COM 101: Introduction to Human Communications
Spring 2014 • Section 22678
Suffolk County Community College

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Days/Location: Tues. and Thurs. 4:20pm – 5:45pm, Grant Campus, Asharoken Hall, Room 101

COURSE DESCRIPTION AND OBJECTIVES

This course is designed to improve your skills as a communicator and to enhance your understanding of the human communication process. Attention will be given to the significance and complexities of communication in general, and communication as it takes place within interpersonal, small group, and public contexts. Upon completion of the course, students will (or, at least should) be able to:

1) Understand various communication concepts – such as perception, interpersonal relationships, and listening – through verbal and written exercises as well as performance on exams.
2) Prepare outlines, carry-out audience analyses (such as gender/cultural factors), and research and deliver various types of speeches including, but not limited to, informative and persuasive.
3) Demonstrate an ability to evaluate speeches critically.
4) Demonstrate an ability to function effectively in small group problem-solving and decision-making situations.
5) Understand the use of audio/visual enhancements, social media, as well as emerging technologies, to enhance the communication skills taught in class.

Textbook:
The required text for the course is Communication Matters, Kory Floyd, Arizona State University. McGraw Hill Higher Education, © 2011. While the text is comprehensive, it does not cover everything that we will discuss in class. Therefore, do not expect that you can read the text alone without attending and focusing on class content and still achieve a passing grade.

REQUIREMENTS OF THE COURSE

1. Attendance:
a. Attendance is mandatory and will be taken at the start of each class. Students are expected to arrive on time and stay for the entire class.
b. Students are allowed two absences for any reason. More than two absences will result in a 3-point reduction per absence in the final grade rubric, unless excused with valid written documentation for an urgent need such as a serious illness or injury, a job interview, a significant family event such as a funeral, a sudden childcare need, or a military obligation. Documentation may be verified for authenticity.
c. Every third time late (or early departure) will be considered the equivalent of one absence.
d. No matter what the reason, students are required to make up all class content by the subsequent class. Therefore, getting notes from a classmate is highly recommended. In addition, all PowerPoint presentations, online resources, and hand-outs will be posted on www.ProfessorGrossman.com.
e. Student arriving to class late must inform the instructor of their attendance at the end of class, otherwise the student may be counted as absent. Students who need to leave early must notify the instructor at the beginning of the class.
f. Due to the nature of the course, the need to keep speeches on schedule, and the emphasis on participatory work, speeches and presentations missed in class may not be able to be rescheduled.

g. Students who must miss a class, or miss part of a class, due to an officially sanctioned college activity must provide notification in advance to be excused.

2. Speeches:
Each student will give two presentations in this class: an individual informative speech and a group persuasive speech, which will contain three to four students. Students must cite credible, trustworthy information sources in their speech outline as well as their verbal presentations. Speeches must be presented on the assigned date. Students should not expect to have another opportunity to deliver their speech unless the absence is excused with valid documentation and the instructor finds a time during a class session for the speech to be presented. Students who don't present a speech will receive no points for that speech in the final grade rubric.

3. Exams:
There will be two exams given. These exams may include multiple choice, short answer, short essay, and/or definition questions. The exams will be based on class content (text, lecture, and in-class activities/discussions). The final exam will be comprehensive of the entire semester. Make-up exams may be allowed only with written documentation, which may be verified for authenticity.

4. Participation:
The nature of this course requires students to make an earnest effort to participate in class discussions of text content, assignments, and activities as well as being an attentive audience member on speech days. Students are expected to contribute questions, personal insights, observations, and/or personal/professional experiences. Remember, you can't participate if you are absent, late, or asleep. Due to the importance of class participation, it accounts for 15 percent of the final grade.

5. Written Assignments

a. Written assignments must be handed-in to the instructor via a hard-copy printout on the date due.
b. Late assignments will not be accepted without valid documentation.
c. Written assignments may be accepted via email by special arrangement with the instructor. Emailed documents must be in one of the following formats: Microsoft Word (DOC or DOCX), Adobe Acrobat (PDF), or Rich Text File (RTF). Students who use some other program (ie. Microsoft Works, OpenOffice, GoogleDocs, etc.) must convert it first (often found in the "save as" command) to one of the accepted formats or via one of the many free online PDF converters such as http://www.freepdfconvert.com. Students are strongly encouraged to copy the text into the message portion of the email as a back-up.
d. Emailed files should use the following naming convention: [your name]-[assignment][date 00-00-11].[extension]. So, for example, an essay on cultural communications might be named: **Mary_Smith-Cultural_Comm_10-15-12.doc**
e. All written assignments must be typed, double-spaced, and are expected to meet basic college-level stylistic and grammatical standards. Failure to meet these standards will influence your grade. Yes, even though this is not an English class, spelling counts!
f. All assignments must include a standard header with your name, the date, the name of the course, the section number, the title of the assignment, and the word count (if applicable).
g. Multiple-page submissions must be stapled, not paper-clipped nor handed-in unfastened.

