

COMM 1010

Course Syllabus

Welcome to COMM 1010 below you will find all of the syllabus information broken into easy to navigate tabs. Please read the syllabus in order to understand the expectations of this course.

Course Description & Objectives

Course Description:

Communication theory, principles, and practice of communication behavior in interpersonal, small group, media, public-speaking and cultural contexts.

Course Outcomes:

Effective communication is frequently cited as one of the most important elements contributing to corporate and personal success. After successfully completing COMM 1010, you will be able to:

- Demonstrate effective written, visual, and verbal skills utilizing academic and professional communication practices in various formats.
- Evaluate communication skills including verbal and non-verbal messages, empathy, listening, and perception ethically based on issues of culture, power, and privilege in various life contexts.
- Apply communication theory, principles, and practice of communication behaviors in interpersonal, small group, media, public-speaking, and cultural contexts.
- Evaluate and deliver an individual, professional presentation, that effectively applies public speaking principles.
- Apply the principles that influence group dynamics in a decision-making setting.

Required Textbook & Materials

Textbook:

This course uses Open Educational Resources (OER) so there is no textbook to purchase.

The main OER textbook is *Communication in the Real World: An Introduction to Communication Studies*. This is adapted from a work produced and distributed under a Creative Commons license (CC BY-NC-SA) in 2013 by a publisher who has requested that they and the original author not receive attribution. This adapted edition is produced by the [University of Minnesota Libraries Publishing](#) through the eLearning Support Initiative .

We will cover most of the chapters in this textbook during the course. You will find the readings linked in each week's module for access through canvas.

A digital PDF of this text can be downloaded, [here](#).

You can read the book online at this URL: <https://open.lib.umn.edu/communication/front-matter/publisher-information/>

There will also be other OER material in the course for you to read, watch, and engage with. Make sure to always look to the weekly module overviews and to-do-lists for what you will need to read.

Technology Requirements:

- Access to a computer and a viable internet connection.
- Access to a webcam and microphone
- Access to a video recording device (cell phone, ipad, gopro, etc.)
- Access to camera (phone capability sufficient)

Course Policies

Deadlines & Policies:

The [Course Deadlines & Instructor Policies](#) page in Canvas will provide information on the following:

- Instructor expectations and response time
- Late work policies
- Due dates & working ahead

Withdrawal from Class:

Any student who fails to withdraw but does not participate regularly in online discussions and exercises and/or does not submit assignments will receive an "E" grade for the course. The instructor will not award "I" grades to non-participating students.

To find out when the drop deadline is, please see <http://www.slcc.edu/academiccalendar/>

How to reach me via Email:

You need to check your bruin email AND the class canvas page regularly. Emailing through the canvas inbox is the best method of email communication. Please note that you and I are held accountable for official information sent to our school-issued email accounts. This means you should always be professional. How you write reflects who you are, so write with care.

Before you click send, do note the following:

1. Use a proper salutation to start your email, for example: Dear [Mr.,Ms., Dr.,____] or Hello [Mr.,Ms., Dr.,____]

1. Incorrect usage: Hey! Sup! Or, you skip the salutation entirely.
2. Sign your name at the end of the email, especially when you are using your cell-phone.
3. Check the class canvas, the class schedule, the class syllabus or with another classmate, if what you're asking cannot be answered by these sources then send me an email.
4. Please don't email me vague requests like, "I don't understand ____ assignment", "I cannot upload". Be specific what about it do you not understand, include a screenshot of what you are seeing and need help accessing. This is an online class, so email communication is the main way to get your questions answered, however vague or unspecific questions are difficult to answer in this setting.
5. Double-check your email for any errors – it helps to read it aloud.

Things you should REALLY take advantage of:

Me-Your Instructor: I am here to help you succeed, not only in this class but as a contributing member of this world. What this means is come see me, email me, call me! Feeling uncertain? Stressed out? Have an emergency? Need help? These are all good reasons to communicate with me. I know it might be scary to meet with me or talk to me, but be your own self-advocate and come talk to me if you have any concerns.

Since this is an online course, I may have online office hours and/or physical office hours. See the [About Your Instructor](#) page in canvas for instructor-specific information.

