



**SCOTTSDALE
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

Spring 2023

Course Information

Course Title:	Introduction to Human Communication
Course Prefix & Number:	COM 100
Section Number:	25002
Credit Hours:	3
Room Number:	N/A Online
Meeting Days:	N/A Online
Meeting Times:	N/A Online

Course Format

The course format for this course is ONLINE.

Instructor Information

Instructor:	Brian S. Davis
Email:	brian.davis@scottsdalecc.edu
Office Location:	Online
Office Hours:	Monday - Friday: By Appointment via Google Meets

Course Description

This course introduces you to human communication and how human communication impacts and is impacted by the individual and society. Additionally, it is the theory and practice of communication skills in public, small group, and interpersonal settings. Includes study of the speech communication process.

Prerequisites

None.

Course Competencies

1. Define the process of communication in terms of models and principles.

2. Describe the influence of perception in human communication.
3. Describe the influence of self-concept in human communication.
4. Identify the strength and weakness of language in human communication.
5. Describe the influence of nonverbal behavior in human communication.
6. Identify the characteristics of active listening.
7. Describe a technique for reducing defensiveness in the conflict resolution process.
8. Describe the impact of intercultural variables on interpersonal interactions.
9. Identify and define the elements and risks of self-disclosure.
10. Identify and describe the task, maintenance, and negative roles found in small group behavior.
11. Demonstrate the skills necessary to organize, plan, and manage a group meeting.
12. Demonstrate effective group communication skills in a public presentation and/or discussion.
13. Identify and demonstrate leadership functions in a group.
14. Identify and describe the characteristics, strengths, and weaknesses of a variety of leadership styles.
15. Describe the process of audience analysis in the development of a public speech.
16. Identify, prepare, and develop support materials for a specific speech type.
17. Demonstrate the proper use of oral language in a public speech.
18. Prepare and demonstrate the use of a speech outline format which contains an introduction, body, conclusion, and bibliographic notation.
19. Demonstrate the effective delivery of a speech by using appropriate verbal and nonverbal techniques.
20. Identify and describe the basic elements of a variety of speech types.
21. Present at least one public speech which follows the specific guidelines of a selected type.

Texts, Course Materials and Technologies

* This is an Open Educational Resource (OER) class so all reading materials are free and available through our Canvas classroom.

* You will be required to watch four films for the class but they will be available for free. More information will be provided in each Assignment description as well as links to the films.

Maricopa Systems

This course uses key Maricopa systems for course management and communication.

- Canvas Learning Management System
- Student Maricopa Gmail Account
- Maricopa Open Educational Resource Learning System (MOER)

Streaming Media/Audio/Video Tools

This course uses webcasting, lecture capture systems, YouTube, and/or other streaming media services.

Course Policies

The following are policies specific to this course. Students are also responsible for the college policies included on the [Student Regulations](#) page of the Maricopa Community College District website.

- * WARNING: In this class you will see pictures and watch films/clips that depict adult subject matter (such as sex, nudity, violence, drug use, and explicit language). Your attendance past the 1st day indicates your willingness to be exposed to these subjects.
- * WARNING: If you do not complete all work due on Day One you will be considered an inactive student and dropped from class. This is in accordance with SCCs rules on missing the 1st day of class.
- * WARNING: There is NO MAKE UP WORK in this class. There are also NO ALTERNATIVE assignments - what I assign must be completed as is and on time. Broken computers, internet failures, your personal problems with Canvas, work issues, or any other technical or non-technical excuses will not be entertained as reasons for late work.
- * I want to repeat the above rule: I WILL NOT ACCEPT LATE WORK FOR ANY REASON. Whether you are sick, have a broken computer, or any other issue in or out of your control will not be seen as a valid reason for a missed assignment. This may seem harsh but by having a “0 Tolerance” policy I do not have to judge one student’s excuse versus another. Please be aware of this rule as you move forward in this class.
- * If you need extra time for an assignment, you MUST send me an email and ask at least 12 hours before the due date/time; so that means if you need an extension on an assignment due at 11:59 PM on Sunday October 30 then you must email me by Noon on Sunday October 30. These extensions are not limitless so use them wisely.
- * I can only grant a 2 day extension unless accompanied by medical documentation; if you are sick and need more time than you must provide a doctor’s note or some other form of medical documentation.
- * There are **NO EXTENSIONS** for the Exams; they must be completed on time.
- * All assignments are due by 11:59 PM on the corresponding due date and according to the Canvas clock. Any work submitted after the time on the due date (and not granted an extension) will receive a 0 and be given no feedback. Be Advised: 1 minute late is still LATE – No Exceptions.
- * All grading rubrics and other important documents & links can be found in Canvas.
- * I do not accept assignments through email or Canvas message; the only way to earn credit for an assignment is by turning it in the correct area of Canvas. You are welcome to email me a backup copy.

* For the Assignments in class, the instructor will use the following web page to do word counts: <https://wordcounttools.com/> - This is the official word counter of the class and it is what students and the instructor will go by for the entirety of the semester.

