



ABRAHAM BALDWIN AGRICULTURAL COLLEGE

Course Syllabus

Course Name: HUMAN COMMUNICATION
Course Number: COMM 1100 CRN 30114 Instructor: Joe Courson jcourson@friendlycity.net * Tuesday and Thursday classes 11:00am to 12:15pm Office: N/A
Course Description: Designed to develop techniques in research, organization and delivery of different types of speeches; to develop communication skills including the clear, concise, effective oral presentation of ideas; and to develop an acceptable speaking voice. Fall, Spring, Summer.
Pre-requisites/Co-requisites: Prerequisite: Exemption from or successful completion of READ 0099 and ENGL 0099.
USG General Education Outcomes Pertinent to this Course: Communications: Oral and written communication will be characterized by clarity, critical analysis, logic, coherence, persuasion, precision, and rhetorical awareness. Competence within the context of collegiate general education is defined by the following outcomes: <ul style="list-style-type: none">○ Ability to assimilate, analyze, and present in oral and written forms, a body of information;○ Ability to analyze arguments;○ Ability to adapt communication to circumstances and audience;○ Ability to consider and accommodate opposing points of view;○ Ability to interpret content of written materials on related topics from various disciplines;○ Ability to communicate in various modes and media, including the proper use of appropriate technology;○ Ability to produce communication that is stylistically appropriate and mature;○ Ability to communicate in standard English for academic and professional contexts;○ Ability to interpret inferences and develop subtleties of symbolic and indirect discourse;

- Ability to sustain a consistent purpose and point of view;
- Ability to compose effective written materials for various academic and professional contexts.

ABAC Course Learning Outcomes:

COURSE OBJECTIVES: This course is designed to provide the opportunity for improvement in both the theoretical understanding and practical performance of human communication. To complete this course successfully, you will present speeches which demonstrate:

1. Coherent organization of information
2. Inclusion of significant content
3. Sound research
4. Adaptation to audience and situation
5. Use of clear language and appropriate methods of delivery
6. Compliance with assigned time constraints

INSTITUTIONAL ABSENCE

A student who serves as an official representative of the college is defined as one who:

1. is authorized to use the college name in public relationships outside the institution;
2. regularly interacts with non-college individuals and groups over an extended period of time (at least one semester);
3. represents the college as a part of a group and not as an individual;
4. represents the college under the direct supervision of a college faculty or staff member; and
5. is authorized in writing, in advance, by the President of the college.

Such a student is in no way released from the obligations and responsibilities of all students, but will not be penalized with unexcused absences when absences result from regularly scheduled activities in which he/she represents the college.

Further, it is the responsibility of each student to contact instructors prior to the absence and to make arrangements to make up any work that will be missed, in a manner acceptable to the instructor. Advisors of activities will schedule off-campus activities in a manner that does not unduly disrupt the learning process for a student.

College Policy on Academic Dishonesty:

A. Academic Dishonesty

Academic irregularities include, but are not limited to, giving or receiving of unauthorized assistance in the preparation of any academic assignment; taking or attempting to take, stealing, or otherwise obtaining in an unauthorized manner any material pertaining to the education process; selling, giving, lending, or otherwise furnishing to any person any question and/or answers to any examination known to be scheduled at any subsequent date; fabricating, forging, or falsifying lab or clinical results; plagiarism in any form related to themes, essays, term papers, tests, and other assignments; breaching any confidentiality regarding patient information.

