

COM 100: Introduction to Human Communication (Face-to-Face) Spring 2017

Class #: 17717 **Units:** 3 **Days/Times:** MWF 10:00–10:50 AM **Room:** Estrella Hall
LearnStudio N210

Instructor: Dr. Ben Walton
Email: ben2147625@maricopa.edu
Support Hours: By Appointment



Course Description:

Theory and practice of communication skills in public, small group, and interpersonal settings. Includes study of the speech communication process.

Prerequisites:

None

Course Competencies/Objectives (→[Learning Outcomes](#))

1. Define the process of communication in terms of models and principles.
2. Describe the influence of perception in human communication.
3. Describe the influence of self-concept in human communication.
4. Identify the strength and weakness of language in human communication.
5. Describe the influence of nonverbal behavior in human communication.
6. Identify the characteristics of active listening.
7. Describe a technique for reducing defensiveness in the conflict resolution process.
8. Describe the impact of intercultural variables on interpersonal interactions.
9. Identify and define the elements and risks of self-disclosure.
10. Identify and describe the task, maintenance, and negative roles found in small group behavior.
11. Demonstrate the skills necessary to organize, plan, and manage a group meeting.
12. Demonstrate effective group communication skills in a public presentation and/or discussion.
13. Identify and demonstrate leadership functions in a group.
14. Identify and describe the characteristics, strengths, and weaknesses of a variety of leadership styles.
15. Describe the process of audience analysis in the development of a public speech.
16. Identify, prepare, and develop support materials for a specific speech type.
17. Demonstrate the proper use of oral language in a public speech.
18. Prepare and demonstrate the use of a speech outline format which contains an introduction, body, conclusion, and bibliographic notation.
19. Demonstrate the effective delivery of a speech by using appropriate verbal and nonverbal techniques.
20. Identify and describe the basic elements of a variety of speech types.
21. Present at least one public speech which follows the specific guidelines of a selected type.
22. Participate in at least one other public speech experience.

Required Textbook (available for purchase at [Campus Bookstore](#))

Gamble, Teri Kwal and Michael Gamble, *Communication Works*, 11th ed. →
New York: McGraw Hill, 2013. ISBN: 978-0-078-03681-1



*****You are required to bring the textbook to each class session, as it may be used during class time.*****

Technology Requirements

Students will use Windows PCs during class time. Further, the course may require the use of the following software programs, which are available to students for free: Microsoft Word, PowerPoint, and Internet Explorer (to complete tasks or assignments); Mozilla Firefox (to complete tasks or assignments); and Dropbox (online file storage of tasks or assignments). The instructor may use or require students to submit their work to Turnitin to check for plagiarism. Students will need access to a computer and printer outside of class time to complete coursework and print hard copies of some assignments; these are available in the library.

Assignments

1. *Participation* (50 points). Your attendance and positive participation are essential for your success and for the success of others in the class. Although students start the semester with 50 points, please note:
 - The presence of electronic devices (e.g., phones, tablets, ear/headphones) on/above the table or their use will result in a loss of 3 points each time, except when permitted by the instructor.
 - Disruptive, disrespectful, or non-participatory behavior will result in a loss of 5 points each time.
 - Each unexcused absence beyond 2 will result in a loss of 5 points each time.
 - Tardies: 0–1 = 5 extra credit points; every 3rd tardy = 1 absence.
2. *Guided-Reading Questions* (100 points). To prepare you for our in-class discussions and the quizzes, you will be given questions that you will answer using the textbook or collateral reading. These GRQs will be handed out during class—only one set will be provided to you late, and only if you request it before the scheduled date of the quiz it prepares you for. Each set is worth 10 points.
3. *Quizzes* (100 points). There will be 10 quizzes, each worth 10 points. The Guided-Reading Questions will serve as your study guide. Only 1 quiz may be taken late, and only if you request it.
4. *Group Presentation* (50 points). You will work in a group of 3–4 students to present a 5-slide, 7–10-minute PowerPoint presentation about the need to study communication in today’s world. This will incorporate material from weeks 1–3 as well as your own ideas and research. Further instructions will be provided as the course progresses.
5. *Mediated Communication Action Plan* (50 points). You will develop a personal plan that states your approach to handling social media and other forms of mediated communication. It will be single-spaced, 1–2 pages, and incorporate material from weeks 1–6 as well as your own ideas and research. Further instructions will be provided as the course progresses.
6. *Communication Success Paper* (100 points). You will write a 750–1,000-word paper in which you reflect critically on the nature of success and the communication skills necessary to achieve it. You will also identify your communication strengths and weakness. Further instructions will be provided as the course progresses.
7. *Informative Speech* (100 points). You will deliver a 5–7-minute Informative Speech on the topic of your choice. The speech will be timed; those under 5 minutes or over 7 minutes will lose 5 points for each full 30 seconds under/over the allotted time. As part of this assignment, you will turn-in a research packet, a first draft, and a final manuscript, and speak from a 1-page outline.