* This is an Online Course; therefore basic computer skills (proficiency in MS Word, PDF, email, the Internet, and YouTube) and access to a web camera are required.

* You can only question/complain about a grade 24 hours after you have received your grade. If you have an issue with an exam question, you must wait until the due date has passed before contacting the instructor. If you do message the instructor before the deadline, he will ask you to resend the message 24 hour later. This rule is put in place to protect both the students and the instructor.

* If you have an issue with an Exam question, you may email me but the email MUST contain the following:

- a.) the question
- b.) your answer
- c.) the correct answer
- d.) the passage from the course text/web page that PROVES your answer is correct

* You must use APA formatting for all written work in this class; if you do not use this formatting you will lose points. Please review the web page:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

* If you are caught plagiarizing any of your work you will receive an immediate 0 on the assignment. Plagiarism is defined as, "representing the work of others as your own." Whether you are taking a paragraph or three words from some else's work that isn't your own, it is still considered plagiarism. You must cite a source within the body of your work and in your Reference/Bibliography/Work Cited. If you have any questions about how to cite a source, please ask me. If you are struggling in the class or don't understand an assignment, please do not resort to plagiarism.

* If you decide this class is not for you, it is your responsibility to fill out the necessary paperwork to drop the class. See your student schedule in my.maricopa.edu for the Last Day to Withdraw without the instructor's signature.

* We will be using Canvas for our online classroom and the most important section are the Modules. Each Module is filled with the assignments and pertinent information so the first place you should always look when entering the Canvas online classroom is in the Modules.

* There are many different types of ASSIGNMENTS in this class:

- i. You will be expected to take EXAMS during Module One, Two, Three, & Four and a FINAL EXAM at the end of the semester. There are 3 Module Exams and each is worth 50 points so you have the potential to earn 200 points. The Final Exam is CUMULATIVE and is worth 100 points. The Exams are open book and you will have an UNLIMITED AMOUNT OF TIME to take each Exam BUT you will only be able to take each Exam in one sitting, meaning you cannot pause the Exam and come back to it. Technical issues, internet outages and other excuses for why you missed/did not take an Exam will not be entertained or seen as a

valid reason for the instructor to allow you to retake the Exam. So, you should be in a quiet place with constant internet access when you start the exam.

ii. During Module One, Two, Four, and Five you will write an ESSAY that focuses on an assigned MEDIA example. In the essays, you MUST cite examples from the media as well as TERMS, CONCEPTS, and/or THEORIES from the assigned chapters in the Module. In these essays, you will display your ability to identify specific Communication terms, concepts, and theories in media examples. Specific details about the essays and their corresponding RUBRICS are available in the online Canvas classroom. There are 5 essays that will be assigned and each is worth 30 points so you have the potential to earn 150 points.

iii. You MUST complete a speech in order to PASS THIS CLASS - it is a district requirement for COM 100 that a student perform a speech, so if you miss the speech assignment (for any reason) you will automatically FAIL THIS CLASS. To fulfill this speech requirement you will be expected to participate in a LIVE job interview with your instructor via Google Meets. Specific details about the assignment are in Module Three but right now the main thing to know is when the interviews will take place (see below) and that each of you will email me with 2 options for interview times starting at 12:01 AM on **02/05/2023**. I will work with students who have school and/or professional conflicts only.

Interview Days/Times

Wednesday 02/15/2023 from 1 PM to 4 PM

Thursday 02/16/2023 from 5 PM to 8 PM

Saturday 02/18/2023 from Noon to 3 PM (ONLY If Needed)

v. In the essays you will take Communication terms, concepts, and theories and apply them to media but in the JOURNAL ENTRIES you will do the same thing but instead of using a media example you will use your own PERSONAL EXAMPLES. You will be given a list of pertinent terms, concepts, and theories from the corresponding Modules and then asked to write about how you have experienced them in the real world. These journal entries are 100% PRIVATE - only your instructor will read them; you are encouraged to express what you want and be honest. Specific details about the journal entries and their corresponding RUBRICS are available in the online Canvas classroom. Each Journal Entry is worth 20 points so you have the potential to earn 100 points.

* You are welcome to work ahead in this class. For example, if you would like to complete all of the work before the due dates, you may do so. BE ADVISED: you are required to comment on classmates' Discussion Boards according to the due dates AND graded materials will be returned after the assignments due date NOT when you turn it in.

* Military veterans should be aware of Veterans Services, which provides help with necessary paperwork, tutoring, along with counseling. If you have any questions please call (480) 423-6515.

* WOVeN; The purpose of general education teaching and learning is to enhance students' abilities to critically analyze and effectively communicate in Written, Oral,

Visual, and Numerical form. General education is WOVeN through the curriculum and co-curricular experiences at Scottsdale Community College.

