

SYLLABUS COMM. 102

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Course Title: Introduction to Communications 102

Credit Hours 3

Course Description

This is an introductory course in the *process of human communication*, covering the basic forms of public speaking as well as the foundations of communication, human relationships, and group process. (MCC Catalog)

Prerequisite: None

Textbook Information

1. Required Textbook:

Verderber, K., and Verderber, R. Communicate!. 14th Ed. Cengage Learning. (Digital book)

2. Other Required Materials:

Cengage Learning Mind Tap is required for this course.

- Daily Internet access
- Access to Cengage MindTap
- The ability to record digital video of yourself in front of an audience, and upload into the course, for two required speeches. (adjusting the video size may be required) [For information on recording speeches see the following](#)

Course Objectives

Upon Completion of this course, you will be able to:

- Demonstrate understanding of the communication process by explaining real life communication scenarios in terms of a communication model.
- Utilize knowledge of perceptual processes, language, and nonverbal communication to convey effective messages in interpersonal relationships and public speaking situations.
- Demonstrate understanding of the relationship between self-concept and communication and how a healthy self-concept improves communication.
- Develop strategies to become a better listener.
- Utilize strategies to build and maintain positive relationships and deal with conflict.
- Understand the impact of gender and culture on communication, and utilize knowledge to construct effective communication with persons different from oneself.

- Design and deliver effective presentations utilizing skill in organizing, using supporting materials and analyzing audiences.
- Develop confidence, and utilize strategies to lessen stage-fright in public speaking situations.
- Develop skills in working with others in group situations.

Communication and Turnaround Time

1. Communication Types:

- Announcements will be posted by the instructor in the Announcement Page.
- Course Messages:
 - If you have specific, personal questions for the instructor, please send a message through Blackboard using the Course Messages link on the left.
- Discussion Boards: Questions and answers will be posted in the discussion board forums that you will want to read. Weekly discussion questions are posted for class interaction.

2. Communication Turnaround Time:

You can expect all correspondence via discussion board or messaging to be responded to within 24 hours Monday through Friday. The instructor will notify the class if there will be longer periods of time where responses may be delayed.

Grades and Feedback Turnaround time

It is imperative in an online class that you are aware of your grade status in the class at all times.

Please refer to the link below to see how to check your grades and feedback:

- [How to check my grades written tutorial](#)
[How to check my grades video tutorial](#)
- [How to check assignment grades written tutorial](#)
[How to check assignment grades video tutorial](#)

Here are the expected turnaround times for each assignment type.

1. Discussion forums will be graded within 3 days after the due date.
2. Multiple-choice, True/False, Match and other non-essay type questions in Quizzes and Exams are auto-graded immediately after you take them.

3. Papers, journals, essays, short-answer questions and other manually graded written assignments will be graded within one week after the due date.

Grades

Points/Percentage Grade:

Intro Speech	10 points
4 Exams	240 points
(Unit 1) 1 Structured Analytic Journal	100 points
(Unit 2) 1 Film Analysis	100 points
(Unit 4) Informative Speech	150 total points
(Unit 4) Persuasive Speech	150 total points
(DO) Quizzes	170 points (can be taken multiple times)
(DO) Chapter activities	110 points
Discussions	120 points
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TOTAL	1150 points

Completion of all major assignments and exams is required to receive a passing grade.

1150 - 1035 = A

1034 - 920 = B

919 - 805 = C

804 - 690 = D

689 or lower = F

Assignment Types and Grading Policy

Analytic Journal Assignment:

These are structured analytic journals. They ask you to apply concepts of communication to your individual communication interactions and experiences.

Discussion Boards:

Use the Discussion Boards within Blackboard to 'post,' about topics and 'reply' to a minimum of two other students. This creates an online communication amongst students to support one another in learning.

Film Analysis:

This paper (4-5 pages in length) will require identifying a feature length film that features relational development and analyzing the principles of relational development and conflict are reflected. Your analysis should include specific application of concepts as well as a discussion of the implications of the idealized reflections of these concepts in popular culture/film can affect interpersonal relationships in 'real-world' contexts.

Online activities and discussions:

Within each unit, there are multiple online video and discussion items. These provide opportunities to share your observations and thinking with others in the class. This will enhance the effectiveness of your learning as well as allow you to gain from and contribute to the learning of others.

Completing Speeches

Informative Speech:

Outside sources are required for this assignment. You will also be required to use a visual aid. You will also need to observe and critique the speeches of others in the class.

Persuasive Speech:

This is a presentation with the goal to activate your audience to change behavior. You must use problem-cause-solution structure. You may use a visual aid if you choose. You will also need to observe and critique the speeches of others in the class.

The two graded public speeches are (Informative and Persuasive). One of the key characteristics of a public speech is the presence of an audience. The specific assignment requirements are fully discussed under Learning Unit 4, but the submission requirements are important.

1. You must have an audience of at least 10 for the speech to receive full credit. Submitting a speech with less than ten audience members will result in a grade reduction.
2. You must view and respond to at least five other speeches for each round of speeches.
3. If you can coordinate your time with other class members, you can watch the speeches live (and submit each as a separate video). This will make it easier to get an audience. (You might consider using your group for the group project and use the time after the speech to work on the project. If you coordinate your time with the instructor's schedule, groups of at least five (still needing an audience of 10) can arrange to do the speeches live and will not have to submit recordings. They can also complete their viewing assignments during that time.

Course Policies

1. Expectations

It is expected that you will access this blackboard site at least three times per week. Daily access is encouraged.