ADDITIONAL CLASSROOM/COURSE PROTOCOL:

a. Please silence cell phones before class begins.
b. Cell phone use of any kind during class is strictly prohibited and will impact a student's grade.
c. Students arriving late to class on a speech day should remain outside the classroom until applause is heard marking the end of a given speech.
d. This is a web-enhanced class and the instructor's website, www.ProfessorGrossman.com will be used extensively. Students must regularly check this website as well as their "sunysuffolk" email to ensure receipt of important class information and updates in a timely fashion.
e. Email will only be sent to students' "sunysuffolk" email address. Students who send the instructor email from a non-"sunysuffolk" email address do so at their own risk, but even in those cases, the reply will be to the "sunysuffolk" address.

f. If something isn't clear, ask! It's likely that others have the same question, so speak up right away. Students can also speak with the instructor privately before or after class, or via email and cell phone. If there is something a student does not understand and they do not ask for help, they risk their work will be marked incomplete or unacceptable and their grade may suffer.

g. ADA Statement: Any student who, because of a disability, requires a special arrangement or accommodation must contact the instructor before the second class.

h. Make-up exams and assignments may be allowed only with written, documented justification for the reasons noted in Section 1b. Documentation will be verified for authenticity.

i. Plagiarism and cheating in any form will not be tolerated and may result in an automatic "F" for the assignment, and possibly the course.

j. Students making presentations should have the full attention of the class and not be distracted or interrupted. Inappropriate audience behavior will not be tolerated and will impact a student's participation grade.

k. If the opportunity for extra credit is given, it will be offered to all students.

l. Note a change from the Student Handbook (http://www.sunysuffolk.edu/forms/Handbook.pdf#page=3) on page 94 under "Faculty Member Absent from Class," the wait time for this class is 30 minutes, not 15 minutes.

"Only mediocre people are always at their best"
– William Somerset Maugham

I sincerely welcome all kinds of communication from students – questions before or after class, emails, calls, etc. If there is a way I can help make this class better, please let me know. I also welcome your feedback about course content and my teaching without fear of negative consequences; there is always room for improvement.

The final grade for the course is based on the following standards:

A — Exceptionally well-prepared and executed completion of assigned work indicating effort, individualized style, and a thorough grasp of the course material.

B/B+ — Creative, well-prepared work, demonstrating a significant effort and grasp of the material that is distinctly superior to a "satisfactory" or "average" effort.

C/C+ — Satisfactory completion of assigned work at a level of effort and competency normally expected of the majority of students (basic completion, average performance, and reasonable effort).

D/D+ — Unsatisfactory completion of work indicating a misperceived objective or failure to grasp key concepts, but with reasonable effort.

F — Failure to complete assigned work and/or responsibilities through lack of reasonable effort, or failure to attain a passing average on exams and/or assignments.

Grading Rubric

Written Assignment #1 (3 Truths)	5%	5 points
Written Assignment #2 (Cultural Essay)	5%	5 points
Exam #1: Midterm	10%	10 points
Exam #2: Final	10%	10 points
Informative Speech Proposal	5%	5 points
Informative Speech Outline	10%	10 points
Informative Speech Presentation	10%	10 points
Group Speech Outline	5%	5 points
Group Speech Presentation	10%	10 points
Group Speech Analysis	5%	5 points
Attendance:	10%	10 points
Class Participation:	15%	15 points
Total		**100 points**

Scale

90 - 100 = A
85 - 89 = B+
80 - 84 = B
75 - 79 = C+
70 - 74 = C
65 - 69 = D+
60 - 64 = D
Below 60 = F

Course Schedule • COM-101 • Section 22678 • Spring 2014

1	1/28/14	Course Introduction – Review Syllabus/Assignments
2	1/30/14	Ice Breaker - Three Truths and a Lie
3	2/4/14	Chapter 1 - Communication: A First Look
4	2/6/14	Chapter 2 - Communication and Culture
5	2/11/14	Chapter 3 - Perceiving the Self and Others Cultural Essay due
6	2/13/14	Chapter 4 - How We Use Language
7	2/18/24	Chapter 5 - Communicating Non-Verbally
8	2/20/14	Chapter 6 - Listening Effectively
9	2/25/14	Chapter 7 - Communicating in Social and Professional Relationships
10	2/27/14	Appendix - Workplace Communication and Interviewing (Pages 385 - 405)
	3/4/14	**No Classes: Faculty/Staff Professional Development Day**
11	3/6/14	Chapter 8 - Communicating in Intimate Relationships
12	3/11/14	Chapter 13 - Presenting a Speech Confidently and Competently
13	3/13/14	**Exam #1 (Midterm) covering Chapters 1 though 8, 13, and Appendix**
	3/18/14	**No Classes: Spring Break**
	3/20/14	
14	3/25/14	Review of Midterm exam Students Choose an Informative Speech Topic /Schedule Informative Speeches
15	3/27/14	Chapter 14 - Speaking Informatively
16	4/1/14	Chapter 12 - Organizing and Finding Support for Your Speech
17	4/3/14	Students Present their Informative Speech Proposals
18	4/8/14	Chapter 11 - Choosing, Developing, and Researching a Topic Informative Speech outline due
19	4/10/14	Informative Speech Presentations
20	4/15/14	Informative Speech Presentations
21	4/17/14	Chapter 15 - Speaking Persuasively
22	4/22/14	Chapter 15 - Speaking Persuasively (continued)
23	4/24/14	Chapter 9 - Communicating in Small Groups Students choose Persuasive Speech groups
24	4/29/14	Chapter 10 - Decision Making and Leadership in Groups
25	5/1/14	Student Groups Present their Persuasive Speech Proposals In-Class Workshop for Group Presentations
26	5/6/14	In-Class Workshop for Group Presentations
27	5/8/14	Group Presentations
28	5/13/14	**Exam #2 (Final) covering entire semester**

Notes

- This schedule is subject to revision. Please check your email and the class website for changes and updates.
- In the event of an official school closure, May 15 and 16 have been designated as a make-up dates.

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