COMM-2025: Fundamentals of Communication (Online | Fall 2019)

Instructor Information

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<thead>
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<td>Instructor Rank</td>
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<td>Office Hours</td>
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Course Information

Course Description

This course provides an introduction to the principles of oral communication focusing on public speaking, group discussion, and mass media. Major emphasis will be placed on public speaking.

Upon completion of this course, the student will be able to:

Speak effectively before a live audience in various oral communication situations. Research, prepare and confidently deliver a speech that is developed logically and commands audience attention.
Develop a sustained and coherent argument in defense of a given point. Comprehend the main and subordinate ideas in oral presentations and discussions by developing critical listening skills.

Respond intelligently and critically to the verbal and nonverbal messages of the mass media, particularly those of television. Communicate with ethical sensitivity and to recognize the power or oral discourse to effect change in the social order.

Discuss the importance of diversity in intercultural and cross-cultural communication.

**ONLINE COURSE**

This course is online. This entails utilizing online technologies to enhance student learning. Course assignments will require the use of the web. You must have access to a computer for this course. If you do not have a personal computer at home, please make note of the lab locations at the bottom of the syllabus.

**Student Learning Objectives**

**LEARNING OUTCOMES**

The goal of the communication requirement is to enhance the effective use of the English language essential to students' success in school and in the world by way of learning to read and listen critically and to speak and write thoughtfully, clearly, coherently, and persuasively. Students who complete this course will demonstrate the ability to:

- Analyze and evaluate oral and/or written expression by listening and reading critically for elements that reflect an awareness of situation, audience, purpose, and diverse points of view.
- Distill a primary purpose into a single, compelling statement and order and develop major points in a reasonable and convincing manner based on that purpose.
- Develop appropriate rhetorical patterns (i.e. narration, examples, process, comparison/contrast, classification, cause/effect, definition, and argumentation) and other special functions (i.e. analysis or research), while demonstrating writing and/or speaking skills from process to product.
- Understand that the writing and/or speaking processes include procedures such as planning, organizing, composing, revising, and editing.
- Make oral and/or written presentations employing correct diction, syntax, usage, grammar, and mechanics.
• Manage and coordinate basic information gathered from multiple sources for purposes of making decisions and solving problems.
• Recognize the use of evidence, analysis, and persuasive strategies, including making basic distinctions among opinions, facts, and inference.

Corequisites
You may be enrolled in READING 0811 as a Co-Req

Instructional / Learning Methods
Learning Methods: Reading textbook chapter, viewing videos, writing assignments, and oral presentations

Online Methods: quizzes, exams, viewing videos, and interactive discussions

Specific Course Requirements

Major Requirement 1: In order to be successful in this online class, it is a must that you know how to use the online tools: Calendar, Email, Content, Classlist, Discussions, Links, Quizzes, Dropbox, Grades, & Discussions.

• Not knowing how to use the tools will not be an excuse for late assignments, not even for the first assignment.

• I expect you to know how to use the tools before the first assignment is due. If you need assistance, please contact me before assignments are due.

Major Requirement 2: A major requirement of this course is that all students must prepare and deliver 3 major speeches. For speech schedules, see the Calendar and the Due Date Listings in the Discussions tool.

In order to pass this class, you must deliver all 3 of these major speeches.

You will have the opportunity to record your speeches on YouTube by following the guidelines provided in the Course Calendar. As a second option, I may offer dates for which you can come to
Macon campus to deliver your speeches at my own discretion. I reserve the right to have you present your speech in person rather than online.

Please note information on the calendar: The CALENDAR TOOL will help you keep abreast of all due dates. On each calendar date, click on the entry for detailed information of due dates.

EXTRA CREDIT

Each student is encouraged to take advantage of Extra Credit opportunities. (Extra credit may increase your final average.) A list of activities will be provided.

Textbooks, Supplementary Materials, Hardware, and Software Requirements

Required Text


Additional Text

OPTIONAL SUPPLEMENT:

ConnectLucas- An online supplement to The Art of Public Speaking (ConnectLucas is optional. You are not required to purchase access code for ConnectLucas. This is only a supplement that you can use at your own discretion. However, some students may choose to use the online version of the textbook. It is your choice; however, reading assignments will be given based on the page numbers and chapters of the printed text.)

Hardware Requirements

If this course requires the use of a computer, these are general recommendations for accessing any of the services that Southwest offers on the Web (e.g. My.Southwest, etc.).

- minimum Pentium IV or higher processor (recommended)
- SVGA monitor, minimum resolution 800x600 (1024x768 strongly recommended)
- CD-ROM or DVD drive
- floppy drive, zip drive, or CD-RW drive
Mouse or compatible pointing device
- at least 512 MB of RAM (recommended)
- (optional) printer

Software Requirements
Your userid provides you free access to a suite of online Microsoft Office programs through your Southwest email/Office 365 account. Everything that you need for this class is available to you through this means.

