

# Introduction to Communication Syllabus

## Guilford Technical Community College

**Division:** Arts & Sciences

**Chair:** Connie Carroll

**Office:** DH 210

**Department:** Communication/Fine Arts

**Chair:** Shelly Lutzweiler

**Office:** AT 346

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### Course Information

**Course Number:** Com 110

**Credits:** 3

#### Pre-requisites:

ENG 090 and RED 090

#### Co-requisites:

None

#### Description:

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in a variety of contexts. Emphasis is placed on communication theories and techniques used in interpersonal, group, public, intercultural and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirements in speech/communication

#### Textbooks:

Beebe, S. A., Beebe, S. J., & Ivy, D. K. (2010). *Communication: Principles for lifetime* (4th ed.). Boston: Allyn & Bacon

#### Supplies:

\*Notecards (white, 4x6 cards) and a two-pocket folder for speeches.

\* You will be required to access Moodle for some assignments. If you do not own a personal computer, you may use the computers in the LRC or in the AT building computer lab. For help with Moodle, call 1-866-826-3748 or contact Michael Feeney, eLearning Course Specialist (mefeeney@gtcc.edu, ext. 2653).

\* Class communication will be sent to the email account listed on Moodle. The default account is your Titan Cruiser email address. You may change this email address by editing your Moodle profile. Otherwise, you are

expected to check this account regularly.

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## Instructor Information

### Instructor's Name:

Elizabeth Johnson-Young

### E-Mail Address:

Eajohnson2@gmail.com

## Office Information

**Campus:** Jamestown

**Office Phone:** 336-334-4822 or 336-454-1126, ext.

**Office Hours:** By appointment only (contact via email)

## Class Information

**Beginning Date:** 1/11/2011    **Withdrawal Date:** 4/4/2011    **Number of Weeks:** 17

**Meeting Times:** T/Th 1:30-3:00    **Meeting Locations:** AT 325

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## Student Learning Outcomes

In order to pass this course, a student must pass each of the following student learning outcomes. Failure to pass any outcome will result in a failing grade for the course regardless of course average. Upon successful completion of this course, the student will demonstrate the following skills at 70% accuracy or higher:

1. **Analyze** communication principles as they function in relationships, groups and public presentations using case studies and personal experience.
2. **Examine** effects of self-concept and perception on communication through a written assignment.
3. **Identify** barriers to effective communication through an objective test.
4. **Apply** conflict management skills in interpersonal and group settings during class activities.
5. **Evaluate** effective small group and team communication as observed by the instructor using the grading rubric for the course.
6. **Explore** communication in different cultural contexts using case studies and personal experience.
7. **Deliver** an effective oral presentation, according to the grading rubric for the course.

## Employability Skills

The following basic employability skills are considered essential for career success and are emphasized in the GTCC curriculum.

1. **Teamwork**—Work with others to analyze a situation, establish priorities, and apply resources for solving a problem or accomplishing a task.
2. **Responsibility**—Exhibit individual behaviors that support the official goals and objectives of the organization and its members.
3. **Communication**—Effectively exchange ideas and information with others in oral, written, or visual form.
4. **Problem-solving**—Identify problems and potential causes while developing and implementing action plans for solutions.
5. **Information processing**—Acquire, evaluate, organize, manage, and interpret information.
6. **Adaptability**—Exhibit flexibility and receptivity to changing technologies, methods, processes, work environments, organizational structures and management practices.

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## General Education Core Competencies

The following core academic competencies are considered essential for student success and are covered in the GTCC curriculum. The broad purpose of a learning-centered two-year technical and community college in the culturally diverse world of the 21<sup>st</sup> century should be to prepare graduates for productive employment, university transfer, and lifelong learning through the attainment of the following skills, knowledge, and values:

