

## **SYLLABUS PART II**

EDISON STATE COMMUNITY COLLEGE  
COM 121S Introduction to Communication  
3 CREDIT HOURS  
For COM121S 810FS

Section/Term: COM-121S-810FS  
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](mailto: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](mailto: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](mailto: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](http://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              |
|      | <b>Submit Introductory Speech (post YouTube link)</b>                                     |            | 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             |
|      | <b>Submit Informative Speech (post YouTube link)</b>                                      |            | 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    | <b>Submit Interview Speech (post YouTube link)</b>                                        | 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         |
|    | <b>Submit Persuasive Speech (post YouTube link)</b>                                     |                    | 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          |
|    | <b>Submit Ceremonial Speech (post YouTube link)</b>                                     |                    | 50          |
| 15 | Review two classmates' Ceremonial Speeches                                              | 12/6/2026          | 50          |
|    | Complete final course reflection                                                        |                    | 100         |
| 16 | Complete self-assessment of Ceremonial Speech                                           | <b>12/12/2026*</b> | 100         |
|    | Final Exam                                                                              |                    | 100         |
|    | <b>Total Points Possible</b>                                                            |                    | <b>3000</b> |

**\*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             |