COM 110: INTRODUCTION TO COMMUNICATION (3-0-3)
Instructor: K. Dale Guffey
Fall 2014
Section 401 & 402 ONLINE
Online Office Hours – Monday & Wednesday 9:00 – 12:00

Phone: 669-4152
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Office: Room 2155
Office Hours: Monday/Friday 12:00 – 1:00
Wednesday 12:00 – 1:00 and 3:30 – 5:30
Other times are available by appointment – call or e-mail to set up a time!

I. COURSE DESCRIPTION

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal, group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved for transfer under the CAA and ICAA as a General Education course in Humanities/Fine Arts (Substitute).

This course is a required course for graduation for many degree programs. In addition, students seeking to present this course to fulfill graduation requirements (as a required course or as an elective) are generally required to earn a grade of “C” or higher in the course. Please consult the Academic Bulletin & Student Handbook and/or your advisor for details about your particular situation.

This course has no prerequisites or corequisites.

As an online course, this section of COM 110 requires that you be comfortable using Blackboard and other technologies. Be sure you complete the orientation assignments that will “walk you through” the major components that we use in this class, for technical difficulties are not an excuse for assignments that are not completed or turned in! Feel free to ask the Blackboard help desk about any problems/questions you might have PRIOR to the assignment due dates!

II. REQUIRED COURSE MATERIALS

Supplies None, beyond the text and packaged access code.
Required Software The text comes with an integrated learning system (CourseMate) which all students are expected to access and use to support the textbook and classroom materials. Access to this material is through the Blackboard system.

III. COURSE GOALS/OBJECTIVES

- To become a more effective communicator through the understanding of communication theory and the practical application of communication theory
- To demonstrate mastery of communication skills in a variety of situations such as interpersonal, small group and public speaking
- To identify and apply active and critical listening skills
IV. METHODS OF INSTRUCTION

This is an online course, meaning that all instruction takes place via Blackboard. Weekly assignments and the two “Megaquizzes” are given via Blackboard and written work, group work, and speech presentations are all turned in electronically through BB. Communication between the instructor and student is intended to take place electronically as well through e-mail, phone calls, instant messaging, Twitter, etc. Therefore, being comfortable using Blackboard is absolutely required to succeed in this course! I can be reached through my office telephone, Blackboard messaging and e-mail and contact information for all of that is given at the top of this syllabus. My Twitter account is @KDaleKoontz (my maiden name; it’s still me) and I tweet about this class at #CCCComClass. Look for the additional hashtag #online to keep your class separate from the #seated one.

V. LEARNING ACTIVITIES

- As a communication class, much of your success is determined by YOU! You are responsible for keeping up with all assignments and deadlines.
- Participate in class discussions (usually wikis or Vokis)
- Complete journal and writing assignments
- Work in small groups
- Present a short informative speech with a proper outline
- Critique motivational appeals in persuasive speech arguments

VI. CRITICAL/ANALYTICAL THINKING ACTIVITIES

- Evaluate examples of various types of communication (interpersonal, small group, public speaking)
- Recognize communication challenges in a culturally diversified world
- Practice active and critical listening skills

VII. STUDENT LEARNING OUTCOMES

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

- Define communication terms and demonstrate their application in everyday activities
- Demonstrate improved listening skills
- Demonstrate increased awareness of cultural & gender variations in the communication process
- Work successfully in a small group environment
- Research, outline, prepare, and deliver a solidly structured short informative speech
- Overcome nervousness in public speaking by adequate preparation
- Evaluate self and others in the effectiveness of the communication process
- Analyze and prepare effective motivational appeals in a persuasive situation

VIII. STUDENT REQUIREMENTS

- Purchase the textbook (with packaged CengageBrain access)
- Attend class (see the absentee policy – this is enforced in this class!)
• Complete all assignments on time
• Activate CCC e-mail – this is the address my system will recognize; others may be blocked as “spam”
• Access Blackboard on a regular (at least twice weekly) basis.
• Ask for assistance if assistance is needed (gentle hint: don’t wait until you’re totally confused!)