The software listed below is recommended for any student accessing Southwest services through the Internet. Your course may have specific software requirements.

- Windows 10 or 7
- Mac OS X (up to 10.12) (OS 10.14 recommended)
- Firefox (latest)
- Microsoft Edge
- Chrome (latest)
- Internet Explorer: DO NOT USE WITH PAWS
- Current Anti-Virus protection
- Reliable Internet connection (broadband recommended but not required)

Many instructors may require assignments to be submitted using Microsoft Excel or Microsoft Word. To learn how to obtain discounted software from Microsoft, visit http://southwest.tn.onthehub.com.

Assessment and Grading

Method of Evaluation

Speeches - 500 Points

- Informative Speech: Process/Demonstrative Speech 5 to 6 minutes in length - 100 Points
- Informative Speech : Lecture 6 to 7 minutes in length- 200 Points
- Persuasive Speech: 7 to 8 minutes in length - 200 Points

Preparation Outline for 3 Major Speeches - 130 points

Worksheet for all major speeches - 60 points
Class Participation Activities: Discussions - 65 Points (1 @ 5 points & 6 @ 10 points)

Other Dropbox Activities -95 points

- Listening Self-Evaluation -20 points
- Analyzing Informative speech -20 points
- Evaluating Sample Persuasive Speech - 20 points
- Submission of Study Guide Questions - 20 points
- Hobbies and Interests - 5 Points
- Student Data Form - 5 Points
- Small Group Activity 5 points

Quizzes/Exams 150

- Quiz 1 - 10 points
- Quiz 2 - 20 points
- Quiz 3 - 20 points
- Exam 1 - 50 points
- Exam 2 - 50 points

In order to pass this course, students must deliver all 3 speeches, no exceptions.

Grading Scale

1000- 900 - A

899- 800 - B

799- 700 - C

699- 650 - D

649 - 000 - F

Testing Procedure / Policy

All exams and quizzes will take place online. Online quizzes and exam will cover assigned readings and class discussions. Tests will include multiple choice questions and essays.

Major Assignments
• Process Speech Requirements: Preparation Outline, Delivery Outline, & Delivery of Speech
• Informative Speech Requirements: Preparation Outline, Delivery Outline, & Delivery of Speech
• Persuasive Speech Requirements: Preparation Outline, Delivery Outline, Delivery of Speech

**In order to pass this class, you must deliver all 3 of these major speeches.**

**Participation / Attendance Policy**

Class participation via discussions is a major part of this class. Your participation in discussions is required. (Many students get a lower grade because they miss the deadline to post in Discussions.)

Unlike an on-ground class, the primary method of contact that I will have with you is via the communication tools, discussions and email. It is important to participate through these means in order to exercise your best learning abilities as possible.

Because of required reading assignments, class activities, discussions, exams, quizzes, dropbox assignments, regular logging in is required. It is important for you to log in at least every 48 hours and to perform the necessary class activities on time.

If you do not log in this course on a regular basis to participate in activities and/or to turn in assignments and read lecture notes, then it will be assumed that you are no longer an active student in this class.

**Make-up**

Class participation and attendance will count as a major portion of your grade. You are required to be present and on time for all class sessions and required activities. If you miss an exam or fail to deliver your speech on the assigned date you will be penalized.

Please be advised: If you are allowed to make up a speech, quiz or an assignment, up to 30 points will be deducted from your grade for that assignment or quiz.

**Online Requirements:**

• You are encouraged to log on to this course via your computer on a daily basis.
• Failure to log in does not excuse you from completing assignments.
• All assignments must be submitted by due dates as specified on course calendar.
Additional Policies

Statement on Academic Progress Reporting (APR) Grades

By the fifth week of the semester, I will be submitting academic progress reporting (APR) grades. Please be advised that this is merely reflective of your current standing in the class as of the reporting date. The APR grade is not an indication or guarantee of what your final grade will be. With a great percentage of the course's assignments yet to be completed, your grade could significantly change by the end of the term, either positively or negatively, depending on your actual academic performance.

I encourage you to attend class regularly, connect with me or your classmates for missed assignments or lecture notes, and take advantage of College resources like the Academic Support Center, which offers one-on-one tutoring by appointment, online or walk-in, as well as supplemental instruction and academic coaching. If you have questions or concerns about your APR grade, please reach out to me or visit me during my office hours, which are listed on this course syllabus. If your APR grade is lower than you had hoped, I encourage you not to drop the class. Instead, I encourage you to stay in the course, work hard, persevere, and keep trying. Your success in my course is very important to me and to Southwest.

Guidelines for Communications

Email Guidelines

For all online, split, and web assisted courses, Paws email should be used for communication with professor. Please note: MySouthwest should only be used in case of an emergency.