Grading Standards & Practices

Grade Scale

Letter Grade	Points Range
A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	0 – 59%

Assignments

Assignment Name	Points	Percent of Grade
Class Introduction exam	20 points	3 %
x4 Module Exams	200 points	32 %
x5 Essays	150 points	24 %
x5 Journal Entries	100 points	16 %
Job Interview (Google Meets)	50 points	9 %
Final Exam	100 points	16 %
TOTAL:	620 Points	100%

Communication & Response Time

* If you email or message me on Canvas on Mondays-Fridays before 4 PM I will get back to you that same day with a reply. After 4 PM on Mondays-Fridays, I will reply to your email/message the next school day. If you email/message me on the weekend, it could take up to 48 hours for me to reply. Please plan accordingly if you have a question regarding an assignment that is due on the weekends.

* All students are welcome to set up video conferences with the instructor during the regular school week (M-F); you must make an appointment 24 hours in advance (by email) and the instructor will utilize Google Meets.

* You will receive graded materials (in Canvas) with my feedback/comments 1 week after the assignment was due date. This is subject to change based on the assignment, time allotted, etc.

* Your graded work will come in the form of a filled out rubric and feedback via the Comments section of each assignment; do not respond to the instructor in the Comments section. If you have a question about the assignment's feedback, wait 24 hours, and then email the instructor directly.

Attendance Policy

If you consistently miss turning in assignments and/or do not sign onto Canvas every 7 days, you can potentially be WITHDRAWN from the class. Below is the breakdown:

1st Missed Assignment and/or Non-Participation = The instructor will email you regarding the situation and ask you to contact him regarding the situation.

2nd Missed Assignment and/or Non-Participation = The instructor will call you and set up a meeting in person or on Skype to discuss the situation.

3rd Missed Assignment and/or Non-Participation = The instructor will drop you from the class and you will receive a “W” on your final grade report.

NOTE: The last day you can drop the class and get a refund is **01/23/2023**.

As of **02/07/2023**, a student will no longer be able to withdraw him or herself from the class; at this point only the instructor will be able to give a student a W.

After **02/27/2022** you will no longer be able to earn a “W” and will earn a standard letter grade

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. Accelerated courses will require additional time per week.

Online Tutoring

SCC's tutors are available online to help with your courses. You may work with an SCC tutor remotely using Google Meet, your phone, or email. Visit the [SCC Tutoring & Learning Centers](#) page for detailed information on the five learning center's hours and procedures.

As much as possible, it is highly recommended that you utilize SCC tutors since they are more familiar with SCC coursework, instructor expectations, and assignments; however, if you need to work with a tutor outside regular hours, online and hybrid students now have access to a 24/7 online tutoring service called Brainfuse. Brainfuse provides online tutoring in a variety of academic subjects. Each student may utilize up to 6 hours of online tutoring through Brainfuse per semester, and has the option of requesting additional time if needed.

To access Brainfuse and begin working with a tutor:

1. Visit the [SCC Online Tutoring Services Through Brainfuse](https://www.scottsdalecc.edu/students/tutoring/online-tutoring) page (<https://www.scottsdalecc.edu/students/tutoring/online-tutoring>)

2. Click the **Visit a tutor online** button
3. Enter your MEID and password
4. Choose your topic and subject
5. Click the **Connect** button

Please use your time effectively and be prepared with your questions before you connect to a tutor. Tutors and students communicate in real-time so whatever you type, draw, or share on the screen, the tutor sees, and vice versa. You may also want to have screenshots ready if applicable. All Brainfuse sessions are recorded for review later.

Technology Statement(s)

Third-Party Learning Tools

SCC utilizes a variety of software applications and web-based tools operated by third party vendors to support student learning. To allow student access to the application, site, or tool certain identifiable information may be required to establish a user name or password, submit work and/or download information from these tools. Inherent with all internet-based tools, there is risk that individuals assume when electing to use the products and services made available by these tools, as they may place information at risk of disclosure.

In this course, we will use [Click or tap here to enter text.](#) to complete or participate in assignments, activities and/or access course materials. [Accessibility Statements and Privacy Policies](#) for all tools used at SCC are available.

To use the third-party tools responsibly, please observe all laws and the Maricopa Community College District [Student Conduct Code](#). Some specific aspects of law and conduct code to remember are prohibitions against copyright infringement, plagiarism, harassment or interferences with the underlying technical code of the software. As a student using a third-party learning tool, you have certain rights. Any original work that you produce belongs to you as a matter of copyright law. You also have a right to the privacy of your educational records. Your contributions to the third-party learning tool constitute an educational record. By using the third-party tool, and not taking other options available to you in this course equivalent to this assignment that would not be posted publicly on the internet, you consent to the collaborative use of this material as well as to the disclosure of it in this course and potentially for the use of future courses.

Students are responsible for the information contained in this syllabus, the Syllabus page in your Canvas course and the **College Policies & Student Services** page found in the First Steps module of your Canvas course. Students will be notified by the instructor of any changes in course requirements or policies.