

COMM 1010: Elements of Effective Communication

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Instructor Information: On Canvas Syllabus Page

Required Materials

Textbook:

Edwards, A., Edwards, E., Wahl, S., Myers, S.A. (2016). *The Communication Age: Connecting and Engaging* (2nd ed.). Thousand Oaks, CA: SAGE Publishing, Inc.

ISBN#: 978-1-4833-7370-6

There is an eVersion of this book available at <https://www.vitalsource.com/products/the-communication-age-autumn-p-edwards-v9781506346380> (Links to an external site.)Links to an external site.

Course Description and Objectives

Course Description:

The communication concepts we will study include listening, verbal & nonverbal messages, negotiation, conflict management, and diversity in workplace and interpersonal settings. This is an applied class. You'll practice using communication concepts in dyadic, small group, written, electronic, and oral presentation assignments. This course will:

- Introduce you to basic theoretical concepts designed to improve your interpersonal and organizational communication competence
- Provide you with an opportunity to apply these concepts and practice these skills

Course Objectives:

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:

- Follow written and verbal formats specific to academic and workplace audiences
- Interpret and apply accurate verbal and nonverbal communication in various life contexts
- Determine, adapt, and apply communication processes (including conflict resolution) based on issues such as gender, diversity, distribution of power, and privilege
- Ethically apply the communication model, including perception, creation of meaning, self-awareness and empathy in various life contexts
- Apply interview principles and evaluate individual performance in an interview process
- Make decisions and solve problems in a group setting
- Evaluate and manage the factors that influence group dynamics
- Prepare, deliver and evaluate a public speech

Salt Lake Community College Learning Outcomes

SLCC is committed to fostering and assessing the following student learning outcomes in its programs and courses: acquiring substantive knowledge in the field of their choice; developing quantitative literacies; developing the knowledge and skills to be civically engaged; thinking critically; communicating effectively. This class is designed to help you achieve all of these goals except quantitative literacies.

Communication as General Education

This course fulfills the Communication (CM) or Student Choice (IN) 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 lifelong 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.

Gen Ed information: <http://www.slcc.edu/gened>

E-Portfolio Assignment

Each General Education class will require you to submit one assignment to your ePortfolio and to enter a reflection about how this assignment relates to your life and career goals. For this course you will choose a completed assignment that represents your best work.

Setting up an ePortfolio is easier and more useful than you may think. Students report having a sense of accomplishment when their work is documented, moreover, some have successfully used their ePortfolio to find employment, as part of their college entrance documentation and to use as a living document that is continually showcasing their best work. If you're new to ePortfolio, use the [ePortfolio information for students](#) found on the General Education page.

Class & College Policies

Instructor Response Time

You can expect a 24 - 48 hour response time for emails and phone calls during the workweek. You can also expect assignments to be graded within one - two weeks from the due date. Late work will not be subject to this policy.

How to reach me via Email

You need to check your bruin email AND the class canvas page regularly. 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 Dr. Haslam, Hello Dr. Haslam.
 - a. 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 website, the class schedule, the class google group or with another classmate, if what you're asking cannot be answered by these sources than send me an email.
4. Please don't email me to ask if you missed anything in class if you were absent. The answer is yes.
5. Double-check your email for any errors - it helps to read it aloud.

Student Code of Conduct

Students are expected to follow the SLCC Student Code of conduct found at

http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf

These are the guiding principles for students at Salt Lake Community College:

"I will practice personal and academic integrity. I will respect the dignity of all persons. I will respect the rights and property of others. I will discourage bigotry, striving to learn from differences in people, ideas and opinions. I will demonstrate concern for others, their feelings and their need for conditions, which support their work and development. Allegiance to these ideals obligates each student to refrain from and discourage behaviors which threaten the freedom and the respect all community members deserve." --The Carolinian Creed

- **Academic Honesty/Plagiarism** Compliance with strict standards of academic honesty is expected. Academic dishonesty/plagiarism will not be tolerated and is grounds for dismissal from this course.
- **Plagiarism:** Plagiarism is considered intellectual theft. It is copying someone else's work (even if that person is a friend or spouse or items from Web sites) and passing it off as your own work without proper attribution. If you use part or all of another's words, work, or ideas, be sure to give them credit in your writing AND speaking.
- **Cheating:** Cheating is the act of using, attempting to use, or providing others with unauthorized information, materials, or study aids in academic work.
- **Fabrication:** Fabrication is the use of invented information or the falsification of research or other findings.

Withdrawing

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.

Statement on Special Needs Accommodation

Students with medical, psychological, learning or other disabilities desiring accommodations or services under ADA, should contact the Disability Resource Center (DRC). The DRC determines eligibility for and authorizes the provision of these accommodations and services for the college. Please contact the DRC at the Student Center, Suite 244, Redwood Campus, 4600 So. Redwood Rd, 84123. Phone: 801-957-4659, TTY: 801-957-4646, Fax: 801-957-4947 or by email:

linda.bennett@slcc.edu. Students who would like counseling and support for stress, anxiety, substance abuse problems, depression, or debilitating illness may contact the Health and Wellness Center (Redwood SC 035; SCC W175; 957-4268; www.slcc.edu/hw).

Title 9 Information and Resources

Title 9 (IX) of the Educational Amendments of 1972 prohibits discrimination based on sex in any educational institution that receives federal funding. Salt Lake Community College does not tolerate sex discrimination of any kind including: sexual misconduct; sexual harassment; relationship/sexual violence and stalking. These incidents may interfere with or limit an individual's ability to benefit from or participate in the College's educational programs or activities.

