

SYLLABUS PART II
EDISON STATE COMMUNITY COLLEGE
COM 121S Introduction to Communication
3 CREDIT HOURS
For COM121S 807FS

Section/Term: COM-121S-807FS

Class Meeting Time: Online

Location: Online

Required Items: The Norton Field Guide to Speaking, Second Edition
Communication in the Real World: An Introduction to Communication Studies

Faculty: Amy Farmer
Master of Arts, Communication, Amberton University, 2005

Email: afarmer2@edisonohio.edu

Text: 937-564-8645

Faculty Office Hours: By appt only (Zoom/Teams)

Faculty Contact: Please contact me via Blackboard Messenger or email through your Edison State email. Please allow up to 48 hours to receive a response.

Please review the entire syllabus prior to beginning your coursework.

COURSE POLICIES AND EXPECTATIONS:

1. Communication: Please use Blackboard messaging or my Edison email, afarmer2@edisonohio.edu, as your primary and first methods of communication. If I do not respond within 48 hours (excluding weekends), please feel free to email again or text me at (937) 564-8645. ***Please do not send emails from your personal email account- use only your Edison account for correspondence with me.***
2. For this course, we will define a "Week" as starting Monday at 12:01 a.m. and ending the following Sunday at 11:59 p.m. (e.g., Week 1 is defined as Monday, 8/24/26 to Sunday, 8/30/26). Any variation in the schedule will be posted in Announcements.
3. As an Edison student, you have access to free online software, including Microsoft products like Word and PowerPoint, which will be required for this course. I can only accept Microsoft Word and PDF submissions as attachments to an assignment. Google Drive links or SharePoint links are not acceptable.
4. Announcements will be posted at the beginning of the week. Please review these for important updates.
5. All assignments and the tools needed to complete them will be included in Weekly Module Folders.
6. Assignments will typically be graded within 14 days. I will let the class know if I expect grading to take longer.
7. Participation is mandatory in this course and is defined as logging into the course, communicating with the instructor, turning in assignments, participating in course work, and participating in course discussions.

8. Strong time management skills are essential for this course. In general, you should expect to spend 6-9 hours per week on assignments and required reading for a 3-hour course like this one. Vacations, work schedules, extracurricular activities, etc. are not valid reasons for late assignments. Students facing the loss of a family member or a significant personal or family health emergency may be granted an extension on due dates.
9. Late Work: The due date is defined as 11:59 p.m. on the date specified for the assignment. Work received within a 24-hour grace period after the due date will be penalized by an automatic deduction of 10% of points for that assignment. Work received after the 24-hour grace period will not be accepted except in extreme circumstances. If extenuating circumstances cause you to fall behind in your work, please reach out to me **prior** to missing the due date. Students may be granted a short extension at my discretion. Those who submit assignments late without prior communication will receive a grade of "0" on those assignments.
10. I may offer extra credit as the course progresses. These opportunities will be posted in the announcements and listed in a folder titled "Extra Credit."
11. Discourse and discussion should consist of meaningful connections, thoughtful arguments or agreements, elaboration of an idea, or requests for clarification. Be polite to your classmates but be willing to take risks in sharing your ideas. It's okay to ask questions or to disagree with your classmates if you do so tactfully and respectfully. Rude and/or unprofessional behavior or communication could result in a loss of points. In the "real world," we must interact with people from diverse backgrounds and who have different perceptions about behavior. Please practice patience, kindness, and grace with your classmates and your instructor. Assume everyone has good intentions. You may expect the same from me.
12. Please be aware of official college drop dates. If you are unable to complete the course, please officially drop the class to avoid earning an "F" on your transcript. I am required by the college to submit a grade of "F" or "F-Unofficial Withdrawal" for those who do not complete the course, so please protect your GPA by withdrawing if needed. A summary of important dates and deadlines is included at the end of this document.
13. I reserve the right to make changes to this syllabus, the course, the assignments, the calendar, and the points and percentages. Any changes will be clearly announced and explained.