Grading Policy

The grade scale is as follows: A=90%–100% (495–550 points); B=80%–89% (440–494 points); C=70%–79% (385–439 points); D=60–69% (330–384 points); F=0–59% (0–329 points).

Late Work

Late work will *not* be accepted for the Group Presentation or Informative Speech. The Mediated Communication Action Plan and Communication Success Paper may be turned-in 1 class session late (10-point reduction). See above for the quizzes and Guided-Reading Questions. Exceptions may be made for major medical emergencies.

Instructor-Student Communication

Syllabus. Students are expected to bring a hard copy of the syllabus to each class session. The syllabus contains the due dates for all assignments. Please consult it for class policies and assignment due dates. Should you need to print another copy of the syllabus, you can find it in Canvas.

Discussion Board. In the “Discussion Board” section in Canvas, there are threads in which you can ask the instructor questions about assignments and attendance. To help your classmates, who often have similar questions, please post your questions there instead of (or in addition to) emailing or Canvas messaging the instructor. However, if your question or its answer might contain personal or private information, please just email the instructor directly at ben2147625@maricopa.edu.

Remind.com Text Messages. The instructor uses Remind.com to send class updates and reminders to students by text message. Students are encouraged, but not required, to sign up to receive these text-message updates.

@Maricopa.edu Email. Students are expected to check their @maricopa.edu email address at least 3–4 days per week. Please check your Canvas settings to make sure that any messages sent to you in Canvas are forwarded to your @maricopa.edu email address. If you have any questions about checking or accessing your @maricopa.edu email address, please contact the IT help desk at (623) 935-8999.

Help Outside of Class. The college encourages students to take responsibility for their learning, and one way to do that is to take the initiative to get help from the instructor outside of class time, when needed. Although the instructor has no official office hours, he is often available to meet with students in Montezuma 119 in the hours before or after class. Students are encouraged to start assignments early, so that, if needed, they can get the instructor’s help far in advance of an assignment’s due date, as (1) sometimes students will need to meet multiple times with the instructor, and (2) requests for help outside of class are not always feasible in the week before it is due.

Response Time. The instructor will generally reply within 24 hours to student emails, Canvas messages, and Discussion Board questions (although weekends and holidays may take longer). Students who do not hear back within that period are encouraged to re-send their message or follow up with it in a friendly manner. Likewise, students who contact the instructor are expected to check for the instructor’s reply at least once per day.

Recording lectures without the instructor’s explicit, prior permission is *not* allowed.

Attendance Requirements

****All absences are unexcused, unless they are due to (a) participation in an official school event or (b) other reason mentioned in MCCC’s policy for official absences. For example, absences due to court appearances, family obligations, community functions, or common sicknesses (even with a doctor’s note) are unexcused.****

Should you arrive late to class, you must report your presence to the instructor at the end of that class session to avoid being marked absent. Absent marks will not be changed to “tardy” after that point.