This course has been designed to be delivered in as flexible a manner as possible, but to be successful you should plan to log in and participate multiple times a week. This is a three-credit hour class so you should plan on spending about 8-10 hours a week on this course with the online requirements (discussions, videos), reading materials, and study time.

2. Attendance Policy

Since this course is online, your “attendance” in class is based on meeting assignment deadlines. You must submit work for the class to be considered attending the class. Federal Guidelines require you to login, participate, and submit assignments to be considered attending.

MCC regulations state that an instructor may withdraw a student from class after a consecutive absence equating to 15% of the total class time, or after total absences equating to 33% of the total class time. If you fail to submit any work for one week of an 8-week course or two weeks of a 16-week course, you may be withdrawn. If you fail to turn in 33% of your work in the course, you may be withdrawn from the course. An instructor may choose to enforce a stricter attendance policy.

Simply logging in to Blackboard does not count as attendance.

3. Late Work

Due dates for assignments, exams, discussions and other work are posted on the course schedule or calendar. Late assignments will not be accepted.

4. Drop Policy

It is your responsibility to withdraw from the course if you decide to stop attending. If you choose to drop the course you must complete a drop form and submit it to the campus records office. Check myMCCCKC > Student Center for the specific dates, including the last date to drop your course without assessment (or grade posted) for the course

Before withdrawing, please contact an advisor to determine what if any impact this drop will have on your financial aid.

5. Code of Conduct

Students are required to follow the [Metropolitan Community College's Student Code of Conduct](#).

6. Student Support

If you need technical support for Blackboard, MCC student email, tutoring services, Library services, advising or counselling services, please click on the “Student Resources” tab on top of blackboard after you logged in to Blackboard.

7. Other

Netiquette

Netiquette: Information on appropriate online conduct can be found in [The Core Rules of Netiquette](#). You are expected to follow these rules and any other specific rules your instructor may require for interacting in the class.

Satisfactory Academic Progress

In order to continue your eligibility for financial aid, you must make satisfactory academic progress toward your educational plan by maintaining a minimum grade point average and successfully completing a minimum number of courses throughout your enrollment at MCC, and completing your educational plan within a reasonable time. Your progress will be reviewed at the end of each semester. More information is available at [Satisfactory Academic Progress web site](#).

ADA

Metropolitan Community College (MCC) is committed to ensuring equal access to all qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA). If you have a disability which may impact your ability to access or participate in any aspect of your online coursework, please contact the campus Disability Support Services (DSS) Coordinator or your choice. Phone numbers are listed at mccckc.edu/disability. The DSS Coordinator will work with you to determine what disability documentation/information is needed in order to provide accommodations. Accommodations are determined on an individualized basis and may take some time to put in place, so early notification to DSS is helpful. Students can identify themselves to DSS as a student with a disability and request accommodations anytime during their education. Please note that accommodations are not retroactive and may vary based on the nature and requirements of the class. More information is available at mccckc.edu/disability.

- [Blackboard Accessibility Information](#)
- [Smart Proctoring Accessibility Information](#)
- [Pearson REVEL Accessibility Information](#)
- [Cengage SAM 365 & 2016 Accessibility Information](#)
- McGraw-Hill
 - [McGraw-Hill Education Connect Accessibility Information](#)
 - [MCGraw-Hill Education Accessibility Policy](#)
 - [MCGraw-Hill Accessibility Information and hand-waving excuse](#)

Academic Integrity

The Metropolitan Community College, as an academic community, expects all administrators, faculty, staff, and students to behave as responsible members of the college community and to be honest and ethical in their academic work. MCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education and the values of the Academy.

The Metropolitan Community College expects all students to act according to the rules of academic honesty as outlined in the [Student Handbook](#). What this really means is that you are expected to turn in only your own work and that you will complete all quizzes and examinations unassisted. If you should violate this trust, then you will be treated the same as any traditional student that cheats.

Academic Dishonesty includes:

1. Plagiarism - the intentional use of the ideas or words of another as one's own in a paper or other academic assignment.
2. Cheating during examinations, whether by copying from a fellow student or by using information in the form of unauthorized aids brought to the examination.
3. The submission of work for any assignment that has been prepared by another student.
4. Submission of a single paper to fulfill requirements in two courses without prior approval of the instructors in both courses.
5. Using a false name or signing the name of another individual without proper authorization in connection with any course work.

Disciplinary action will be taken for those students suspected of academic dishonesty. At no point in this course is it acceptable for students to submit someone else's work as their own, or use the ideas of someone else as their own. It is also unacceptable for students to share their own work with another student.

Unilateral Instructor Action – If objective evidence exists indicating that a student has practiced academic dishonesty, the instructor may assign a grade of "F" on the paper, examination, or assignment or assign a grade of "F" for the course.

If the instructor feels that a more severe action is appropriate, the complaint may be referred to the division chair and the dean of instruction. The dean has the authority to recommend an action to the president, or the student may request a hearing.

Grievance

Questions or concerns about any aspect of this course should be directed to the instructor so the student and the instructor can work together to resolve any problems that may exist. In the unlikely event that the problem cannot be resolved, then the next step is for the student to make contact the MCC Online Enrollment Manager at 816 604 4487.

Metropolitan Community College is strongly committed to providing workplaces and classrooms that are free of sexual harassment. MCC will not tolerate any behavior, whether verbal or physical, which constitutes sexual harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature are prohibited. To file a complaint, contact the MCC Online Enrollment Manager at 816 604 4487.