 Burt Walker Hall, Central Campus

Textbook: DeVito, Joseph A. Human Communication: The Basic Course: Pearson: 2018, *14th edition*. ISBN-9780134407081



*The textbook is available in digital format for purchase or rental. Click [HERE](#) for more information. There is also an electronic rental option through the JC Bookstore. Additionally, there is a copy on reserve in William Atkinson Library on Central Campus.

Course Description: Students will learn the basic principles of speech communication including speech development and delivery, interpersonal message, non-verbal messages, and small group dynamics. The course is designed to prepare students to be effective communicators in a diverse global society. Student speeches will be evaluated for effectiveness.

General Education Outcomes: 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.
GEO 2 will be measured in the Favorite Place Speech.

Course Objectives:

- Demonstrate the speech development process
- Report increased confidence in public speaking situations
- Interpret a variety of nonverbal messages
- Compare and contrast conflicting perspectives
- Demonstrate the ability to constructively contribute to group contexts

Learning Accommodations: Students 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.

Instructional Methods: Students will participate in a variety of reading, writing, and speaking assignments and communication activities. These will include informative and persuasive speaking, as well as small group activities.

Student will complete a variety of assignments that are both objective and subjective. The instructor will provide rubrics for the purposes of grading speeches. Several activities require that the student be present in order to receive credit for the assignment.

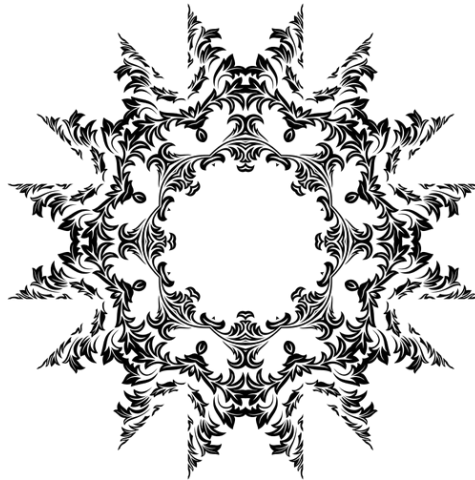
Course Assignments & Evaluation:

- Exams (3 @ 50 pts. each) 150 pts.
- Film Quizzes (2 @ 25 pts. each) 50 pts.
- Restaurant Review Speech - Outline and presentation 50 pts.
- Favorite Place Speech - Outline and presentation 50 pts.
- Biography Speech – Outline and presentation 50 pts.
- Persuasive Speech Outline and presentation 50 pts.
- Group Workshop 50 pts.
- Chapter assignments 100 pts.
- Peer Evaluations 50 pts.

TOTAL

600 pts.

4.0	100% - 93%
3.5	92% - 87%
3.0	86% - 82%
2.5	81% - 77%
2.0	76% - 72%
1.5	71% - 68%
1.0	67% - 60%
0.0	59% - 0%



Exams: There will be three exams in this class. Each exam will consist of a combination of true-false, multiple choice, and short answer items. Exam dates will be announced in advance, and we will have a formal review session in class prior to each exam. The exam will be given at this time only.

Attendance: I strongly encourage you to come to class every day, and on time. Attendance is mandatory on the days when you are scheduled to speak or a major assignment is due. I will not allow make-ups for missed presentations.

*Dual Enrolled Students: Going on vacation or missing for high school activities during the semester is not an “excused” absence. What credit you will miss is dictated by the policies in this syllabus.

Intermediate Grading: To comply with college policy and federal regulations, we will assign a grade to you after approximately two weeks, five weeks, and eight weeks. The grades assigned are letters with the following meanings:

- V: Verifies that you are participating and your work so far has been acceptable.
- H: Means that you are participating, but your work shows that you may require help in order to complete the class successfully. If you receive an H grade, you will be contacted by the Center for Student Success and offered tutoring services.
- Q: means that you have effectively quit participating in the course. Jackson College is required to drop students who are not producing work or attending class. Just showing up doesn't count.

You will automatically be dropped from the class if the following occurs: If you have been absent for 2 consecutive classes without documentation stating you needed to be, you will be dropped from the course and will not be re-admitted.

- Students own the responsibility of the effect of being dropped. Being dropped from the class may affect financial aid or housing status. If you are dropped, the drop status will NOT be changed because of its impact on a student's financial aid, housing status, etc. Once Q'd, a student will not be re-added to the class.



Presentations: You are required to deliver four presentations for this class. These presentations will require a speaking outline and bibliography which will serve as your delivery notes. Major speeches will be 6-8 minutes long. Additional information will be provided in class.

Grade appeals: If you want to appeal a grade you must do so in writing. Prepare a typed argument indicating the grade you believe you deserve. Submit the appeal to me within one week of the grade being returned. I will schedule a meeting with you to discuss the appeal within 10 days of its receipt.

Incompletes: Incompletes will only be allowed when conditions align with the JC Incomplete policy. This policy can be found at www.jccmi.edu/policies.

Extra Credit: There are no extra credit options for this class.

Academic Honesty Policy: "Academic honesty . . . 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. The academic dean will be notified of the situation." (JC Catalog)

Additional information and the specific policy can be found at www.jccmi.edu/policies

Cell Phone Policy: All tech devices need to be turned off and put away when class starts. If you are expecting an important call or text, please let me know ahead of class, and leave the room when/if the call arrives.

Class Climate: It is my goal to facilitate an open, engaging, and comfortable classroom climate. Please be mindful of the impact your words have on me and your classmates. Any statement, joke, or gesture that disrespects, offends, or denigrates will not be tolerated.

Course Calendar – 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.

1/16 - 18	Introduction of Course, Fundamentals of Communication, Communication Apprehension, Chapter 1 and supplemental material
1/23 – 25	Introduction speeches, Public Speaking Process, Chapter 13 & 14
1/30 – 2/1	Public Speaking Process, Film Review: The King’s Speech, Chapter 15
2/6 – 8	Restaurant Review Speeches, Ch. 2 – Culture
2/13 – 15	Exam 1, Nonverbal Messages
2/20 – 22	Favorite Place Speeches, LAND Conference – No class on Thursday
2/27 – 3/1	The Self and Perception, Chapter 3
3/6 – 8	Exam 2, Individual Conferences
3/13 – 15	Spring Break – NO CLASSES AT JACKSON COLLEGE
3/20 – 22	Interpersonal Messages, Chapter 8 and 9, Biography Speeches
3/27 – 29	Interpersonal Messages, Chapter 10, and Group Communication
4/3 – 5	Persuasion - Chapter 15, Film Review: The First Monday in May
4/10 – 12	Conflict in Communication
4/17 – 19	Group Conferences, Persuasive Speeches
4/24 – 26	Group Workshops, Exam 3
5/1 – 3	TBA