Students are expected to attend all class sessions and are responsible for any material missed due to absence. **Students who accumulate more than 6 unexcused absences should expect to be dropped from the course. Please contact your instructor, should any emergencies arise.**

*Students seeking to withdraw from this course should first meet with a Financial Aid advisor to discuss the impact on current and future financial aid awards. Students who do not complete 67% of their attempted courses, or fall below a 2.0 cumulative GPA, may be ineligible for future financial aid. Additionally, students who choose to withdraw from this course may have to return financial aid funds to the college. **Please, meet with a Financial Aid advisor and provide documentation of your meeting before requesting to be withdrawn.***

Students who want to voluntarily drop or withdraw from the course must themselves submit the correct paperwork to the Enrollment Center (part of Admissions, Records, and Registration).

Classmate Information

In case of absences, please write down the contact information for at least two other students below.

Name: _____

Name: _____

Email: _____

Email: _____

Phone: _____

Phone: _____

EMCC Policies & Statements

Note: This syllabus, especially this section, includes hyperlinks that can open a new page or window in your browser. Students are required to familiarize themselves with the policies outlined in this syllabus and complete a syllabus quiz.

Estimated Time Outside of Class to Complete Coursework (Participation Policy)

Please be aware that the weekly minimum average amount of time that successful students are expected to work on assignments outside of class is 3 hours per credit hour. That means for this course, students should expect to work an average of about 9 hours outside of class per week (3 credit hours × 3 hours = 9 hours per week).

Assignment Policy & Turnaround Time

Assignment grades will be entered into the Gradebook in Canvas within 2 weeks of the assignment's submission, except when noted elsewhere in this syllabus.

General Education Abilities

EMCC recognizes seven general education areas that our courses address. Targeting these abilities will not only advance students' academic success, but help them to be more productive in their careers. Each semester, one of these abilities is targeted for campus-wide assessment: (1) Communication; (2) Composition/Writing; (3) Quantitative Reasoning; (4) Critical Inquiry; (5) Information Literacy; (6) Technological Literacy; (7) Social, Civic, and Global Responsibility.

For more information, visit [EMCC's General Education Abilities](#) site.

Technology Policy

Your instructor is not the technology support staff. Questions and problems concerning technology, computers, Canvas, software, etc., must be directed to the Information Commons in Estrella Hall: (623) 935-8150. A 24/7 Maricopa Canvas help desk is also available at my.maricopa.edu.

It is the student's responsibility to be proficient in using Canvas, its required processes, and Microsoft programs to be successful . . . Students need to be proactive in ensuring they are skilled in Canvas' processes in order to complete all assignments on time. Technology excuses for late or incomplete assignments will not be accepted.

Canvas Notifications Policy

Canvas Notification Preferences allow you to select how and when to be notified (via email, text message, Twitter, or Facebook) when there's an announcement or a message sent from within Canvas. Students will be notified whenever there is a change in a due date, an updated assignment, or a message sent from within Canvas.

Canvas supports notification through email, SMS text message, Twitter, and Facebook. You can choose to receive notification alerts immediately, daily, weekly, or never.

Please follow these steps: Click the **Setting** tab on the top of orange bar. → Click **Notifications** located on the left side of navigation. → Review/update all notifications. → Click **Save Preferences**.

You can also visit this tutorial for [Notification Preferences](#).

Academic Integrity Policy

All students assume as part of their obligation to the college the responsibility to exhibit in their academic performance the qualities of honesty and integrity. All forms of student dishonesty are subject to disciplinary action. Students are responsible for familiarizing themselves with [EMCC's Students Rights and Responsibilities](#).

Academic misconduct includes, but is not limited to, misconduct associated with the classroom, laboratory, or clinical learning process. Some examples of academic misconduct are cheating, plagiarism, and excessive absences. For more information, please refer to the [Student Handbook](#), Section 2.3.11.

