SYLLABUS PART II
EDISON COMMUNITY COLLEGE
COM-121S INTRODUCTION TO COMMUNICATION
3 CREDIT HOURS

Section/Term:	COM-121S-851FL
Class Meeting Time:	Online
Location:	Online
Required items:	Textbook - "The Norton Field Guide to Speaking" by Isa N. Engleberg, John A. Daly and Susan M. Ward. It is available in the campus bookstore.
Faculty:	Stephanie Hill Alexander Master's Degree: Communication, Gonzaga University, 2017 Master's Degree: Education, University of Phoenix, 2012
E-mail:	shillalexander@edisonohio.edu
Faculty Phone:	765-914-0318 (Call or text)
Faculty Office Hours:	Available by appointment.
Faculty Contact:	If you have questions or concerns, please contact me via email with the course name and number in the subject line through your Edison State email. You are welcome to set up an appointment to meet virtually via Teams or Zoom.

Welcome!

Let me welcome you to my class! I am eager to collaborate with you this semester as we learn about communication theory and practice, and I hope you will be able to apply these ideas in your life. I know that the prospect of giving speeches as part of a communication course can be really scary, and you might be feeling stressed out about that already, but I promise I will help you get through that. More than anything, I hope we have fun, find connections with each other, and learn skills you can start using right away. 😊

I cannot stress this enough – if you have questions or need assistance any time during the semester, please let me know right away. Your success is important to me, and if anything gets in the way of that, I am here to help. I welcome you to contact me outside of class. You are welcome to text me any time. Steph

Class Policies

It is generally accepted that academic writing consists of the author's thoughts which are supported by properly cited sources through paraphrasing, summary, and quotations. At the instructor's discretion, papers with excessive quotations, where quotations make up 10% or more of the paper, may not meet the assignment requirements, and be dealt with accordingly.

Revision Policy:

Since revision is a major part of writing, I will allow you to revise your essays once they have been graded. You get one attempt at a revision for each writing assignment. I must receive the revision by the assigned deadline. I expect revisions to go beyond simply addressing my comments by carefully examining and trying to meet the grading criteria. You are welcome to submit a revision before the assigned deadline; however, the assignment may not be graded before this assigned date.

Netiquette:

We will be communicating a lot with each other. You will need to be respectful of the instructor and each other. Your classmates' ideas and beliefs may differ from your own, be polite! When in doubt, you can agree to disagree. You will be expected to communicate with your classmates and your instructor using appropriate language and style, which includes written/typed communication. Remember: the way you communicate can reflect the level of respect you have for the people with whom you communicate. You will want to practice good e-mail etiquette when typing questions/responses to the instructor and classmates, such as avoiding using all caps when typing or using an accusatory tone.

Communication Policy:

E-mails sent to me by 4:00 p.m. Monday-Friday with course name and section number in the subject line from your Edison e-mail will be answered within 48 hours unless the school is closed (breaks/holidays). **Assignments submitted through course messages or e-mail will not be accepted for a grade without prior written authorization from the instructor. If you are given permission to submit via e-mail, it must be submitted through your Edison e-mail.**

Late Work:

All work should be submitted on time. With the exception of major speeches, no late work will be accepted after 48 hours of the assigned deadline. Major speeches, with the exception of the final, may be submitted up to one week past the due date with a letter grade penalty. **The final speech will NOT be accepted after the term has officially ended**. I reserve the right to make exceptions due to extreme circumstances at my discretion. *Any extension given for extreme circumstances will require documentation submitted to the instructor.

Academic Integrity:

Edison Community College expects students to submit original work for each assignment. The Student Handbook https://www.edisonohio.edu/digipub/StudentHandbook/index.html , pages 28-29 clearly define academic dishonesty and how Edison handles cases of academic dishonesty. Using peer support and tutoring services is not considered academic dishonesty, as long as the work is original and in your own voice, meaning you didn't submit work you did previously or "borrow" words/ideas without crediting the source. The same policy goes for AI-generated text. For example, you may use predictive text to fix spelling errors. You may not tell an AI software to write a critique of an essay for you and copy/paste the text. Any use of AI (outside of spell-checker) must be approved by the instructor and noted with the following at the bottom of the assignment:

"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."

Any final draft exhibiting the use of AI without permission and crediting the source will be counted as plagiarism. **Any assignment that is plagiarized (whether intentional or unintentional) or lacks appropriate citations will automatically receive a failing grade. Intentional submission of someone else's work as your own will result in automatic failure for the course. Whereas assignments that simply fail to cite in MLA format will have points deducted accordingly.**

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:
There are several 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 DESCRIPTION

Introduction to principles of effective oral communication. Activities will involve the sending and receiving of verbal and nonverbal messages in all contexts, with an emphasis on presentational speaking skills.