Each student has been provided a Southwest email account. Please do not email your classmates unless the topic relates specifically to this course. Emails that contain advertisements, solicitations, personal interests, etc. are strictly forbidden. Below are a few guidelines that you should keep in mind when sending email:

- Always include a subject line.
- Typing in all CAPS is considered SHOUTING in Cyberspace. So please use upper and lower case characters when sending emails.
- Remember, without facial expressions some comments may be taken the wrong way. Be careful in wording your emails and use good Netiquette.
- Use standard fonts.
- Do not send large attachments without permission.
• Respect the privacy of other class members.

**Online instructors will respond to all emails within 48 hours.**

**Discussion Guidelines**

The Discussion Grading Rubric is located in the Getting Started Module. Please take note that in order to get full credit for Discussion postings, you must submit at least 2 postings, and one posting must be in response to a classmate's posting.

**Each of your postings need to be between 50 to 100 words in standard grammar and punctuation.**

Below are a few guidelines that should be adhered to when using the Discussion forum. Messages that contain advertisements, solicitations, personal interests, etc. are strictly forbidden.

• Review the discussion threads thoroughly before entering the discussion.
• Please try to maintain threads by using the "Reply" button rather starting a new topic.
• Do not make insulting or inflammatory statements to other members of the class. Be respectful of others' ideas.
• Be patient and read the comments of other group members thoroughly before entering your remarks.
• Be positive and constructive in group discussions.
• Respond in a thoughtful and timely manner.

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**Technical Support**

**My.Southwest:** Submit a [Student Technical Support Request](#). Please provide a full detailed explanation of the problem.

**PAWS:** For course related questions, contact your instructor. For technical issues with the PAWS website, contact the College Helpdesk at (901) 333-4357 or Digital Learning at (901) 333-4612.

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**Course Topics**
Tentative Schedule
- Getting Started
- Introduction to Communication
- Public Speaking/Your First Speech
- Small Group Communication
- Public Speaking/Informative Speaking
- Public Speaking/Persuasive Speaking

Student Services

Embedded Librarian Service
This service may be found inside PAWS courses.

Two Southwest Librarians are assigned to work with you and your instructor throughout the course for the entire semester. The Librarians will suggest library resources and answer questions sent to "Ask A Librarian."

To contact a Librarian by email, go to the Classlist and select "Ask A Librarian."

Student Services Links
- Academic Support Centers / Tutoring
- Advising
- Campuses, Centers, and Site
- Student Disability Services Southwest Tennessee Community College is committed to serving all students, including students with disabilities, and adheres to the guidelines set forth in Title II of the Americans with Disabilities Act (ADA).
- Additional Links: Student Information & Services

Academic Support
The Academic Support Center (ASC) provides free services and resources to help Southwest students successfully reach their academic and career goals. These services include tutoring by peer and master tutors, computer labs, success workshops, academic coaching, early alerts from your instructors and areas for individual or group study at numerous locations. The ASC also provides Supplemental Instruction in some of our general education classes and the Center is also responsible for Academic
Progress Reporting so that you will be aware of your academic standing during the 5th-6th week of the semester. Online tutoring services are offered through Smarthinking 24 hours a day, 7 days a week. Simply login to your PAWS to access this online tutoring resource.

Additional Information

Drop/Withdrawal Dates
See the current official college academic catalog for the withdrawal policies. Important semester drop and withdrawal dates can be found on the Cashier's Office Important Dates page.

Academic Misconduct
Plagiarism, cheating, and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly, through participation or assistance, is immediately responsible to the instructor of the class. The instructor has the authority to assign an "F" grade or a zero for the exercise or examination, or to assign an "F" for the course. College sanctions for academic misconduct may include suspension or dismissal from the College. Please see the section in the current Catalog on Academic Misconduct.

Classroom Behavior: Any student engaged in disruptive conduct or conduct violating the general rules or regulations of the College may be ordered to temporarily leave the classroom. Extended or permanent exclusion from the classroom can be achieved only through appropriate procedures of the College.

Open Labs

Macon Cove Campus
- Bert Bornblum Library: Available during library hours
- Farris Building, Room 2131: Monday-Thursday 8 a.m.-5:30 p.m., Friday 8 a.m.-4:30 p.m.

Union Avenue Campus
- Jess Parrish Library - Available during library hours
- M Building, Room 105, 8 a.m.-6:30 p.m.

Gill Center
• Computer Lab, Room 101 (Please note this room is available when classes are not scheduled. Schedule fluctuates each semester.)
• Library - Available during library hours

Maxine A. Smith Center
• Open Lab, Room 101
• Library - Available during library hours

Whitehaven Center
• Open Lab, Building 6, Room 127
• Library - Available during library hours

Syllabus Updates
Please note: The instructor has the right to change due dates listed in class calendar.

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes.