

Effective Communication (CM)

COMM - 1010 001

Course Description

Communication theory, principles, and practice of communication behavior in interpersonal, group problem-solving, interviewing in the workplace, and public-speaking contexts.

Semester: All

Course Student Learning Outcomes

- 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.

Engagement Plan

- I will respond to email within one week. I will offer feedback on major assignments within one week. The best way to contact me is via the Canvas Inbox, as I will prioritize this email over other modes of communication.
- A more detailed syllabus, with Textbook information, is available here:
https://slcc.instructure.com/courses/1042261/pages/course-syllabus?module_item_id=27337313

General Education Information

CM

This course fulfills the above 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 of 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.

Brief Description of Assignments/Exams

A more detailed list of assignments and quizzes may be found here:
https://slcc.instructure.com/courses/1042261/pages/course-syllabus?module_item_id=27337313

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
	Audience Analysis & Informative Speaking Quiz	Quiz	0
	Chapter 10 Quiz	Quiz	15
	Chapter 12 Quiz	Quiz	15
	Chapter 13 Quiz	Quiz	15
	Chapter 14 Quiz	Quiz	15
	Delivery Methods Essay Quiz	Quiz	0
	Exploration Activity: Communication & Careers	Quiz	0
	Identify Your Culture Exhibit	Discussion	0
	Intercultural Communication Essay Quiz	Quiz	0
	Intercultural Communication Essay Quiz	Quiz	0
	Introduce Yourself	Discussion	0
	Planning an Interview Quiz	Quiz	0
	Submit ePortfolio Digication Link	Assignment	0
9/4/25	Chapter 1 Quiz	Quiz	10

Due Date	Assignment Name	Assignment Type	Points
9/5/25	ePortfolio Reflection: Communication Competence	Assignment	10
9/6/25	Success Skill: Create Your ePortfolio	Assignment	5
9/11/25	Chapter 2 Quiz	Quiz	10
9/12/25	ePortfolio Reflection: Perception & Self	Assignment	10
9/18/25	Chapter 3 & 4 Quiz	Quiz	10
9/19/25	ePortfolio Reflection: Verbal & Nonverbal Messages	Assignment	10
9/25/25	Chapter 5 Quiz	Quiz	10
9/26/25	ePortfolio Reflection: Listening Skills	Assignment	10
9/29/25	Discussion -- "(500) Days of Summer"	Discussion	10
10/2/25	Chapter 6 Quiz	Quiz	10
10/3/25	ePortfolio Reflection: Interpersonal Communication	Assignment	10
10/7/25	Career Interview Part 1 (Schedule your Interview)	Quiz	10
10/9/25	Communication Skills Journal	Assignment	25
10/11/25	Chapter 3 Quiz	Quiz	15

Due Date	Assignment Name	Assignment Type	Points
10/11/25	Chapter 4 Quiz	Quiz	15
10/11/25	Career Interview Part 2 (Interview Guide)	Assignment	30
10/15/25	Chapter 11 Quiz	Quiz	15
10/15/25	Chapter 15 Quiz	Quiz	15
10/15/25	Career Interview Part 3 (Conduct Your Interview)	Assignment	30
10/21/25	Career Interview Part 4 (Thank You Letter)	Assignment	30
10/22/25	Chapter 5 Quiz	Quiz	0
10/22/25	Chapter 7 Quiz	Quiz	0
10/22/25	Chapter Appx Quiz	Quiz	0
10/23/25	Chapter 8 Quiz	Quiz	10
10/25/25	Career Interview Part 5 (Digital Presentation)	Discussion	50
10/29/25	Culture Speech Project: Topic & Audience Analysis (Part 1)	Discussion	10
11/4/25	Culture Speech Project: Annotated Bibliography (Part 2)	Assignment	25
11/6/25	Culture Speech Project: Speech Outline (Part 3)	Assignment	30
11/8/25	Chapter 10 Quiz	Quiz	10

Due Date	Assignment Name	Assignment Type	Points
11/10/25	Culture Speech Project: Presentation Aid (Part 4).	Assignment	15
11/13/25	Culture Speech Project: In-Class Speech (Part 5).	Assignment	75
11/19/25	Chapter 9 Quiz	Quiz	15
11/21/25	Chapter 8 Quiz	Quiz	15
11/25/25	Culture Speech Project: Peer Evaluation of Speech (Part 7).	Assignment	14
11/25/25	Culture Speech Project: Self-Evaluation (Part 6).	Assignment	15
12/4/25	Teamwork Part 1: Team Meeting #1 Notes	Assignment	15
12/5/25	Teamwork Part 2: Team Contract	Assignment	40
12/11/25	Teamwork Part 3: Team Meeting #2 Notes	Assignment	15
12/12/25	Teamwork Part 4: Problem Analysis Research	Assignment	30
12/17/25	Teamwork Part 5: Team Meeting #3 Notes	Assignment	15

Due Date	Assignment Name	Assignment Type	Points
12/18/25	Teamwork Part 6: Formal Team Project Proposal	Assignment	50
12/19/25	Teamwork Part 7: Team Member Evaluation	Assignment	60
12/19/25	Teamwork Part 8: Self Evaluation	Assignment	10

Grading Scale

I will accept late work through Canvas Inbox.

How to Navigate to Canvas

Institutional Policies

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

For more information, navigate to the Institutional Policies tab on the [Institutional Syllabus](#) page.

Learning Support and Tutoring Services

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, visit the [Institutional Syllabus](#) page under the Tutoring and Learning Support tab. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

[Advising and Counseling Support Services](#)

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, visit the [Institutional Syllabus](#) page under the Advising and Counseling Support Services tab. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

[Student Academic Calendar](#)

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

[SLCC Student Academic Calendar](#)