

Part II Syllabus

Edison State Community College

COM 121S Intro to Communication

3 Credit Hours

Course Information

- **Section/Term:** COM-121S-405FS
- **Meeting Time:** Thursdays, 12-1:15
- **Location:** 132, Greenville Campus
- **Required Items:**
 - *The Norton Field Guide to Speaking eBook & InQuizitive*, 2nd edition (ISBN: 9781324-087915)
 - *Communication in the Real World - An Introduction to Communication Studies* (ISBN 9781946135070) **Note: This is an open education resource and will be provided in Blackboard.**

Faculty Information

- **Name:** Associate Professor Beka Lindeman
 - My preferred name is Beka or Ms. Lindeman. My pronouns are she/her.
- **Qualifications:**
 - Master of Arts, English, Wright State University, 2010
 - Graduate Certificate, Communication Studies, Indiana University, 2025
- **Email:** blindeman@edisonohio.edu
- **Phone:** 937-778-7901
- **Office Hours:**
 - Location: 111, Greenville Campus
 - Mon/Tue/Wed: 10am-Noon, in-person and online
 - By appointment

Course Description

This course is an introduction to communication—both practice and theory. We will study a variety of topics, view examples, and put our learning into practice with multiple communication projects. This course relies heavily on your participation. Come to class on time, prepared, and ready to interact.

Policies

Attendance

This course is a flex course, meaning we meet in person one day per week and have online work. Success in this course requires regular attendance. We will do various activities (group work, speech reviews, skills practice, etc.) in the classroom that will be worth points (points will vary based on complexity). Not all activities can be replicated outside the classroom, so missing class means missing material. If you need to miss class for any reason, it is your responsibility to check Blackboard, submit any assignments, and be prepared for the next class. If you have questions, contact me or someone in your group to find out more. I still expect your work to be on time and for you to be prepared for the next class.

Expectations

The responsibility to keep up with and do well in this course is on you. Stay on top of your work and come to class prepared. It is your responsibility to make sure you understand the assignments, can use required tools, ask questions, and stay on track—for both in class and online work.

Testing Your Faith Act

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, <https://www.edisonohio.edu/services-support/registration-records>, located in "Forms" and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at <https://www.edisonohio.edu/services-support/student-resources>.

Academic Integrity

It is the policy of Edison State Community College that students respect ethical standards and exhibit academic honesty in carrying out their academic assignments. Accountability and integrity are two of the core educational values at Edison State and are important not only in higher education but throughout one's life, livelihood, and community.

Though you are responsible for knowing and understanding the full academic integrity policy found in the handbook linked above, the following definitions apply most directly to our course:

- Submitting an assignment purporting to be the student's original work, which has been wholly or partly created by any other source.
- Presenting as one's own work, ideas, representations, or words of another person without customary and proper acknowledgment of sources.
- Knowingly permitting one's work to be submitted by another person as if it were the submitter's original work.
- Violating procedures prescribed to protect the integrity of the assignment.

In other words, do your own work and give credit to your sources. Turnitin, a plagiarism detection tool, will be used throughout the course. All students have access to Turnitin Draft Coach in Word.

AI Assistance

There are a variety of AI programs available to assist writers. AI programs are not a replacement for your own creativity, originality, and critical thinking. Writing, like any skill, must be developed through practice over time. I encourage you to use basic functions like spellcheck to help you edit your work, but AI may not be used to generate or significantly change your work. Details and examples are provided in Blackboard.

To ensure academic integrity, assignments must be created from start to finish with your ESCC Office account with track changes and/or version history available for review.

Any assignment violating this policy will receive a zero.

If you have any questions about academic integrity, please ask. I am more than happy to help you properly cite and paraphrase your sources. Please ask before your assignment is due. Once you submit your assignment, you accept responsibility for the content.

Additional college policies and resources are available in Blackboard.

Assignments & Grading

Projects

You will be responsible for five projects this semester. These projects will have both written and oral components and include multiple assignments.

In addition to the five projects, we will also have a variety of smaller assignments throughout the semester, including responses to speeches, in-class activities, and quizzes.

Full instructions for all assignments are available in Blackboard. Dates and point values for the assignments are in the schedule below.

Project Format

All papers/projects must be completed using your ESCC Office account with track changes enabled. This course uses MLA formatting for all assignments. Resources on MLA and Office are provided on Blackboard.

Submitting Assignments

It is your responsibility to ensure assignments are posted in the correct place and format. The college uses Blackboard and Microsoft Office 365, and all students have access to them via their ESCC accounts. PCs are available on campus for student use.

Late Work

Ideally, all work needs to be submitted on time. However, things come up and I would rather you did the work late than miss out on the learning entirely. Students will get two “passes” to submit an assignment late (up to one week) with no penalty. One pass will be available for the first 8 weeks only and one for the second 8 weeks only. A list of eligible assignments will be provided with each late pass. No late work will be accepted after the semester ends. Individual exceptions for extenuating circumstances will be considered. If you get behind, please talk to me—the sooner the better!

Grades

Grades will be available on Blackboard. Please check your grades frequently and ask if you have any questions. This course uses a standard grading scale (90-100% A, 80-89% B, etc.). Individual assignment point values are in the schedule.

Assignment	Points
Professional Project	50 points
Demonstration Project	75 points
Persuasive Project	130 points
Informative Project	170 points
Group Project	75 points
In Class Activities	150 points
InQuizitives	150 points
Speech Responses	100 points
Knowledge Checks	100 points

Total	1000 points
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Tentative Schedule

This schedule is tentative. I reserve the right to make changes to the syllabus and schedule as necessary.