Canvas Support: If you are in need of technical assistance with canvas, for instance, your assignment will not submit or you cannot log in, please contact canvas support.

Call: Contact Canvas Support at: (80) 957-5125, option #1.

Chat: Use the "Help" box found in the top right corner next to your name for tutorials and live chat whenever you are logged in to Canvas.

Grading Policies:

Rubrics: Watch for the use of grading rubrics throughout the course. The rubrics will give you a clear idea of how you will be graded on each assignment. Almost all assignments & discussions have rubrics, if you are unsure how to view a rubric, see these canvas tutorials:

- Assignments: <https://community.canvaslms.com/docs/DOC-10662>
- Discussions: <https://community.canvaslms.com/docs/DOC-10577>

Grading Percentages:

Average 0% 60% 63% 67% 70% 73% 77% 80% 83% 87% 90% 93%
Ltr Grade F D- D D+ C- C C+ B- B B+ A- A

Course Assignments

The following major assignments are the same for face-to-face and online sections. You will receive detailed instructions that will walk you through these assignments step by step:

- **Text Readings:** Students are expected to study the assigned readings BEFORE taking quizzes and completing discussions. Since there are no lectures in this online class, close readings of the textbook chapters will be vital to your success in this course. All quizzes are based on textbook content.
- **Discussions:** The purpose of online discussion boards is to facilitate class discussion. In order for the discussion to happen, the group needs to get started on the discussion early in the week rather than waiting until the last day to post. To encourage participation in the discussion you can only receive full credit if you post your original post by the due date in canvas. You will then have two days to read your classmate's posts and submit a response. See [Course Deadlines & Instructor Policies](#) for specific information on the deduction for late work and due dates. **Note: This is replaced with an attendance policy in in-person lecture courses. Attendance must be included in the grading scheme but how an instructor chooses to assess it is up to them. Exploration/Skills activities below take place in all modalities.**
 - **Exploration & Success Skill Activities:** You will need to complete at least two Area of Study exploration activities **and** two Success Skills activities throughout the semester. There are many opportunities to complete these assignments and they must be completed by the end of the semester.
- **Quizzes:** You will be asked to complete at least one quiz a week. Late quizzes will be accepted per the late work policy (see [Course Deadlines & Instructor Policies](#)). The lowest 2 quiz scores will be dropped. Quizzes are untimed and open book, with one attempt. You should prepare to take the quiz by studying the reading first and set aside time to complete it. If you are a DRC student, let your instructor know your need for additional accommodations.
- **Team Decision-Making Project:** This course requires a team project. You will need to participate with other students in virtual group meetings facilitated through online platforms of your choice. Platforms include Webex, Skype, Google Hangouts, Zoom, Canvas Conferences, etc. Three synchronous meetings, scheduled at a time that works best for your group, are required to get your group going on the project. **If your schedule cannot accommodate at least two of those synchronous meetings, you'll need to take a different course.** **Note: This project takes place during class in in-person lecture sections.**
- **Culture Speech Project:** Students in this course will be tasked with developing an informational speech about a culture they belong to. This speech will be presented to an audience of at least 5 adults (virtual or in-person) and video recorded. Video recordings will be uploaded to canvas for instructors and classmates to view. Students will peer review each other as well as submit a self-reflection.
- **Communication Skills Journal ePortfolio Project:** To help students become more competent communicators this assignment asks students to identify their communication abilities. They will complete a series of reflections throughout the semester to identify their communication skills and consider how course concepts resonate in their life. These reflections will be placed in the student's ePortfolio at the end of the course. Students will also complete a short GenEd ePortfolio reflection, to accompany the uploading of their project assignment.

****Detailed assignment information will be accessible through canvas****

Since it is difficult to make an online course with a perfect set-up of assignment points, this course's grades are weighted. You can use canvas to predict your future grade, by using the ["What-if Grades" tool.](#)

Assignment	Percent of Grade
Discussions & Activities	15%
Quizzes	10%
Communication Skills Journal ePortfolio Project	15%
Culture Speech Project	30%
Teamwork Project	30%

Communication as General Education

This course fulfills the Communication (CM) requirement for the General Education Program at Salt Lake Community College. It is designed not only to teach the information and skills required by the discipline but also to develop vital workplace skills and to teach strategies and skills that can be used for life-long learning. General Education courses teach basic skills as well as broaden a student's knowledge of a wide range of subjects. Education is much more than the acquisition of facts; it is being able to use information in meaningful ways in order to enrich one's life.