COURSE GOALS

The students will:

Bloom's Level	
2	1. Compare several conceptual models of the communication process.
5	2. Devise appropriate topics for speaking through self-awareness and audience analysis
3	3. Select language and organize communication in ways which promote rhetorical effectiveness in particular situations.
3	4. Demonstrate nonverbal behavior that is congruent and effective.
3	5. Demonstrate active listening skills.
4	6. Interpret messages to accurately discern the source's meaning.
4	7. Analyze messages for rhetorical effectiveness.

Assignments and Grading

Weekly Activities

Each week you will be required to complete learning activities. These will include discussion boards, assignments, and speeches.

Discussion Boards - Participation in discussion boards consists of your post addressing the question and your responses to your classmates' posts. The expectations for discussion board participation are as follows: the discussion board is always due at the end of the module.

Your grade for the discussion board is calculated this way:

For each module, you are given a question or a topic. The expectation is in two parts where you must:

1. By 3 days into the module, post an original response to the topic or question. Shoot for at least 100 words.
2. By the last day of the module, respond to 2 other students' posts. This must be substantial – "I agree" or "Great post" are not substantial. Shoot for 75 words.

Some suggestions:

- When you respond with your ideas, it's best practice to share what informed your thoughts.
- Expand or clarify a point that was made.
- Offer support of an argument or refute one.
- State why you interpreted the question differently.
- Ask a probing question that promotes additional discussion.
- When responding to a classmate's post, use a minimum of three sentences and address some aspect of the classmate's original post.
- If necessary, cite the assigned reading material or other sources.
- Be respectful – you do not always have to agree but you must respect one another.

Assignments – There are 9 assignments throughout the semester. Plan ahead to ensure assignments are turned in on time.

Quizzes - There are 34 mini quizzes. Complete all quizzes on the assigned due date. For each quiz, you have 2 attempts. If you choose to take the quiz a second time, the system will keep your higher grade. There is no time limit for the quizzes, and you are welcome to use your notes and other related materials during the quiz.

Speeches – This semester we will complete 4 speeches – This I Believe Speech, an informative speech a persuasive speech and a special occasion speech.

How is my grade calculated?

Assignments	300	
Discussion Boards	730	
Speeches	210	
Quizzes	100	
Total	1240	points

***The total does not indicate a passing or failing grade for this course. A valid attempt for all essays (media analysis, feature article, research narrative, and essay critique) is necessary to receive a passing grade to pass the course.**

Grading Scale*

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 - 69
F = 59 and Below

Class Schedule

***Assignments are due at 11:59 p.m. on Sundays.**

Week 1: Getting Started

Chapter 1:
- Read chapter 1
- Discussion board – Public speaking anxiety
- Assignment – Listening
- Quizzes – Chapter 1 sections 1, 2, 3, 4

Week 2: Fundamentals

Chapter 2:
- Read chapter 2
- Assignment – Audience analysis
- Speech – This I Believe
- Assignment – This I Believe speech reflection
- Quizzes – Chapter 2 sections 1, 2, 3, 4

Week 3: Content

Chapter 3:
- Read chapter 3
- Discussion board – Hot or not?
- Assignment – Main point organizational patterns
- Quizzes – Chapter 3 sections 1, 2, 3, 4, 5

Week 4: Delivery

Chapter 4:
- Read chapter 4
- Assignment – Nonverbal delivery video
- Assignment – Zach Wahls video
- Quizzes – Chapter 4 sections 1, 2, 3, 4, 5

Week 5: Engaging Your Audience

Chapter 5:
- Read chapter 5
- Assignment – Audience analysis
- Quizzes – Chapter 5 sections 1, 2, 3, 4

Week 6: Speaking to Inform

Chapter 6:

- Read chapter 6
- Speech – Informative
- Assignment – Amy Cuddy Ted Talk
- Quizzes – Chapter 6 sections 1, 2, 3

Week 7: Speaking to Persuade

Chapter 7:

- Read chapter 7
- Persuasive speech
- Informative speech reflection
- Quizzes – Chapter 7 sections 1, 2, 3

Week 8: Special Speaking Occasions

Chapter 8:

- Read chapter 8
- Assignment – Joe Burrow Heisman trophy speech
- Special occasion speech
- Persuasive speech reflection
- Quizzes – Chapter 8 sections 2, 3, 4, 5