Abbreviations:

- FG: Norton Field Guide to Speaking
- RW: Communication in the Real World
- SH: Study Hall video
- IQ: InQuizitive
- KC: Knowledge Check

Dates	Tasks
Week 1 8/24-8/30	• Review syllabus • Introduction activity (10 points, in class)
Week 2 8/31-9/6	• Complete the syllabus acknowledgement form (5 points, due Tuesday) • Complete the “How to Use InQuizitive” IQ assignment (10 points, due Tuesday) • Read RW 1.2 and complete the KC (5 points, due Tuesday) • Submit the 3 Things PPT slide (5 points, due Tuesday) • Read 1.1 and 1.2 in FG and complete the “Intro & Anxiety” IQ (10 points, due Thursday) • Watch “Introduction” SH (8 minutes) and complete the KC (5 points, due Thursday) • Speaking Anxiety Speech Response (10 points, due Thursday) • Speaking Anxiety Activity (10 points, done in class) • 3 Things Speech (10 points, done in class)
Week 3 9/7-9/13	• Labor Day—Campus Closed Monday • Read FG Chapter 2 and complete the “Chapter 2” IQ (15 points, due Tuesday) • Complete the Fundamentals Speech Response (10 points, due Tuesday)

Dates	Tasks
	• Watch SH “Workplace Communication” (9 min) and complete KC (5 points, due Tuesday) • Professional Project (50 points, done in class)
Week 4 9/14-9/20	• Read FG 3.4, 3.5 and the “Outlines and Planning” IQ (15 points, due Tuesday) • Read RW 11.1 “Informing Through Demonstration” and complete KC (5 points, due Tuesday) • Complete the Demonstration Speech Response (10 points, due Thursday) • Demonstration Activity (10 points, in class)
Week 5 9/21-9/27	• Demonstration Plan (10 points, due Tuesday) • Read RW 5.1-5.4 and complete the KC (5 points, due Tuesday) • Read FG 1.3 and complete the IQ (10 points, due Tuesday) • Watch SH “Listening” (9 min) and complete KC (5 points, due Thursday) • Read FG 5.4 and complete the IQ (10 points, due Thursday) • Listening Activity (10 points, in class) • Q & A Activity (10 points, in class)
Week 6 9/28-10/4	• Read FG 4.1-4.4 and complete the “Chapter 4” IQ (15 points, due Tuesday) • Complete the Delivery Speech Response (10 points, due Tuesday) • Demonstration Outline (15 points, due Thursday, bring printed copy to class) • Demonstration Speech (50 points, in class) • Demonstration Responses (10 points, in class)
Week 7 10/5-10/11	• Read FG 7.1-7.3 and complete the IQ (15 points, due Tuesday) • Watch the SH videos on Persuasion (11 min, 14 min, and 12 min) and complete the KC (5 points, due Tuesday) • Read FG 3.1-3.3 and complete the IQ (15 points, due Thursday) • Complete the Persuasion Speech Response (10 points, due Thursday) • Persuasive Speech Topics (in class) • Persuasive Speech Activity (10 points, in class) • Using the library (in class)
Week 8 10/12-10/18	• Watch SH videos on verbal and nonverbal communication (11 min, 8 min, and 11 min) and complete KC (5 points, due Tuesday) • Read RW 3.1-3.4 and complete the KC (5 points due Tuesday) • Complete Persuasive Speech Response 2 (10 points, due Tuesday) • Read FG 5.1 and 5.3 and complete the IQ (10 points, due Thursday)

Dates	Tasks
	• Read RW 4.1-4.4 and complete the KC (5 points, due Thursday) • Persuasive Speech Sources (10 points, due Thursday) • Verbal/Nonverbal Activity (10 points, in class) • Audience Analysis (10 points, in class)
Week 9 10/19-10/25	• Persuasive Speech Outline (20 points, due Tuesday) • Persuasive Speech (50 points, in class) • Persuasive Responses (10 points, in class)
Week 10 10/26-11/1	• Watch SH videos on culture (7 min and 9 min) and complete the KC (5 points, due Tuesday) • Read RW 8.1 and 8.4 and complete the KC (5 points, due Tuesday) • Read FG 5.2 and complete the IQ (10 points, due Tuesday) • Complete the Culture Speech Response (10 points, due Tuesday) • Read FG Ch 6 and complete IQ (15 points, due Thursday) • Informative Speech Response (10 points, due Thursday) • Persuasive Remix (50 points, due Thursday) • Culture Activity (10 points, in class)
Week 11 11/2-11/8	• Watch SH videos on perception (11 min and 9 min) and complete the KC (5 points, due Tuesday) • Read RW Ch 2 and complete the KC (5 points, due Tuesday) • Read FG 8.1 • Perception Activity (10 points, in class) • Impromptu Activity (10 points, in class)
Week 12 11/9-11/15	• Watch SH videos on bonds and dialectics (11 min and 12 min) and complete the KC (5 points, due Tuesday) • Read RW Ch 6 and complete the KC (5 points, due Tuesday) • Complete the Interpersonal Activity (10 points, in class) • Veterans Day—Campus Closed Wednesday
Week 13 11/16-11/22	• Watch SH video on organizational structure (12 min) and complete the KC (5 points, due Tuesday) • Read RW 13.1-13.3 and Ch 14 and complete the KC (5 points, due Tuesday) • Read FG 8.7 • Watch SH video on mass media and complete the KC (5 points, due Thursday) • Read RW 15.2 and 15.3 and complete the KC (5 points, due Thursday) • Group Project Activity (10 points, in class)
Week 14 11/23-11/29	• Informative Works Cited (40 points, due Tuesday) • Thanksgiving—Campus Closed Thursday
Week 15 11/30-12/6	• Informative Outline (30 points, due Tuesday)

Dates	Tasks
	Group Project (75 points, in class)
Week 16 12/7-12/10	Informative Speech (100 points, due Thursday)