Communication Policy

Every MCCC student has been issued an active Maricopa Gmail account through my.maricopa.edu. All Communications initiated from CANVAS and official school notifications will come via your Maricopa.edu account. All students must check their Maricopa Gmail account daily, or strongly recommend you forward all maricopa.edu to a personal email address so you can review messages daily. You can expect an answer within two business days.

Please visit [Gmail at Maricopa](#) to learn about your Gmail settings.

Academic Support & College Resources

We care about your success! In addition to meeting with your instructor, EMCC students may use the FREE Academic Success Center/Tutoring services located in Estrella Hall South, first floor, to reinforce and supplement classroom instruction. Free of charge on-campus and online tutoring services are available for most courses offered at EMCC. Visit <http://www.estrellamountain.edu/students/tutoring> for more information.

How to get the most from your tutoring sessions:

- The sooner and the more often you come to tutoring the better.
- Come prepared. Bring your class notes, textbook, and assignment instructions to your tutoring sessions. Look over the readings, try problems, and/or attempt an essay rough draft. If you can, bring a list of specific questions to tutoring.

Links to additional resources that may be beneficial to your success in this course are:

[Disability Resources and Services](#) • [Academic Success Center](#) (Tutoring & Writing Center)
[Library](#) • [Computer Commons](#) • [Veterans Services](#) • [Lactation Room](#) • [Counseling](#)
[Student Academic Achievement Committee \(SAAC\)](#) • [General Education Matrix](#)

Links to the Final Exam Schedule & Academic Calendars

- [EMCC Final Exam Schedule](#)
- [EMCC Academic Calendar](#)
- [Maricopa Academic Calendar](#)

Disability Policy

If you have a documented disability, including a learning disability, and would like to discuss possible accommodations, please contact the Disability Resource Center (KOM B-125) at (623) 935-8863 or (623) 935-8928 VP or drc@estrellamountain.edu.

To ensure equal access, all required course materials provided in web links are expected to meet AA Standard of Compliance with the Web Content Accessibility Guidelines (WCAG) 2.0. All internal and external course links should be evaluated by the WAVE Web Accessibility Evaluation Tool. Course materials are expected to be in compliance, or an alternative option provided upon a student's request. Students with disabilities must have an equally effective and equivalent educational opportunity as those students without disabilities. Students experiencing difficulty accessing course materials because of a disability are expected to contact the course instructor so that a solution can be found that provides all students equal access to course materials and technology.

Information for Pregnant or Parenting Students. If you are a pregnant or parenting student you are protected under Title IX regarding classroom accommodations. Please request please contact the Disability Resource Center (KOM B-125) at (623) 935-8863 or (623) 935-8928 VP or drc@estrellamountain.edu.

Sexual Harassment Policy (updated 2/8/2016)

Sexual harassment is any unwelcome, verbal or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it alters learning conditions and creates a hostile environment or reasonably interferes with, limits, or deprives a student of the ability to participate in or benefit from any educational program or activity.

Maricopa County Community College District's (MCCCD) Preventing Sexual Harassment and Sexual Violence course is now available to all students. Please check for your self-enrollment link in your Message Center within your Online Student Center via my.maricopa.edu.

Students should report any discrimination and/or harassment they experience and/or observe to the Vice President of Student Affairs/Title IX Coordinator, Dr. Patricia Cardenas-Adame, located in Estrella Hall, Room 221, (623) 935-8812.

Public Safety Statement

The EMCC Public Safety Department provides assistance and security for people on campus, protection of district and personal property, traffic control, visitor assistance, operation of a lost and found function, loss prevention and loss reporting, identification of safety hazards, training and orientation of employees and students. The Public Safety building is located at the North-end of Parking Lot A and can be reached at (623) 935-8915.

For more information visit: <https://www.estrellamountain.edu/mems>

Statement of Student Responsibility

Every student is expected to know and comply with all current published policies, rules, and regulations as printed in the college catalog, class schedule, and/or student handbook.