1. **Effective Communication**
  - a. Speak clearly with grammatical correctness
  - b. Use standard written English in traditional and electronic media
2. **Critical Thinking**
  - a. Access, evaluate, and synthesize information from both oral and written sources
  - b. Integrate knowledge from diverse disciplines, to draw reasonable and evidence-based conclusions
3. **Problem Solving**
  - a. Use scientific inquiry method
  - b. Apply problem solving skills to real world experiences/applications
  - c. Use mathematics to organize, analyze, and synthesize data to solve a problem
4. **Technological Literacy**
  - a. Use electronic and print resources to access, retrieve, process, and communicate information
  - b. Design professional caliber documents for workplace or academic context

## 5. Global Literacy

- a. Develop an awareness of diversity
  - b. Develop an awareness of the interdependence of our world
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## Grading Policy

### Grading Scale

Grade	Requirement
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60

### Evaluation of Performance

This course combines theory and performance. Evaluation consists of oral and written components, as well as in-class participation and assignments.

#### **Participation** **20%**

*This includes participation in discussion and activities, as well as completion of other assignments. Each unit will have participation points out of 35-60 and be weighted as 20% of your overall grade at the end of the course. These points cannot be made up or completed early! It is also essential that you come prepared to class with your reading completed and assignments completed. Otherwise, participation will be difficult to achieve.*

#### **Journal Entries** **10%**

*Each student will keep a journal throughout the semester. These assignments allow for reflection on the unit and help to fulfill Learning Outcomes 1, 2, 5, and 6. Journals will be turned in via a Wiki tool on Moodle on the days noted on the calendar. Journal entry topics will be provided and students may choose 2 from the list for each unit. During units with a major assignment, you will have a required reflection, as well as the other 2. Choices should be made based upon personal and career goals, as well as ideas for the final analysis paper (see below). Points will be earned based on completion of the analysis in question. While grammar is not a major part of this, it is a good idea to utilize these journals as practice for your final paper, in which grammar and structure will matter.*

#### **Quizzes** **20%**

*This includes a total of 5 quizzes, the lowest grade is dropped, and each will be worth 5% of your overall grade. No make-up quizzes are given. Each quiz will combine multiple choice questions and short response questions. They will be timed to 45 minutes and will be administered promptly at the start of class. If you are late for a quiz, you may not have any extra time. See attendance policy about tardiness.*

#### **Speeches** **25%**

*Two speeches will be presented during the semester. The first speech, the Narrative speech, will be presented early on in the semester and is worth 5% of your overall grade.*

*Your second speech is an informative speech and is worth 20% of your overall grade. Out of 100 possible points, 10% of your informative speech grade will consist of a completed delivery outline. The other 90% of the informative speech will consist of Overall Organization (45%) and Delivery (45%). More information will be given at the appropriate time.*

**Group Activity 15%**

*This group activity will be conducted in front of the class and will be a group decision-making activity. Grading will be based on participation in the group discussion, completion of your assigned role within the group, and the effectiveness of communication within the group.*

**Analysis Paper 10%**

*You will have one final paper that will analyze and evaluate a communication instance or experience. You will be able to choose a topic from several options. Hopefully, your journal entries will help build and begin research for this final paper. This paper will be 3-5 pages, written with a particular audience in mind, and will be in proper APA style including a reference list. 5% of the grade will be based upon a brief discussion of your paper with the class, during which you will present your findings and analysis.*

**When turning in papers, do not use report covers or folders. A staple will suffice.**

**Plagiarism will not be tolerated. Always properly cite your sources. The Communication discipline uses APA style. If you have any questions regarding source citation, please see the instructor.**

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## **Code of Conduct for the Learning Environment**

**GTCC is an institution for adult learning. The GTCC learning environment reflects a partnership between instructors with the desire to teach and students with the desire to learn. In order to create an appropriate environment for teaching and learning, there must be mutual respect. Listed below are guidelines for behavior which the College has established to ensure that the learning environment is not compromised.**

- 1. Identification.** To promote a safe learning environment, all persons who are consistently present on a GTCC campus are required to have in their possession at GTCC issued ID and present it upon request by college personnel.
- 2. Tobacco Free.** Because of the commitment of GTCC to health and well-being, students violating the "Tobacco Free Campus Policy" (no tobacco products allowed including cigarettes, cigars, pipes, chewing tobacco, snuff, etc.) will be subject to probation for the first offense and suspension (one semester) for the second offense.
- 3. Profanity.** To promote a respectful learning environment, GTCC students are expected to conduct themselves in a professional manner appropriate for their course of study. Physically or verbally lewd or indecent behavior, profanity, threatening or sexually explicit language and obscene acts are strictly prohibited.