IX. EVALUATION

Your final grade will be determined as follows:

• 20% Participation through weekly assignments
• 20% Journals (5 throughout the semester)
• 10% Megaquiz 1 (Ch. 1 – 8)
• 10% Megaquiz 2 (Ch. 9 – 16)
• 20% Two “small group” communication projects
• 10% Short informative speech
• 10% Persuasive speech work

X. CLASSROOM POLICIES

ATTENDANCE: Assignments in online classes have deadlines in much the same way as a traditional “face to face” class. I hold myself to a high standard when it comes to being available to assist my students and I expect the same high standards of my students. I do not accept late work. Period. I strongly suggest you begin assignments before the day they are due; however, if you choose to put things off to the last minute, do not expect extra time to be granted to you if there should be a mechanical “glitch” with your computer.

I’m an attorney, so think of class as a court appearance. Failure to show up for a scheduled court appearance never ends well. Informing the judge that you won’t be able to make a scheduled court appearance might help, but it’s the judge’s call.

I’m the judge.
Be on time.

Failure to turn assignments in on time counts as an absence. The maximum number of allowed absences, regardless of the reason for the absence is three (3). Absences in excess of this number will result in automatic failure of the course! Therefore, failing to complete weekly assignments (which are used to mark attendance as well as to assess participation in the course) can have an extremely detrimental effect on a student’s grade.

MAKE-UP POLICIES: My policies here sometimes seem harsh to students, but they are in place for a reason. Employers expect employees to be on time; professors expect the same of students. Therefore:

• Class activities (including quizzes) may not be made up. Period.
• Late work is not accepted for grading. Period.

SUBMITTING WORK FOR GRADING: All papers you submit to me for grading must be:

• Typed (that’s an easy one in an online class!)
• Double spaced in an easily-readable font (please don’t use script – it’s pretty, but difficult to read!)
• In a format I can open. Be careful of what program you use for your work – I can open .doc and .docx files easily, as well as .rtf and .pdf. Others (.wps, for example) I can’t open and if I can’t open it – I didn’t receive it!
• Include the total word count of the submission at the end of the work
• Include the Academic Honesty language at the end of the work

Failure to follow these guidelines will result in points being deducted from your grade. Don’t lose easy points – follow the guidelines!

POLICY REGARDING AN “INCOMPLETE”: Granting an “Incomplete” is solely at the discretion of the instructor. Incompletes are rarely granted and are not intended to simply “buy more time” for a student who has missed multiple deadlines. By all means, ask. By no means expect.

XI. ACADEMIC HONESTY POLICY:

As the Academic Bulletin & Student Handbook states:

“Cleveland Community College expects students to practice academic honesty at all times. “Academic dishonesty” refers to cheating on tests, examination, projects, and other assigned work.

Plagiarism, a very serious form of academic dishonesty, is work that has been written by someone other than the student submitting the work or work obtained from an undocumented or improperly documented resource. Students are responsible for documenting both direct quotations and paraphrased material (emphasis added). Direct quotations must appear within quotation marks and must be documented. Paraphrased material (written in the student’s own words but taken from another sources) must also be documented completely and accurately.”

PLAGIARISM will not be tolerated! Submission of a paper that is plagiarized will result in automatic failure of the class.

In addition to the general Academic Honesty policy that is already in place, the Academic Honesty Statement is a CCC college requirement. Each student must include and sign this statement for each written test or submission of written work: “By completing and submitting this assignment, I agree that I have neither given nor received help on this test/assignment. I am in compliance with the Cleveland Community College Academic Honesty policy. The work is my own and proper documentation was completed, if appropriate.”

I suggest copying and pasting the Academic Honesty Statement into a document you store in your Dropbox account so you can easily access it and drop it into any work you submit for this class, rather than having to type it from scratch every time.

