



**SCOTTSDALE
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

Fall 2022

Course Information

Course Title:	Introduction to Human Communication
Course Prefix & Number:	Com100
Section Number:	31788 & 31789
Credit Hours:	3.0

Course Format

Meets in person on the SCC campus.

Section 31788 (1:30 pm - Mon & Wed from 9.7.22 through 12.16.22)

Section 31789 (1:30 pm - Tue & Thur from 9.6.22 through 12.16.22)

Instructor Information

Instructor:	Dr. Joseph Ortiz
Email:	joseph.ortiz@scottsdalecc.edu
Phone:	480.423.6330 (Voice phone number only)
Office Location:	LC 330
Office Hours:	Monday - Thursday - 12:30-1:30 pm

Texts, Course Materials and Technologies

McCornack, S. & Ortiz, J. (2020). *Choices & connections: An introduction to communication*, 3rd ed. Boston: Bedford/St. Martin's.

MCCCD Official Description and Course Competencies

Com 100- Introduction to Human Communication

Description

Introduces the theory and practice of human communication. Surveys communication topics related to interpersonal, small group, and public communication.

Course Competencies

1. Identify human communication principles, models, and model elements.
2. Describe the influence of verbal/nonverbal messages, individual and social perception, cultural/ gender variables, and technology in the human communication process.
3. Practice interpersonal communication skills related to perception, self-concept, active listening, language choice, self-disclosure, and relationships.
4. Contribute to a variety of group types, group roles (leadership, relational, task and individual), and group development stages necessary for organizing, planning, and managing group activities.
5. Demonstrate public communication skills including research, organization, outlining, audience analysis, and effective delivery relative to imposed time constraints.

Graded Assignments

1. Reading/lecture quizzes online (5-10 @ 15 points each)
2. Class preparation assignments & learning summaries (10-15 @ 5 to 15 points each)
3. Object story presentation (25 points) *
4. Written reflections (2-3 @ 25 points)
5. Group project assignment (25 points)
6. Final oral presentation (30 points) *

*** Both oral presentations must be completed to qualify for a passing grade in this course.**

Final grades are determined on a 100% scale, where 90-100 = A; 80-89 = B; and so forth.

Course Policies

The following are policies specific to this course. Students are also responsible for the college policies included in the [General Catalog & Student Handbook](#).

Assignment Policies

1. Reading/lecture quizzes online, class preparation assignments, and learning summaries will usually be submitted in CANVAS by the posted deadline for each assignment. In all cases, reading/lecture quizzes online, class preparation assignments, and learning summaries will not be accepted late.
2. For written reflection assignments, you may ask for a 24 hour extension of a due date. No written reflection assignments will be accepted 7 days after the due date, and will be recorded as a zero.
3. All assignments (class preparation, learning summaries, & written reflections) must be typed, double spaced. Your submissions should reflect college level writing. Take advantage of instructor office hours, the communication tutor, or the SCC writing center if you need help with any assignments.
4. For assigned oral presentation dates, you are strongly encouraged to meet your scheduled date. Missing your scheduled oral presentation date creates rescheduling challenges.
5. You can expect major assignments to be graded within seven days of the assignment's due date.
6. You may be administratively withdrawn from the course once you have a total of four missing assignments.

Office Hours & Other Forms of Course Communication

I will be available to meet with you virtually (video or phone) or in person (Office- LC 330) from 12:30-1:30 pm on Mondays through Thursdays. Appointments must be made one day in advance. I also will be available after class to meet if necessary.

You can contact me via CANVAS message or school email (joseph.ortiz@scottsdalecc.edu). I will reply to any messages by 4:00 pm Monday through Friday. On weekends, I usually respond to messages during the early morning only. Also, I will not discuss grades or other disputes through written messaging. You must meet with me to discuss concerns.

Attendance Policy

In order to gain the most from this course and to support your academic success, attending class matters. I will be charting your attendance. Keep me informed when you must miss class. If you're not feeling well, stay home. See the "Covid/Illness Protocols" page in CANVAS for additional details.

If unexplained absences, recurring tardiness, mobile phone use during class, or other disruptive classroom behavior becomes a concern, I will request that you meet with me to discuss. The failure to respond to such a request may result in administrative withdrawal from the course. Finally, you may be administratively withdrawn if you have four or more absences.

Instructional Contact Hours (Seat Time)

This is a three (3) credit-hour course. Plan to spend at least three hours on course content or seat time (direct instruction) and six hours on homework weekly.

Cross-Listed Sections

Multiple sections of this course are combined on Canvas. You may interact with students from another class online. If you have questions, please contact me.

Responsibility for Syllabus Content

Students are responsible for all the information, expectations, and policies in this syllabus. Although I anticipate no changes to the course policies, assignments or schedule, I reserve the right to make changes when necessary. Any such changes will be communicated to you through both class and Canvas announcements.