ACADEMIC INTEGRITY:

You are required to document any outside sources used in your work. Failure to do so will result in a grade of "F" on the assignment. A second violation will result in an "F" for the course. An Academic Dishonesty report will also be filed in cases of plagiarism and will become part of your permanent record with Edison. You will be provided with information and resources about Modern Language Association citation style (MLA), and you will be required to use it in formal outlines. In addition to clearly citing quoted information, you must also cite any paraphrased information that you "put into your own words." In more informal assignments, like discussion posts, you can simply mention the source in your posts. When in doubt, always give credit to your sources.

Plagiarism and Academic Dishonesty

Plagiarism is the use of someone else's writing and/or work without giving proper credit--or without giving any credit at all to the writer of the original material. Whether plagiarism is intentional or unintentional, it represents a serious academic offense that can be easily avoided by adhering closely to

the following advice. A student must document his/her/their source of information whenever he/she/they:

- Uses direct quotations.
- Copies a table, chart, or diagram.
- Constructs a table, chart, or diagram from data provided by others.
- Paraphrases a passage into his/her/their own words.
- Presents specific examples, figures, or factual information taken from a specific source and uses it to explain or support his/her judgments (James M. McCrimmon, Writing with a Purpose, p. 499).

In addition to the above, I consider plagiarism to include:

- Submitting the work of another student
- Copying from another student
- Submitting work completed for another class

Submitting Similar Work

Everything you submit for this course should be developed specifically for this course. You may not reuse assignments originally designed for other courses or publications. This means that if you have previously taken this course or have, in the past, taken similar courses, you cannot submit the same assignments you developed for those courses. However, there may be occasions where you could use parts of an earlier work. This must be approved on a case-by-case basis BEFORE submitting the work. Violations of this policy will result in a grade of "0" for the activity.

AI-Generated Text

There are a variety of Artificial Intelligence programs available to assist students. AI programs are not a replacement for human creativity, originality, and critical thinking. In limited circumstances, and with proper attribution, AI programs may be used as a tool. AI platforms can be used to help prepare for assignments and projects, e.g., to help with brainstorming. AI tools can also be used to help revise and edit work, e.g., to help identify flaws in reasoning, spot sentence construction errors, or to assist with spelling.

Use of AI platforms must be tracked and acknowledged. When submitting work, students **must** acknowledge any use of AI platforms with the following statement at the bottom of the submission:

"The author generated this text in part with <insert name/URL of AI platform>. Upon generating draft language, the author reviewed, edited, and revised the language to their own liking and takes ultimate responsibility for the content of this submission."

AI-generated text of four or more consecutive words should be clearly identified. Examples of methods for identifying AI-generated text include using a distinct color font or underlining. The expectation is that AI platforms will be used as a tool. Most student submissions should be created by the student. Students may not, for example, type a question into an AI platform and copy and paste its response.

Submitting AI-generated work without identifying it as such will be considered Academic Dishonesty. For such violations, students will receive a grade of "0" for the assignment and, at the professor's discretion,

an Academic Dishonesty Report may be filed. Multiple violations will result in removal from the course with a grade of F.

STUDENT SUPPORT SERVICES:

A full list of supportive services, including accessibility and disability support, advising services, student wellness services and resources, tutoring options, and other resources for students is located on the school's website. Please visit [the student support services website](#) for more information.

TESTING YOUR FAITH ACT POLICY

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>.

TECHNICAL SUPPORT

For Blackboard Assignment issues, the Instructor should be the first point of contact

For Log-in or other technology issues:

Steps you can follow if you have issues logging in to Blackboard or Office.

During business hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts.
- Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday)
 - Email to support@edisonohio.edu
 - Call 937-778-8600 and ask for IT Help Desk

After hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts
 - Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat".
 - Call 937-778-7957 and talk to the off-campus Blackboard company to get help.

COURSE COMPONENTS

This course is organized into Weekly Modules with a folder of information, assignment details, text readings, InQuisitives, and other resources provided each week. I will post weekly announcements on Sunday/Monday and as needed throughout the course.

Oral Presentations/Speeches**- There are five **REQUIRED** oral presentations/speeches for this course. You will record each speech (video and audio) using a device of your choice, then upload the file to a personal **YouTube** account (you can set this up for free). You will then share a URL/link within the assignment on Blackboard. All speeches will be viewed and critiqued by your classmates based upon a rubric to be provided. Following the critique by classmates, you will complete a personal reflection and submit a proposed grade for each speech.

