COM 101: INTRODUCTION TO HUMAN COMMUNICATIONS
Suffolk County Community College • Spring 2016 • Section 22053
Professor Mark J. Grossman

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Office Hours: **Upon request, as well as before and after class. (Mailbox in Caumsett Hall, Room 220)**
Days/Location: **Tues. and Thurs. 2:00pm – 3:15pm, Grant Campus, Nesconset Hall, Room 9**

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 an informative speech.
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 and demonstrate the ability to use of audio/visual enhancements, social media, as well as emerging technologies, in the communication process.

Textbook:
Communication Matters, Kory Floyd, Arizona State University. McGraw Hill Higher Education, © 2011. You must purchase a book that comes bundled with a "Connect" access code, or you can purchase the code separately when you register online.

REQUIREMENTS OF THE COURSE

Attendance:
1. Attendance is mandatory and will be taken at the start of class. Students must arrive on time and stay for the entire class.
2. Students are allowed two unexcused absences for any reason. Additional unexcused absences will result in a 3-point reduction per absence in the final grade rubric. For an absence to be considered "excused," students must valid written documentation regarding 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, an officially sanctioned college activity, or a military obligation.
3. Every third time late (or early departure) will be considered the equivalent of one absence.
4. No matter what the reason, students are required to make up all class content and homework 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 available via the McGraw Hill Connect page and/or on www.ProfessorGrossman.com.
5. Student arriving class to 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 provide notification at the beginning of the class.

Speeches:
Each student will present and an individual informative speech. 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 and there is time during a class session for the speech to be presented. Students who don't present a speech will receive no points for the speech in the final grade rubric.

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 all class content including the text, online learning, 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.

Participation:
The nature of this course requires students to make an earnest effort to participate in class discussions 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 10 percent of the final grade.

Connect LearnSmart and Homework Assignments:
This class will utilize McGraw Hill's Connect/LearnSmart system that is a companion to your textbook. Students will be given brief online assignments related to specific chapters. Please see class schedule for due dates.

Written Assignments

1. Any hard-copy assignment must be typed, double-spaced, and 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). Multiple-page submissions must be stapled, not paper-clipped nor handed-in unfastened.
2. All assignments 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!

ADDITIONAL CLASSROOM/COURSE PROTOCOL:

a. Please silence cell phones before class begins.
b. 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.
c. The instructor's website, www.ProfessorGrossman.com, as well as the McGraw Hill "Connect" website, will be used extensively. Students must regularly check online as well as their "sunysuffolk" email to ensure receipt of important class information and updates in a timely fashion.
d. Email will only be sent to a student's "sunysuffolk" email address. Students who email from a non-"sunysuffolk" address do so at their own risk, but even then, replies will be to the "sunysuffolk" address.
e. 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, communicate via email, or schedule a phone call.
f. ADA Statement: Any student who, because of a disability, requires a special arrangement or accommodation must contact the instructor before the second class.
g. Plagiarism and cheating will not be tolerated and may result in an automatic "F" for the assignment, and possibly the course.
h. Students making presentations should have the full attention of the class and not be distracted or interrupted. Inappropriate audience behavior will impact a student's participation grade.
i. If the opportunity for extra credit is given, it will be offered to all students.
j. 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.

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

Student Form Submission and 3 Truths	5%	5 points
Exam #1: Midterm	20%	20 points
Exam #2: Final	20%	20 points
LearnSmart Completion	10%	10 points
Connect Online Homework	10%	10 points
Group Discussion	10%	10 points
Informative Speech	15%	15 points
Class Participation	10%	10 points
Total	**100%**	**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