Nashville State Community College
English, Humanities and Creative Technologies
Communication Studies

Master Course Syllabus
2023 – 2024 – Full 15-Week Term Online

COMM 2025 Fundamentals of Communication

The purpose of the syllabus is to inform you how this course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the course term, you will be notified.

Course information:

Course Title: Fundamentals of Communication
Credits: 3
Class Hours: 3

Course Description:

An exploration and practical application of communication theory in various contexts: interpersonal, small group, and public speaking. Prerequisite(s): ENGL 1010 and Level 2 placement in Reading or concurrent enrollment in READ 0815

*This course is part of the general education core.

Instructor Information:

Name:
Email:
Office Phone:
Office Location:
Office Hours:
Instructor Zoom Room link:

Course Delivery Method
- **Online:** Course is fully online (**asynchronous**) and has no scheduled on-campus meeting requirements. This course is a 15-week course.
- This course is an online course. For your two speeches, you must gather a live audience. Your live audience must include at least 5 people age 18 or older. Although the speeches happen near the end of the semester, start prepping for gathering of audience during week 1 of our semester. Ask multiple adults to mark on their calendars to be part of your audience for the delivery and recording of your two speeches. You can reach out to classmates through email in the course shell if you would like to create a group of

classmates to be an audience for each other. The speeches must be completed live and in person with a face-to-face audience.

WHY? Public Speaking requires a live, in-person audience. Learning objectives for this course require students to speak in front of an in-person audience. This is an essential communication skill that you will need for the future. Speaking via Zoom or Teams to an audience is vastly different and cannot be used for this course.

Required Textbook & Other Materials:
Textbook: Fundamentals of Communication, OER Textbook:
https://www.oercommons.org/courseware/lesson/97389/student/
Supplies: computer with Internet access, paper, pen, flash drive, and access to a printer.

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Our course uses an OER textbook available at the link above.
Before courses begin, you can do this by looking up your courses on the bookstore's website (
https://www.bkstr.com/nsccstore/shop/textbooks-and-course-materials) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3363 or accesscenter@nscc.edu.

Honors Option: Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

Course Outcomes: At the end of the term, this is what you should know and/or be able to do:

- Distinguish between the various models of communication.

- Describe and critically think about how the elements of the transactional model are applied in everyday interaction.

- Describe the concept of self and the impact of self on communication with self and others.

- Analyze the impact of culture and gender identity on communication.

- Apply listening skills to daily professional and personal life.

- Describe principles of verbal and nonverbal communication and demonstrate how to encode and decode these messages effectively.

- Relate concepts of conflict resolution to decisions involving effective communication.

- Describe and use principles of interpersonal communication.

- Explain the roles of leaders and members in small group communication.

- Construct and develop speeches.

Course Competencies:

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

- Students will describe the linear and transaction models of communication.

- Students will analyze communication situations in terms of the transactional model, context, and noise, and apply the concepts to improve communication.

- Students will identify how impression formation processes are used and analyze the impact of the impression formation processes on communication.

- Students will describe the impact of self on communication and the impact of communication on self.

- Students will examine their own willingness to self-disclose in different contexts.

- Students will describe the stages of perception and identify where errors can occur in each stage.

- Students will describe the listening process and how to overcome barriers to listening.

- Students will analyze how culture and cultural context influences communication.

- Students will be able to describe principles of verbal communication and demonstrate how to use verbal messages effectively.

- Students will examine and decode nonverbal communication and the use of communication channels in nonverbal communication.

- Student will demonstrate understanding of conversation as a process, including conversation principles and everyday conversations.

- Students will use the interpersonal relationship model to reflect on relationships.

- Students will describe conflict styles and strategies and differentiate between appropriate and inappropriate conflict styles and strategies depending on context.

- Students will explain the roles of leaders and members in group communication.

- Students will create informative and persuasive speeches using research as appropriate and deliver the speeches.

The following are general education competencies intended to support the course outcomes:
- Write clear, well-organized documents.
- Know how to locate, evaluate, and use information sources.
- Prepare and deliver well-organized oral presentations.
- Use critical thinking skills.

Course Philosophy:

The primary focus of this course is for students to use the communication concepts learned in the course in daily life. Students should develop the habit of thinking about the communication context before they begin to communicate and to consider their role in communication interactions. Ultimately, students should to learn to analyze communication interactions and think about what could be done differently to impact the outcome.

Topics to Be Covered:

Communication Model, Self in Communication, Listening, Verbal and Nonverbal Messages, Interpersonal Communication, Leadership, Small Group Communication, and Public Speaking.

Structure of the Course

A large portion of this course is designed for students to research, analyze, and apply communication skills in their daily lives. Chapter discussions, assignments, and quizzes are meant to enhance your knowledge and build your skills to be a more competent communicator.

Please follow the weekly schedule for all due dates. Generally, weekly assignments begin on Mondays with due dates for assignments on Sunday evenings prior to 11:59 pm CST. Speeches are designed for development over a series of weeks with associated deadlines included in the weekly schedule.