While the subject of each course is important and useful, we become truly educated through making connections between such varied information with the different methods of organizing human experience that are practiced by different disciplines. Therefore, this course, when combined with other General Education courses, will enable you to develop broader perspectives and deeper understandings of your community and the world, as well as challenge previously held assumptions about the world and its inhabitants.

Gen Ed information: <http://www.slcc.edu/gened> [Links to an external site.](#)

General Education ePortfolio

Your General Education ePortfolio tells your SLCC learning story. Your ePortfolio enables you to introduce yourself to your professors and classmates, showcase your learning, and reflect on how your courses connect to each other, your life, goals, and community. The ePortfolio is intended to help you connect with other students and communicate with professors about how you learn, what you are taking away from your experience, and what supported your learning in

their class. Professors can use your ePortfolio to get to know you before class and use your reflections and signature assignments to continuously improve their teaching.

Your General Education ePortfolio will also help you weave together the concepts you learn across all general education courses. To do this, each general education course you take at the college will ask you to demonstrate your engagement with the general education learning outcomes by designing a course-specific ePortfolio page that includes a Signature Assignment and reflection. When you finish your time at SLCC, your ePortfolio should provide a multi-media showcase of your educational experience and tell the story of your learning growth while at SLCC. You can learn more by visiting the ePortfolio help site.

In order for us to learn from your ePortfolio and provide effective support, we must be able to access your ePortfolio.

To make sure your ePortfolio is accessible to professors, check your My SLCC ePortfolio Card:

1. Copy the URL for your ePortfolio from the web browser.
2. Click here and then click "Submit" under General Education ePortfolio.
3. Paste the link to your Welcome page and click "Save."
4. Finally, confirm that everything worked by clicking on the link and making sure it goes to your Gen Ed ePortfolio Welcome page.

Specific Signature Assignments for COMM 1010

You will submit two course assignments and one reflection to your ePortfolio for this course.

1. Communication Skills Journal- You will submit your completed Communication Skills Journal to your portfolio. Instructions for the final version of your journal are in canvas.
2. Public Speaking Project-You will submit your recorded speech video and full sentence outline to your portfolio.
3. Write a self-reflection about the COMM 1010 course. You should:
 - o Re-take the PRCA-24 and the SPCC from the first ePortfolio reflection assignment.
 - o Go back to your previous scores and answers in the ePortfolio Reflection: Communication Competence so that you can compare.
 - o Then write one-two paragraphs answering the following questions:
 - How have your scores and communication skills changed (or stayed unchanged) from the start of class until now?
 - How will you approach communication differently in the future? How will these experiences help you in other courses at SLCC and beyond?

SLCC Pathways

SLCC Pathways provides a guided program of study intentionally designed to enhance learning and clarify a student's route to program completion.

This gateway course is meant to help meet this goal of SLCC Pathways. Whether you are a Arts, Communication, & Media student or not you will find useful information provided in the connection pages in this course.

The SLCC Pathways initiative is new and continuing to adapt. Further information about SLCC Pathways is available in the orientation module of this course.

Communication Major Transfer Information

University of Utah

Students who graduate from SLCC with an AA/AS in Communication Studies or Journalism & Digital Media with a cumulative GPA of 2.75 or better will be automatically accepted as a Communication major at the University of Utah.

Please see information about SLCC'S Communication 2+2 Transfer Agreement with the UofU here: <http://www.slcc.edu/communication/transfer.aspx>

Institutional Syllabus

SLCC has provided an Institutional Syllabus, which covers SLCC resources such as:

- Disability Resources
- Title IX
- Family Services
- Health & Counseling Services
- Learning Support & Tutoring Services
- And More...

Please head to the [Institutional Syllabus](#), located in the left-side global menu and read through the important college information.