**4. Dress.** GTCC expects all students to dress in a manner in keeping with the serious academic intent of the college and acceptable to the community. In keeping with the mission to prepare students for success in the workforce, students are expected to dress appropriately within the generally accepted bounds of good taste. The college respects individual style and creativity as long as students dress in a manner which is not disruptive or distracting to the educational environment and conforms to the expectations and standards of the professional community.

**Inappropriate clothing:**

- Clothing that displays nudity or implied nudity, profanity, or violence
- Sagging or low cut pants (no skin and undergarments exposed)
- Deeply low-cut shirts/blouses
- Shirts/blouses with midriffs showing

**5. Respect.** All individuals are expected to maintain mutual respect in the learning environment.

**Respectful Learning Environments Exclude:**

- Inappropriate or offensive commentary or body language regarding the course, the instructor, assignments, or fellow students.
- The use of cell phones, beepers, and other personal communication devices upon entering class. Individuals may not receive or send telephone calls, text messages, or pages during class.
- Side conversations as they are disruptive.
- Working on outside activities while in class including homework for other courses or personal activities.
- Transaction of personal business with the instructor other than before or after class.
- Wearing strong scents (perfume, aftershave, etc.) of any kind as others may be allergic to them.
- Using Internet access for other than valid, academic purposes that are related to the course.

**6. Absences/Attendance. To sustain a Learning College environment, students are expected to attend all classes unless officially excused.** Students should inform the instructor in advance if they know they are going to miss a class and must take responsibility for getting missed assignments from other students. Students should not expect to make up work, such as unannounced quizzes or tests, after an unexcused absence. Instructors are not responsible for re-teaching the material students miss because of an unexcused absence. Students are expected to remain in a class the entire time. Individuals should not enter the class late or leave early. Rare exceptions may be excused, particularly under emergency circumstances, but students should be prepared to explain tardiness to the instructor after class. Likewise, the need to leave early should be explained to the

instructor before a class.

- 7. Guests.** In the interest of safety, children should not be left unattended in public areas. Only persons registered for a course and listed on the attendance roster may attend class in any learning environment.

**All college personnel have the authority and responsibility to ensure these guidelines are followed. Students who fail to adhere to the guidelines listed could be subject to disciplinary and/or legal action.**

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## **Policies and Information**

### **Quality of Instruction Statement**

The GTCC faculty members are committed to providing quality instruction. If there is a concern about the instruction provided, treatment of an individual or a group of students, or professional conduct of instructors, first see the instructor, then the department chair, and then the division chair. The description of Students' Rights and Responsibilities can be found in the current [Student Handbook/Calendar](#).

### **ADA Statement**

If you have a disability that may affect your academic performance **and** are seeking accommodations, it is your responsibility to inform the disAbility Access Services Director (Ms. Melissa Cox: Room 202B Medlin Campus Center, ext. 2363) as soon as possible. It is important to request accommodations early enough to give disAbility Access Services adequate time to consider your request and recommend reasonable accommodations. Instructors will provide necessary accommodations based on the recommendations of disAbility Access Services.

### **e-Learning Policy**

This course has an online classroom in *Moodle*. This classroom can be accessed by going to the homepage for GTCC and clicking the word, *Moodle*. Here you can access course documents, possible assignments and stay in contact with both your instructor and classmates. If you experience difficulty accessing our online classroom, please notify your instructor immediately.

### **Inclement Weather Policy**

The inclement weather day(s) designated by the college for this term is/are March 8, 9, and May 10. Remember that should we have bad weather and this day(s) is used for a makeup day, you are required to attend school and should you miss, this day would count against the attendance policy below.

### **Attendance Policy**

This is a Communication course that covers a wide variety of communication theories and skills. It is expected that you will be in class participating in discussions and activities. Therefore, a significant portion of your grade is

based upon this and cannot be made up.