If you have questions or concerns regarding your rights or responsibilities, or if you would like to file a Title IX complaint please contact:

Kenneth Stonebrook, J.D.
Title IX Coordinator Salt Lake Community College
Taylorsville Redwood Campus
STC 276A
(801) 957-5027
ken.stonebrook@slcc.edu

Online Reporting Form: <http://www.slcc.edu/eoo/title-ix/complaint.aspx> Students may also report incidents to an SLCC faculty or staff member, who are required by law to notify the Title IX Coordinator. If a student wishes to keep the information confidential, the student may speak with staff members of the Center for Health and Counseling, (801) 957-4268. For more information about Title IX, go to: <http://www.slcc.edu/eoo/title-ix/index.aspx>

Title IX info: <http://www.slcc.edu/eoo/docs/title-ix-docs/Title%20IX%20Syllabus%20Statement%20for%20SLCC%20Faculty.pdf>

Emergency Evacuation Procedures: in case of an emergency.
<http://www.slcc.edu/emergency-prepare/emergency-procedures.aspx>

Family Educational Rights and Privacy Act (FERPA)

Personally identifiable information or records relating to a student will not be released to any individual, agency, or organization without the written consent of the student as described in FERPA regulations, except **Directory Information**; which **may be released** upon request unless the student has a directory information **restriction**.

- Student Name(s)
- Address
- Telephone Number
- Date of Birth
- Major Field of Study
- Dates of Attendance
- Enrollment status
- Degrees and Awards received
- Most recent previous school attended
- Participation in activities/sports
- E-mail Address
- Student Photograph

FERPA information: <http://www.slcc.edu/registrar/ferpa.aspx>

Course Assignments

Types of assignments

The following list are the types of assignments you are expected to do in this course. 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 class discussions. The more you put into this class, the more you will gain from it. You're paying a lot for your education. Make the most of it!
- **Role Playing & Communication :** Nearly every day in class, we will discuss and learn about communication. Besides the quizzes in your text, the absolute most valuable way to learn and for me to assess your learning is by doing. Therefore, in addition to discussion and lecture, students will be expected to show what they have learned, often through role play exercises. These role play exercises show up in the gradebook under "Participation" and are worth 15% of your grade. If students miss a participation activity, their absence must be excused in order to be allowed to make up the activity. In addition, students must also find other students willing to make up the activity with them either before or after school, or during Grizzly Opts.
- Be in class so you can ask questions and learn the material better through our classroom discussions. If you are absent due to a medical emergency or another college excused absence, please bring me proof and your attendance grade will not be affected.
- **Quizzes:** Canvas course quizzes will take place throughout the course, this is in place of in class testing! You will be asked to complete the quizzes before coming to class. Quizzes are for the most part based on content that will be taught in class that day.
- **Career Research Interview:** For this assignment students will be asked to interview someone from a career they might want go into in the future. Career research, an interview plan, and a memo report are required for this project.
- **Team Decision-Making Project:** This course requires a group project. There will be three meetings facilitated in class. A final formal report will be due to your instructor after all meetings have been completed.
- **Public Speaking Project:** The speech project in this course will ask you to research a topic of your choice and deliver a 5-minute informative speech. Speeches will take place in class and will be recorded (for instructor & students reference only). Students will peer review each other as well as submit a self-reflection.
- **ePortfolio:** Like in all SLCC General Education classes you will be submitting an assignment and reflection to your ePortfolio for this course. You will be asked to submit either your team project or public speaking project.

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

Extra Credit

Throughout the course there will be extra credit opportunities. Look at canvas and course announcements for these opportunities.

Dress Code

The Jordan District Dress Code Policy will be enforced.

Cell Phone Policy

Cell phones may be used as tools of study for research and I'm also okay with students doing research with quiet headphones in. Use your phones responsibly. They should be out of sight and off unless used for the previously described purposes.

Grading Policies

Late Work

Late work will be accepted up to two weeks after the assignment is due. The first week will receive a 10% deduction and the second week will receive a 20% deduction. Late work will not be accepted past 2 weeks.

****If you are struggling in my class and need an extension on an assignment for ANY reason, I am usually very flexible if you let me know a few days BEFORE the assignment is due. The day before and/or the day the assignment is due is too late and extensions will not be granted. If I give you an extension and you do not follow our agreed on due date, I will not accept the assignment for credit****

Grading Scale

A = 100-93%	C = 76-73%
A- = 92-90%	C- = 72-70%
B+ = 89-87%	D+ = 69-67%
B = 86-83%	D = 66-63%
B- = 83-80%	D- = 62-60%
C+ = 79-77%	E = 59% ↓

Things you should REALLY take advantage of:

My Office Hour: 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! Feeling uncertain? Stressed out? Have an emergency? Need help? These are all good reasons to drop by or make an appointment to see me after school. I know it might be scary to meet with me, but be your own self advocate and come talk to me if you have any concerns.

Canvas: In addition to submitting your work on the course page, I will be providing you with additional resources that you should take advantage of. Canvas will be updated daily and you will be able to find assignments, announcements, and homework there.

Communication Majors Transferring to the U of U

EASY transfer majoring in Communication at SLCC
to majoring in Communication at U of U

There is a Transfer Interest Group (TIG) class that meets Spring semester only
Taking the class gets you higher priority for enrollment along with other perks.

COMM students who:

- Earn a COMM degree at SLCC,
- Earn at 3.2 GPA (cumulative or COMM class cumulative, either way), and
- Complete the TIG class COMM 3060 (U of U class), 1 credit hr., one class meeting per week, taught by U COMM professor at SLCC Taylorsville Redwood campus with reduced tuition

Without the class, transfer students must take 9 hrs. at the U before applying as a U COMM major.