1. Personal Introductory Speech
2. Informative Speech (including Digital Poster Presentation)
3. Interview Speech
4. Persuasive Speech (including Slides or PowerPoint)
5. Special Occasion/Ceremonial Speech

****All speeches must be completed to pass this course. Failure to complete all speeches will result in a grade of F for the course. Speeches submitted after the grace period will receive a grade of "0" but must still be completed to pass the course.****

Written Work- Written outlines will be required for three of the oral presentations. One outline will be informal; two will be formal and will require you to cite sources such as academic journals, articles, and other respected publications and websites.

InQuisitives- We will use the InQuisitive online tool provided with your textbook for a total of 30 InQuisitives to test your knowledge throughout the semester. If you read the text and take great notes, you'll be able to quickly progress through these.

Textbooks- We have two texts for this course (see above). I strongly encourage you to take physical or digital notes of keywords and concepts from each textbook as we work through them. In the Norton book (main text), when you encounter a "sample speech," please watch it as these will help you visualize what an effective speech looks and sounds like. You will be able to use the textbooks and your notes while taking InQuisitives and for the final exam.

Tests- The only formal test will be a final exam worth 100 points, which will cover all material from both texts. This exam will be open-book, open-note, and time limited with one attempt allowed.

Class Discussions- Questions/activities will be posted during certain weeks of this course.

Digital Poster Presentation- The informative speech will involve the creation of a digital poster presentation. More details will be provided in the module related to this assignment.

PowerPoint/Slide Presentation- The persuasive speech will involve the use of PowerPoint or a comparable slide presentation tool.

Open Discussion Area- This is an area of optional participation where you can ask each other questions about assignments and communicate as a class. I will monitor discussions and may provide feedback at times. Please use this resource as an open, informal area for class communication. You will not be graded on your participation in this area but please be respectful in your interactions with each other and with me.

(See Assignments on next page)

COURSE ASSIGNMENTS (Subject to change)

“Norton” refers to your main textbook: *The Norton Field Guide to Speaking*

“OER” refers to an open-source textbook: *Communication in the Real World, An Introduction to Communication Studies*

Week	Assignment	Due Date	Points Possible
1	Introductory message to instructor (outline of your introductory speech)	8/30/2026	50
	Read Norton Part 1; Complete 5 InQuisitives for Part 1 including “How to use InQuisitive”		100
	Read OER Chapter 1 and confirm reading		25
2	Read Norton Part 2 and complete 4 InQuisitives	9/6/2026	80
	Read OER Chapter 2 and confirm reading		25
	Submit Introductory Speech (post YouTube link)		50
3	Read Norton Parts 3 & 4 and complete 10 InQuisitives	9/13/2026	200
	Review two classmates' Introductory Speeches		50
	Identify and submit topic of Informative Speech		20
	Review Informative Speech guidelines/assignments and begin researching		
4	Read OER Chapters 3 and 5 and confirm reading	9/20/2026	50
	Complete self-assessment for Introductory Speech		100
	Complete "Finding and Citing Sources" Assignment		30
	Complete "Plagiarism Tutorial" Assignment		30
	Work on Informative Outline and Digital Poster		
5	Complete class discussion #1: "Fake it until you become it"	9/27/2026	50
	Read Norton Part 6 and complete 3 InQuisitives		60
	Read OER Chapters 4 and 11 and confirm reading		50
	Finalize Informative Outline and Digital Poster; Begin practicing Informative Speech		
6	Submit Informative Outline	10/4/2026	100
	Submit Informative Digital Poster		100
	Submit Informative Speech (post YouTube link)		50
7	Review two classmates' Informative Speeches	10/11/2026	50
	Complete Career Discussion Assignment		100
	Complete class discussion #2		50
	Review assignment and start working on Interview Speech		
8	Submit Interview Speech (post YouTube link)	10/18/2026	50
	Complete self-assessment for Informative Speech		100
9	Read Norton Part 7 and complete 3 InQuisitives	10/25/2026	60
	Read OER Chapters 8 and 12 and confirm reading		50
	Identify and submit topic of Persuasive Speech		20
	Review Persuasive Speech guidelines/assignments and begin researching		
10	Review two classmates' Interview Speeches	11/1/2026	50
	Complete class discussion #3		50
	Work on Persuasive Outline and Presentation Slides		
11	Complete self-assessment for Interview Speech	11/8/2026	100

