

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

Section/Term:	COM-121S-805US
Class Meeting Time:	Online
Location:	Online
Required items:	Textbook - "An Introduction to Communication" by Lynn H. Turner and Richard West. 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 (COM 121S-805US) through your Edison State email. You are welcome to set up an appointment to meet virtually via Teams or Zoom.

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 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 (ENG 121 811FS 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 defines 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.

Grading*

Assignments	300
Discussion Boards	730
Speeches	210
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 6/8 – 6/14

Chapter 1:

Read chapter 1

Complete the questions for understanding and questions for analysis at the end of the chapter.

Introductory discussion board.

Week 2 6/15 – 6/21

Chapter 2:

Read chapter 2

Complete the questions for understanding and questions for analysis at the end of chapter 2.

Discussion board regarding culture.

Chapter 3:

Read chapter 3

Perception – Video analysis assignment

Impression management – Google assignment

Impression management – Video analysis assignment

Week 3 6/22 – 6/28

Chapter 4:

Read chapter 4

Nonverbal communication video analysis – Amy Cuddy Tedtalk

Nonverbal codes assignment

Nonverbal communication video analysis discussion board – Obama and Pres corps

Discussion board – slang use

Chapter 5:

Read chapter 5

Discussion board – Listening video analysis

Discussion board – Effective listening

Week 4 6/29 – 7/5

Chapter 6:

Read chapter 6

Complete questions for understanding and questions for analysis at the end of the chapter

Chapter 7:

Read chapter 7

Complete “Communication Responses: Norris Wright and Faye Reynolds.”

Discussion board – Small group activities

Week 5 7/6 – 7/12

Chapter 8:
Read chapter 8
Assignment – agenda setting
Discussion board – Gender, ethnicity and representation

Week 6 7/13 – 7/19

Chapter 9:
Read chapter 9
Assignment – Audience analysis and adaptation
Discussion board – Check out this speech

Week 7 7/20 – 7/26

Chapter 10:
Read chapter 10
Discussion board – hot or not?
Special occasion speech

Week 8 7/27 – 8/2

Informative speech
Informative speech self-reflection
Course reflection