![Walters State Community College logo]

Walters State Community College Course Syllabus

Course Information

Course Number and Name: COMM 2025 Fundamentals of Communication
Section ID: 81180.202380
Semester and Year: Fall 2023
Credit Hours: 3
Start Date: August 21, 2023
End Date: December 08, 2023
Course Format: CON - Conventional Methodology
Catalog Course Description: An introductory speech-communication course which focuses on the skills development in the areas of interpersonal, small group, and public communication. Special emphasis is given to public speaking. F, S. (T)
General Education Course Designation: General Education Course
Meeting Details: MW; 09:35AM - 11:00AM; GRNV 270B
Course Drop Deadline: October 27, 2023

Instructor Information

Name: Belle Elliott
Role: Instructor of Communication/ Director of Debate
Office Location: HUM 109 C
Office Hours: Virtual office hours: M, T, R~3-3:30/ M, T, W, R~ 8:30-9:30 Student hours: M, T, R~1-3/ W, 1-3:30
Office Phone: 423-585-6957
Email: Belle.Elliott@ws.edu
Supervisor Name: Marci Nimick
Supervisor Phone: 423-798-7986

Required Textbook(s) and Materials

Essential Communication

Supplemental or Optional Materials

The following items are <u>REQUIRED</u> for this course:

1. Something for notes, I.e., paper/ pen or laptop in class everyday

2. A pack of index cards (any size or color).

3. Computer or tablet with an updated version of Microsoft Office already installed. The Walters State IET Department can assist students with installing and updating this program. Use the following link to access their contact information:

Walters State Community College - Help Desk (ws.edu)

4. One professional outfit to wear on speech days. Specific guidelines for this will be posted on eLearn and discussed in class. A portion of the student's speech grade will be based on professional appearance. <u>The institution manages a professional clothing closet on campus and can provide clothing items to students as needed.</u>

Student Learning Outcomes/Objectives

- 1. Public Speaking Objectives/Outcomes
    1. The student should be able to select an appropriate topic and write a thesis statement for the speech to inform.
    2. The student should be able to select an appropriate topic and write a thesis statement for the persuasive/argumentation speech.
    3. The student should be able to complete an outline for a speech to inform.
    4. The student should be able to complete an outline for a persuasive/argumentation speech.
    5. The student should be able to present a documented speech to inform in an extemporaneous style using sketch notes and visual aids.
    6. The student should be able to present a documented persuasive/argumentation speech in an extemporaneous style using sketch notes.

7. The student should be able to use automated indexes and/or other electronic research media to research speech topics.

8. The student should be able to complete a written analysis of a contemporary speech.

2. Listening Objectives/Outcomes

1. The student should be able to use critical listening skills when receiving persuasive messages by applying appropriate critical listening criteria to the message.

2. 1The student should be able to use supportive listening skills in interpersonal l communication.

3. Basic Communication Outcomes

1. The student should be able to participate effectively in group/class situations.

2. The student should be able to complete a written analysis of communication patterns in family, social, or business situations.

3. The student should be able to complete a written analysis of his/her own communication activities and skills.

Instructional Approach and Methods

Most class time will be devoted to communication exercises and public speaking activities. Class time will also be used for lecture/discussion on course topics covered in the text and class handouts. Class discussion and student participation in class activities will be stressed.
1. Students will be evaluated based on their performance on objective tests.

2. Students will be evaluated based on their performance delivering oral presentations.

- Group speech/project

- speech to inform/visual aids

- speech to persuade/critical issue

3. Students will be evaluated based on written assignments and folder assignments. All written assignments must be typed or in word document form.
   1. Students will be evaluated based on their class participation.
   2. Students will be graded on their attendance.

Assessment, Evaluation and Testing Procedures

1. Most class time will be devoted to communication exercises and public speaking activities. Class time will also be used for lecture/discussion on course topics covered in

the text and class handouts. Class discussion and student participation in class activities will be stressed.

2. Students will be evaluated based on their performance on objective tests.

3. Students will be evaluated based on their performance delivering oral presentations.

- panel presentation
- speech to inform/visual aids
- speech to persuade/critical issue

1. Students will be evaluated based on written assignments and folder assignments. All written assignments must be in word document form.

2. Students will be evaluated based on their class participation.

3. Students will be graded on their attendance.

Grading Scale

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59 or below

Assignments

Exams will be drawn from the readings, class notes, and videos, and will be primarily multiple-choice and short answer.

2. Each exam will be taken online during a three-day testing window. If a student misses that testing window without a documented excuse, he/she must schedule a makeup exam with a 25% penalty. Makeup exams may include short answer and essay questions.

3. No makeup exams without penalty will be given except in cases of documented personal illness or emergencies.

4. Makeup exams must be completed within one week.

5. Criteria for Oral Presentations (specific criteria checklist given in class)

a. The speech thesis must be clear and clearly stated. The speech must be well organized with an introduction, preview, transitions, and summary.

b. The speech must be presented with effective vocal qualities including volume, emphasis, and clear articulation.

c. The student must use good eye contact with the audience and explain points directly to the audience in his/her own words using sketch notes on index cards.

d. The student must exhibit neat and professional dress.

e. The speech must be the student's own work and presented in the student's own words.

f. The research done for the speech should be based on current information available from books, magazines, journals, the internet, and interviews of knowledgeable individuals.

g. The informative speech must use neat, clearly visible, and appropriate visual aids to clarify points. (Visual aids are required for the informative speech. Do not use visual aids for other speeches.)

h. The student must present research with the speech, including an outline and works cited.

i. The speech must be given when due.

j. The speech must be interesting or enjoyable as it explores the topic sufficiently in the time allotted (informative speech), or it must effectively argue one side of an issue or present a problem and offer solutions (persuasive/argumentation speech).

k. The speech must not be offensive to particular individuals in content, language, or manner.