	Finalize Persuasive Outline and Presentation Slides; Begin practicing Persuasive Speech		
12	Submit Persuasive Outline	11/15/2026	100
	Submit Persuasive Presentation Slides		100
	Submit Persuasive Speech (post YouTube link)		50
13	Read Norton Parts 5 and 8 and complete 5 InQuisitives	11/22/2026	100
	Review two classmates' Persuasive Speeches		50
	Review Ceremonial Speech guidelines/assignment and begin working on outline/speech		100
14	Read OER Chapters 13 and 14 and confirm reading	11/29/2026	50
	Complete self-assessment of Persuasive Speech		100
	Complete class discussion #4		50
	Submit Ceremonial Speech (post YouTube link)		50
15	Review two classmates' Ceremonial Speeches	12/6/2026	50
	Complete final course reflection		100
16	Complete self-assessment of Ceremonial Speech	12/12/2026*	100
	Final Exam		100
	Total Points Possible		3000

***Note Saturday Due Date**

LETTER GRADE PERCENTAGES:

To calculate final percentage grade, divide points earned by total points possible. 90 percent and above will earn an A for the course; 80 to 89.9 percent will earn a B; 70 to 79.9 percent will earn a C; 60 to 69.9 percent will earn a D; and a percentage score below 60 will earn an F.

SPECIAL INSTRUCTION:

If you have read the syllabus in full, please send me a message through the Blackboard messaging system stating- "I read the whole syllabus" to earn 25 extra credit points! Submissions after 8/30/26 will not receive extra credit.

SEE ACADEMIC CALENDAR ON NEXT PAGE

FALL SEMESTER**August 24, 2026 to December 12, 2026**

Aug 24	CLASSES BEGIN ► Fall Semester Fall Early A Mod Term
Aug 31	Refund deadline ► A Mod Term
Sep 7	Labor Day ► No classes day or evening Buildings Closed
Sep 7	Refund deadline ► Fall Semester Fall Early Terms
Sep 8	Payment Due ► 1st Installment of Deferred Payment
Sep 8	First Pell Lock ► First Loan Disbursement Date
Sep 14	Last day to withdraw ► A Mod Term
Sep 19	Classes End ► A Mod Term
Sep 20	Registration Ends ► B Mod Term
Sep 21	CLASSES BEGIN ► B Mod Term
Sep 28	Last Day to Withdraw ► Fall Early Term
Sep 28	Refund deadline ► B Mod Term
Oct 8	Payment Due ► 2nd Installment of Deferred Payment
Oct 11	Fall Graduation Application Deadline
Oct 12-16	Senior Citizen Consortium Registration Begins ► Fall Late Term
Oct 12	Last Day to Withdraw ► B Mod Term
Oct 12	Spring Priority Registration Begins ► Military Veterans
Oct 17	Classes End ► Fall Early B Mod Term
Oct 18	Registration Ends ► Fall Late C Mod Term
Oct 19	CLASSES BEGIN ► Fall Late C Mod Term
Oct 19	Spring General Registration Begins
Oct 26	Refund deadline ► C Mod Term
Nov 2	Last day to withdraw ► Fall Semester
Nov 2	Refund deadline ► Fall Late
Nov 3	Second Pell Lock
Nov 8	Payment Due ► 3rd Installment of Deferred Payment
Nov 9	Last day to withdraw ► C Mod Term
Nov 11	Veterans Day ► No classes day or evening Buildings Closed
Nov 14	Classes End ► C Mod Term
Nov 15	Registration Ends ► D Mod Term
Nov 16	CLASSES BEGIN ► D Mod Term
Nov 23	Last day to withdraw ► Fall Late
Nov 23	Refund deadline ► D Mod Term
Nov 26-29	Thanksgiving ► No classes day or evening Buildings Closed
Dec 7	Last day to withdraw ► D Mod Term
Dec 8	Payment Due ► Final Installment of Deferred Payment
Dec 12	Classes End ► Fall Semester Fall Late D Mod Term