Class Schedule for COM 100, Spring 2017

Date	In-Class Discussion	Assignments Due
Wed, Jan 18	Introductions & Syllabus	
Fri, Jan 20	Introductions & Syllabus	
Mon, Jan 23	Rhetorical Rationale for Studying Human Communication	
Wed, Jan 25	Communication: Begin Right Here!	
Fri, Jan 27	Communication: Begin Right Here!	
Mon, Jan 30	Quiz #1 Perception and the Self	Guided Reading Questions (Ch. 1)
Wed, Feb 1	Perception and the Self	
Fri, Feb 3	Perception and the Self	
Mon, Feb 6	Quiz #2 Mediated Communication	Guided Reading Questions (Ch. 3)
Wed, Feb 8	Mediated Communication	
Fri, Feb 10	Group Presentations	Group Presentations
Mon, Feb 13	Quiz #3 Communicating in a Multi-Cultural Society and World	Guided Reading Questions (Collateral Reading)
Wed, Feb 15	Communicating in a Multi-Cultural Society and World	
Fri, Feb 17	Communicating in a Multi-Cultural Society and World	

Date	In-Class Discussion	Assignments Due
Mon, Feb 20	No Class – President’s Day	No Class – President’s Day
Wed, Feb 22	Quiz #4 Verbal Communication	Guided Reading Questions (Ch. 2)
Fri, Feb 24	Verbal Communication	
Mon, Feb 27	Quiz #5 Non-Verbal Communication	Guided Reading Questions (Ch. 4)
Wed, Mar 1	Non-Verbal Communication	
Fri, Mar 3	Non-Verbal Communication	Mediated Comm. Action Plan
Mon, Mar 6	Quiz #6 Active Listening	Guided Reading Questions (Ch. 5)
Wed, Mar 8	Active Listening	
Fri, Mar 10	Quiz #7 Active Listening	Guided Reading Questions (Ch. 6)
MWF, Mar 13–17	No Class – Spring Break	No Class – Spring Break
Mon, Mar 20	Instructions: Communication Success Paper	
Wed, Mar 22	Interpersonal Communication	
Fri, Mar 24	Interpersonal Communication	
Mon, Mar 27	Quiz #8 Workshop: Communication Success Paper	Guided Reading Questions (Ch. 7)
Wed, Mar 29	Managing Conflict	
Fri, Mar 31	Managing Conflict	

Date	In-Class Discussion	Assignments Due
Mon, Apr 3	Quiz #9 Workshop: Communication Success Paper	Guided Reading Questions (Ch. 8)
Wed, Apr 5	Small-Group Communication	
Fri, Apr 7	Small-Group Communication	
Mon, Apr 10	Quiz #10 Instructions: Informative Speech	Guided Reading Questions (Ch. 9–10) Communication Success Paper (Submit a hard copy in class)
Wed, Apr 12	Research for Informative Speeches	
Fri, Apr 14	Workshop: Research for Informative Speeches	
Mon, Apr 17	Professor-Student Meetings	Research Packet (Part of Informative Speech Grade)
Wed, Apr 19	Professor-Student Meetings	
Fri, Apr 21	Workshop: Informative Speech	
Mon, Apr 24	Review of Informative Speech First Drafts	First Draft of Informative Speech
Wed, Apr 26	Speech-Delivery Skills	
Fri, Apr 28	Speech-Delivery Skills	
Mon, May 1	Informative Speeches	Final Draft of Informative Speech Outline of Informative Speech
Wed, May 3	Informative Speeches	
Fri, May 5	Informative Speeches	
Wed, May 10 Final Exam Day	Informative Speeches Class Meets 10am–11:50am	

DISCLAIMER: This syllabus is subject to change. Students will be notified of any changes to this syllabus. The student is responsible for making note of all such announcements concerning syllabus revisions.