- • Panel Discussion --Student prepares and presents a 3-5 minute research based discussion on a broad Communication topic as a part of a student panel.

- • Speech to Inform/Visual Aids---Student prepares and presents a 4-5 minute research based Informative Speech using supporting visual aids such as PowerPoint, Handouts, posters or images.

- • Speech to Persuade/Critical Issue--Student prepares and presents a 5-6 minute research based Speech to Persuade/Critical Issue on a current issue.

- • Communication Folder - a series of written assignments, including but not limited to communication goal, self-concept analysis, language-use analysis, empathic listening essay, and interpersonal/family communication analysis. Analysis.

Class Participation

1. Students are expected to attend all designated classes. A major focus of COMM 2025 is the development of communication skills. Class attendance and participation in class activities are absolutely essential to the student's ultimate success in the course. Failure to attend class and participate effectively in class

exercises may result in a lower grade for the course. Attendance, student reading, and out-of-class activities ("homework") are all important.

2. Communication exercises and group discussions conducted in class cannot be made up outside of class.

3. Although class activities missed because of absence cannot be made up, a limited amount of extra-credit work will be available for excused absences (illness or family emergency). No unpenalized makeups will be allowed for unexcused absences. It is the student's responsibility to contact the instructor regarding missed work.

- Behaviors related to attendance and participation – such as frequent absences or tardiness, distracting or inappropriate class conduct, or the failure to complete assignments and speeches on time – may significantly lower the student's grade.

Course and Class Policies/Procedures

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

Additional Course Requirements/Details/Information

Secret Syllabus Extra Credit Opportunity: After reading this syllabus, send the instructor **via eLearn email ONLY** a **word** you like; its **definition**; and the **reason** you like this word. In each class session, a new word will be displayed on the introductory slide; this will help your classmates expand their language skills. Completing this assignment by the **third week** of the semester will earn you **5** extra credit points.

Academic Program Standards/Policies/Accreditation Information

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.

- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or

her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.

- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.

- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.

- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions). Plagiarism includes, but is not limited to the following:

    a. Using cut/paste tool from original document with no references given.

    b. Copying another student's work and submitting it as one's own.

    c. Forging or otherwise altering signatures.

    d. Giving or falsifying academic documents or materials.

2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:

    a. Utilizing old tests, projects, notes or written papers.

    b. Providing unauthorized information to a fellow student about exam content.

    c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.

d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).

e. Consulting with a classmate or others when taking a computerized test.

f. Disregarding other specific policies and procedures outlined for a particular class.

g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).

h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.

3. The use of any generative artificial intelligence (AI) tool, such as OpenAI's ChatGPT, Google's Bard, or any other pre-trained language model (commonly referred to as "chatbot"), must be cited for any assignment where it has been used and may not be used unless specifically allowed by your instructor. Please see your instructor or the course policies within the syllabus if you have questions.

Student Resources

TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920

- Niswonger Campus - GRNV 226 - (423) 798-7982

- Sevierville Campus - MMH Room 210 - (865) 286-2787

- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

  [Walters State English Learning Lab (opens in new window)](ws.edu/academics/humanities/writing-lab)
  ws.edu/academics/humanities/writing-lab

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

  [Walters State Mathematics Learning Lab (opens in new window)](ws.edu/academics/mathematics/learning-lab)
  ws.edu/academics/mathematics/learning-lab

TECHNOLOGY SUPPORT

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865) 286-2789 or on-line access.

> [Walters State Helpdesk (opens in new window)](helpdesk.ws.edu)
> helpdesk.ws.edu

STUDENTS WITH DISABILITIES SUPPORT SERVICES

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services (opens in new window)](ws.edu/student-services/disability/)
ws.edu/student-services/disability/

SUICIDE PREVENTION STATEMENT

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032
- Frontier Health 423-467-3600

College Policies

STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog (opens in new window)](catalog.ws.edu/)
catalog.ws.edu/

[Walters State Timetable of Classes (opens in new window)](ws.edu/admissions/registration/)
ws.edu/admissions/registration/

PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

COURSE GROUND RULES

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.

- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.

- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.

- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.

- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

FINANCIAL AID

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in

loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

[Walters State Homepage (opens in new window)](ws.edu/home/)
ws.edu/home/

[Walters State Facebook page (opens in new window)](https://www.facebook.com/WaltersState/)
https://www.facebook.com/WaltersState/

[Walters State Twitter page (opens in new window)](https://twitter.com/waltersstate)
https://twitter.com/waltersstate

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System (opens in new window)](ws.edu/set/)
ws.edu/set/

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

LEARNING MANAGEMENT SYSTEM

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard (opens in new window)](#)

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy (opens in new window)](#)