Contact Preferences

The primary focus of this course is for us to use the communication concepts learned in the course in our daily lives. We should develop the habit of thinking about the communication context before we begin to communicate and to consider our role in communication interactions. Ultimately, we should learn to analyze communication interactions and think about what could be done differently to impact the outcome.

As we communicate with each other, we can develop the habit of analyzing our context and our audience. When communicating with me, you can contact me via email, text, or phone to ask questions and to set-up appointments to meet.

Instructor Presence/ Communication Plan

Timely feedback is essential in communication. During this course, I will be providing you and your classmates feedback through news postings, engagement in the discussions, grading feedback, and via email.

News postings will be used for general announcements and reminders. This will include reminders about our course and information that you need to know about what is occurring at NSCC. Develop the habit of reading the news every time you log-in to our class.

Grading feedback will be included with each assignment and discussion grade. My goal is to return grades with feedback to you within a week of the assignment due date. If you work ahead in the course, realize that I will grade and provide feedback to work that is due prior to grading and providing feedback to work that you complete ahead of schedule. Once I complete the grading and feedback cycle for the current due date, I will begin working on grading work that is submitted early.

When you receive a grade, please don't stop by only seeing the graded score. Review the grading rubric to see where you excelled and where you can improve in future assignments. Engage with the feedback that I provide you. Think about the feedback and how you can use this feedback to build upon your understanding of the concepts and how to better use the skills related to the concepts in your daily life. Remember, the purpose of this course is to learn and be more competent communicators, so engaging with the feedback will help you on this journey.

Course Assessments: We will use the following assessments to demonstrate your understanding, knowledge, and skills.

Students are expected to complete all assigned homework, course work, speeches, and other assignments. Oral presentations are a component of the course.

Point allotments:

Informative Speech (100 points) 100

Persuasive Speech (100 points) 100

Discussion Postings (8 X 10 pts. each) 80

Assignments (1 X 10 points; 7 X 20 pts. Each; and 1 X 50 points) 200

Quizzes (6 x 15 pts. each; 4 x 25 pts. each; 1 x 30 pts) 220

Total Points Available 700

Grading Policy:

(*Add your grading policy here*)

Grading Scale:

(Adapt your division grading scale as needed)

Letter Grade	Points Range
A	627-700
B	557-626
C	487-556
D	417-486
F	Below 416

FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." If you stop attending your course after this date, you will receive an F.
(*While the above information should appear in all syllabi, faculty are encouraged to make additional statements that would clarify the policy for students and provide the applicable FA date for their section.*)

FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

Graded Work:

Written assignments, discussions, quizzes, and speech grades are posted on the web site under "Grades." If you do not receive a grade from me, I have not received work from you. Please allow at least 2-3 working business days for grading. Graded work will include feedback from instructor. The maximum time frame for grades to be returned is one week after submission.

Speeches:
Students will be expected to deliver two speeches during the semester. The speech assignment details are on our course website and can be found under the content link by clicking "Speech Assignment Details." The two speech assignments correspond with all the chapter objectives for Chapters 11, 12, 13, and 14. The informative speech is worth 100 points, and the persuasive speech is worth 100 points. The speech rubric is found under the content link in the Speech Assignment Details Module and the Grading Rubrics Module under "Speech Evaluation Rubric."

For your two speeches, you must gather a live audience. Your live audience must include at least 5 people age 18 or older. Start prepping for gathering of audience during week 1 of our semester. Ask multiple adults to mark on their calendars to be part of your audience for the delivery and recording of your two speeches.

In order to receive a speech grade, the preparation outline and delivery outline must be submitted through the appropriate assignment dropbox in D2L (NS Online.) Through the dropbox, TurnItIn will evaluate your submission for plagiarism.

Discussion Postings:
Students will complete eight discussions during the semester. Each discussion is worth 10 points. The rubric can be found under the content link in the Grading Rubrics Module by clicking "Discussion Rubric." The discussion postings will require you apply the course material to enhance your communication skills. It is helpful to apply the concepts directly to your life to make the course concepts applicable to you and your relationships. It is only necessary to self-disclose to the extent you are comfortable, but it is necessary to show you understand the concepts in every discussion posting. To earn full credit on discussions, students must answer the discussion prompt and respond to at least two classmates' discussion postings.

The discussion link also has a Course Questions Board that will be open for the semester. This is a forum for students to post and respond to general class questions. Anyone can post and answer.

Assignments:
Students will complete eleven assignments during the semester. The course agreement assignment is worth 10 points, nine assignments are worth 20 points each, and one assignment is worth 50 points. As with the discussion postings, some assignments will require you to apply the course material to your daily life. The rubrics can be found under the content link in the Grading Rubrics Module by clicking "Assignment Rubric" and "Preparation Outline Rubric." Submit your assignments in .doc, .docx, .pdf, or .rtf files.