XII. GRADING SCALE

This class uses a 7-point grading scale. Therefore:

A – 93 to 100
B – 85 to 92
C – 77 to 84
D – 70 to 76
F – 69 and below
XIII. ADA COMPLIANCE POLICY

CCC abides by the Americans with Disabilities Act. But unlike IDEA, the law applying to public K-12 schools, the ADA places the responsibility for obtaining any necessary special assistance on the individual. If you know that you require additional assistance with your course work, please contact Emily Hurdt in Student Services (704) 669-4321 for the forms and rules for applying for ADA enhanced classroom assistance. Please also refer to http://www.eeoc.gov/types/ada.

XIV. PRIVACY INFORMATION

CCC abides by the Family Educational Privacy Act of 1974 (FERPA) rules protecting your personal and educational information from others. More extensive discussion of this law is discussed in the Academic Regulations section of the current Student Handbook. I cannot share with anyone else any information about your grades or performance in class without your prior permission.

XV. IMPORTANT DATES

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<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Sept. 2</td>
<td>First Day of COM 110 Online</td>
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<td>Sept. 29 – Oct. 1</td>
<td>Fall Break (Sorry, but we keep going, since we stated 2 weeks late!)</td>
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<tr>
<td>Oct. 15</td>
<td>Deadline for December Graduation Applications</td>
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<td>Nov. 11</td>
<td>Veterans’ Day Holiday (No classes meet, but online deadlines still apply)</td>
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<td>Nov. 19</td>
<td>Deadline for Withdrawal/Change to Audit in Online Courses</td>
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<tr>
<td>Nov. 27 – 29</td>
<td>Thanksgiving Day Holiday (No classes meet, but online deadlines still apply)</td>
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<td>Dec. 16</td>
<td>Last Day of Semester</td>
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XVI. WEEKLY SCHEDULE (subject to change!)

The Course Schedule, including assignments, class activities, due dates, etc., is embedded in Blackboard and may be downloaded using a Google account. Students are expected to frequently access and consult this calendar, along with the announcements and gradebook on BB. It is my policy to post new material on Monday afternoons and weekly assignments are due in this class no later than NOON on MONDAYS!!

A NOTE ABOUT TECHNOLOGY

This is an online course, meaning that you are required to use technology on a regular basis. This is particularly difficult if you do not have access to efficient (broadband or DSL) internet access and lack sufficient memory storage on your computer. Please note that I accept no excuses for a student’s inability to access and use the sites I cover in class!

We will be utilizing Cengage’s online tools in this class. This online resource has a vast array of resources to assist you with this class, including vocabulary flashcards, audio study tools, videos, an entire student ebook and interactive quizzes, just to name a few. In the second week, I’ll post directions about how to set up your account and access that valuable resource – it’s simple, just make sure you purchased the access code (it’s in a booklet on the inside cover of your textbook).

Since we use videos (and you make a few), you need a reliable set of headphones – a set with a microphone is best.
You will also need a video camera (NOT a Webcam – you won’t be filming just yourself!) to record your speech and a (free!) YouTube account to upload it to. More on this as it gets closer.

While not a requirement, I also strongly suggest you set up an account with Dropbox (it’s free!) or another form of “cloud storage” which will permit you to access material from anywhere (and anything – use that smartphone!) that has Internet access. Think of cloud storage (CCC provides you with a Google OneDrive account, for example) as a portable filing cabinet for resources. By using it, you eliminate your need to carry flash drives or e-mail documents to yourself. These accounts are easy to set up and you can set up your own folders there to keep track of your materials for all your classes. I use Dropbox for handouts, collecting Web links for classes, and so forth.

In addition, the Rose Library has a variety of useful AV materials, in addition to some GREAT books on various aspects of communication (speech preparation, listening, etc.). Most materials are available as DVDs, but some VHS tapes are available as well. I suggest you use the library search function to find materials that best suit your need.