Regular attendance in class is essential to receiving maximum benefit from the educational experience. A curriculum student is to attend and be on time for all classes and lab/shop/clinic sessions. A student who has missed more than one sixteenth of the hours the class is scheduled to meet (i.e., more than the number of clock hours that the class meets in a typical week) may not be permitted to continue in that class, shop, lab or clinic. In cases where practical considerations, regulations or accreditation requirements make it necessary, a department may establish more stringent attendance requirements. *Therefore*, you may miss three (3) classes without penalty. Each absence thereafter will result in a two (2) point deduction from your final grade. Upon the fifth absence, you will receive an “F” for the course. It is your responsibility to withdraw in the event of excessive absences. If you are on the class roster at the end of the semester, you will receive a letter grade.

The attendance policy takes care of emergencies. The absences you are allowed with no penalty are not “freebies” to use at your discretion. They are to be used for illnesses and emergencies. There is no difference between unexcused & excused absences – an absence is an absence.

Three tardies will result in the loss of 10 participation points for the unit. If miss 50% of the class time, the door will be locked and remain so unless your tardy has been pre-approved by the instructor. Similarly, if you leave early and miss more 50% of class time, that will also be considered an absence. **In all cases of absence, the student is responsible for coming prepared to the class following the absence.** *Participation and in class activities may not be made up for credit.*

If you intend to withdraw from the class, it is your responsibility to complete the necessary paperwork. If you are on the class roster at the end of the semester, you will receive a letter grade.

The main focus of education at GTCC is workforce development. Therefore, think of this class as a job. You cannot miss work, come in late, fail to complete tasks or disrespect your supervisors and coworkers and still expect to have that job. Conduct yourself in this classroom as you would at a place of employment.

#### *Presentations, quizzes and in-class activities*

There are no scheduled days for make-up tests, presentations, speeches, quizzes or in-class activities. If you are absent on days on which you are assigned to speak, take a test or quiz, or complete an in-class activity, you will receive a zero for that assignment. If an emergency situation (hospitalization, car accident, death in the family, etc.) arises and you know you will be unable to attend class, you must contact the instructor before class starts to discuss possible alternative arrangements.

#### *Participation*

Because you cannot excel in a Communication course without actively communicating, this course is participation-intensive. The following are basic guidelines:

1. Be in class on time and stay the entire class.
2. Complete reading assignments and homework assignments before class.
3. Be prepared with speeches and assignments on due dates.
4. Willingly contribute your thoughts and opinions during class discussions and group assignments.

5. Students whose behavior is disruptive either to the instructor or to other students will be asked to leave and may be expelled from class.

Do not conduct discussions unrelated to class material during class time.

Do not send or receive phone calls or text messages.

Do not sleep during class.

Do not work on assignments for other classes.

6. Your grades will be posted throughout the semester on Moodle. It is your responsibility to keep track of your performance in this class.

7. You are ultimately responsible for your learning. If you do not understand something, it is your responsibility to request further clarification or additional help.

8. Everyone benefits from a classroom environment in which the opinions of all students are encouraged and respected. It is especially important that you listen to students whose opinions differ from your own, arguing with the opinions while remaining respectful of the individuals who hold them. Displaying lack of respect for others will not be tolerated. Racism, sexism, homophobia, classism, ageism, and other forms of bigotry are inappropriate to express in this class.

### ***CELL PHONES***

You need to refrain from using your cell phone during class time. This includes sending and receiving text messages. If your cell phone is *seen* during a quiz, you will receive a **ZERO** for that quiz. If it is seen during presentations, you will be docked 5 participation points for that particular unit. During other class times you will receive a warning the first time and then be docked 5 participation points each time it is seen after that.

### **Withdrawal Policy**

It is the student's responsibility to withdraw from a class by the course withdrawal date of 4/4/2011. Failure to follow the withdrawal procedure will result in a grade of "F" for the course.

### **Subject to Change**

This course syllabus is subject to change as determined by the course instructor. If changes are needed, an addendum to the syllabus will be provided to each student and implementation of changes will be set forth at the date that addendum is issued.

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