Quizzes:
Students will complete 11 quizzes during the semester. The quizzes are primarily based on the chapter objectives found at the beginning of each chapter lesson. 6 of the quizzes are worth 15 points, four of

the quizzes are worth 25 points, and the final quiz is worth 30 points. The final quiz will include questions that address the course content covered during the semester.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

We learn to communicate by communicating, engaging with others, and observing others. Therefore, completing weekly assignments, quizzes, and discussions during the required time period is absolutely essential.

In online courses, attendance is signaled by logging on to the D2L/NS Online shell, participating as prompted (e.g., responding to an instructor's email, posting to a discussion board) and/or completing and submitting assignments. Campus closures do not affect attendance and assignment completion in online courses.

Attendance Policy

General Policy

- *This is a fully online course, and all work must be completed by the due date.*
- *The information below refers more to an on ground or hybrid course and most likely does not relate to our online course because the coursework is completed online.*
- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

Instructor's Policy

The attendance policy for this course is: *(add instructor's attendance policy)*

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:
- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on "mute" until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the [access to internet and technology website.](#)

Document Formatting

Any work submitted for this course should be formatted following MLA guidelines. Assignments must be submitted in .doc, .docx, .rtf, or .pdf format. Spelling, grammar, and punctuation are important so make the effort to submit your best efforts.

Student Netiquette

I expect you, and your peers, to act as professionals throughout the entirety of the course. This includes posting weekly contributions for team communications, discussion contributions, consistent documented progress, and meeting of all established milestones and deadlines. In this course, you are expected to comply with the NSCC Standards for Netiquette, which emphasizes respect, dignity, and integrity.

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nscc.edu (student email) on a regular basis. These are the official communication channels between the college

and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nscc.edu emails contain important information from college offices, such as Financial Aid.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615-353-3363, or e-mail accesscenter@nscc.edu.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as "disruptive conduct" in their courses. Please review the Nashville State Student Code of Conduct policy. Please be aware that children are not allowed in class or to be left unattended on campus.

(Insert guidance on "disruptive conduct here")

Academic Misconduct

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear Academic Misconduct Policy that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an "F" or a "zero" for such violations or for the term grade.
(*Each instructor will outline his/her expectations for academic integrity and provide individualized information about consequences for academic misconduct.*)

I have high expectations for academic integrity in this course. Violations of the academic policy will result in the instructor using one of the consequences listed above.
A portion of the Academic and Classroom Misconduct section of the policy is copied below.
Academic and Classroom Misconduct
•   Classroom Misconduct: Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions.
•   The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can dismiss from the class period any student engaged in disruptive conduct or conduct that violates the general rules and policies of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution.

- If a student is dismissed from a class period, the student must meet with the academic dean or the Dean for Student Services prior to the next class meeting. Failure to meet with the dean prior to returning to class constitutes a separate violation of the Student Code of Conduct.
- Instructors may bring formal student code of conduct charges for acts of classroom misconduct including disruptive and disrespectful behavior. Disciplinary sanctions may include removal from the class.
- Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).
- Faculty establish class attendance and punctuality requirements, subject to state or federal laws, and inform students through the published syllabi for each course of those requirements, along with the consequences for failing to meet those requirements.

Academic Misconduct: Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to their instructors. Based on their professional judgment, instructors have the authority to impose the following academic sanctions: (a) require the student to repeat the assignment for full or partial credit; (b) assign a zero, an F, or any other grade appropriate for the assignment or examination; (c) assign an F for the course. In addition, disciplinary sanctions may be imposed through the regular institutional procedures.

- An instructor may reduce a student's grade to any extent, including a grade of "F" on an assignment, test, or a course where it is determined that the student engaged in academic misconduct.
- The instructor must provide written notification to student that a sanction for academic misconduct has been imposed. Notification of the academic misconduct charge, underlying facts, and the academic misconduct sanction will be provided to the student in the form of an email or on the assignment itself. Notification of the right to appeal and the appeal process will be provided to the student through the course syllabus or with the notification of sanction.
- To initiate an appeal, the student(s) must contact the Dean for Student Services, in writing, within five (5) days of receipt of the notification of the faculty action. Failure to do so within five (5) days will constitute a waiver of appeal hearing rights.
- The Dean for Student Services will respond within ten (10) days of receipt of the written appeal request from the student(s) to schedule a pre-hearing conference.
- If a resolution is not reached at the conference, the Dean shall issue a hearing notice, providing a hearing date together with all other required notices.
- Appeals hearings of academic misconduct determinations and/or sanctions shall be conducted in accordance with the process outlined in this document under Part 6 (4).
- A student subject to a determination of academic misconduct will not be permitted to withdraw from the course to avoid sanction.
- A student who is found responsible for Academic Misconduct may be subject to additional Disciplinary Sanctions imposed through the office of the Dean for Student Services.

Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nscc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you

have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses through the RAVE app (https://www.getrave.com/login/nscc). The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you.
- Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- Free tutoring can assist you beyond the classroom to help you make the most of your college education.
- These resources include NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses.
- Services that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

Equity Statement

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

Inclement Weather & Campus Closings
You get notices about campus closings in these places: text messages from RAVE and the Nashville State website.
Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the D2L/NS Online course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.