B. Disciplinary Procedures

1. When a faculty member suspects that a student has engaged in academic dishonesty, the faculty member will contact the Office of the Vice President for Academic Affairs. The Vice President for Academic Affairs will notify the student in writing of the report and will appoint a neutral person from among the faculty or staff to meet with the faculty member who reported the matter and the student(s) believed to have engaged in academic dishonesty. The purpose of the meeting, to be scheduled by the Office of the Vice President for Academic Affairs, will be to provide a facilitated discussion about what may have occurred. The faculty member who reported the matter, the student(s) believed to have engaged in academic dishonesty, and the facilitator are the only participants in the meeting. Audio nor video recordings of these proceedings will be permitted. Following the discussion, the facilitator will submit a form summarizing results of the proceedings to the Office of the Vice President for Academic Affairs.
2. The faculty member and student(s) may reach an agreement about the matter and, if dishonesty is involved, may determine the appropriate consequences. If no resolution is agreed upon, the matter will be forwarded to the Dean of Student Life and Housing, who will convene the Student Judiciary Committee to determine the outcome of the allegation.
3. Guidelines for disciplinary procedures as outlined in Section V of the Student Code of Conduct will be applicable in cases involving alleged academic dishonesty. A written copy of the recommendations by the Student Judiciary Committee shall be sent not only to the student but also to the faculty member who made the allegations of academic dishonesty against the student, to the Vice President for Academic Affairs, and to the President.
4. Prior to any finding of responsibility on the part of the student, the faculty member shall permit the student to complete all required academic work and shall evaluate and grade all work except the assignment(s) involved in the accusation of dishonesty. The faculty member may, however, take any action reasonably necessary to collect and preserve evidence of the alleged violation and to maintain or restore the integrity of exam or laboratory conditions.
5. A student may not withdraw from a course to avoid penalty of plagiarism or other forms of academic dishonesty.

C. Appeals Process

Students have the right to appeal a Student Judiciary Committee hearing recommendation in accordance with the following procedures:

1. Requests for appeals must be submitted in writing to the Office of the Vice President for Student Affairs within five business days of the date of the letter notifying the student of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.
2. Written requests for appeals must be specific and detailed as to the nature and substance of the student's complaint and must clearly indicate what action is requested. The written request should specify the grounds for appeal. Judicial recommendations may be appealed on the following grounds:
 - A violation of due process
 - Prejudicial treatment by the original hearing body
 - New evidence has become available which was not available at the time of the hearing.
3. Appeals shall be decided upon the record of the original proceedings, the written appeal submitted by the defendant, and any written briefs submitted by other

participants. Cases will not be reheard on appeal.

4. If the student is dissatisfied with the decision of the Vice President for Student Affairs, the student may request in writing that the President consider the appeal, but such request must be made within five business days of the Vice President's decision or the Vice President's decision will be considered final and conclusive.
5. Within five business days of receiving the appeal, the President will either rule on the appeal or refer the appeal to a special Presidential Panel. The Presidential Panel will review all facts and circumstances connected with the case and within five business days make a report of its findings to the President. After consideration of the Panel's report, the President will within five business days make a decision which shall be final so far as the College is concerned.
6. Should the student be dissatisfied with the President's decision, written application may be made to the Board of Regents for a review of the decision. This application must be submitted within twenty days following the decision of the President. Additional information regarding procedures for appealing to the Board is available in the Office of the Vice President for Student Affairs. The decision of the Board shall be final and binding for all purposes.

Midterm Advisory Grades

Midterm Advisory Grades will be reported on Banner Web to any student who has a "C," "D," or "F" in any class. Advisory grades are not entered on the student's permanent record. Students should note that these grades are advisory and will not necessarily reflect the final grade earned in a course. These grades are intended to provide students with information in order to improve their performance in the second half of the semester. Students are responsible for checking Banner Web when grades and absences have been reported. Students who receive grades should meet with their instructors to develop plans for success in the second half of the semester. Students should also take advantage of study groups and plan for ongoing conferences with instructors in order to monitor their progress. ABAC provides free tutorial assistance for most courses through the Academic Assistance Center (AAC); in addition to other academic support activities, students should work with their instructors to establish tutoring in the AAC.

If there is a student in this class who has specific needs because of learning disabilities or any other disability, please feel free to contact the instructor.

Instructor Contact*: E-mail preferred and checked frequently, if instructor is in Tifton. Failure of the instructor to respond in a timely manner does not relieve the student of his/her class responsibilities.

The instructor uses your official ABAC e-mail address for correspondence. In the unlikely event of a mandatory campus closing with an equally unlikely chance of the College's e-mail service interrupted, the instructor will use an alternate e-mail address to facilitate instruction during such an event. You will be asked to provide an alternate e-mail address. Remember, your ABAC address remains your official e-mail address.

Instructor is part-time, an adjunct faculty member available by appointment.

Text: On reserve at Baldwin Library.

Course Philosophy: Public speaking/or human communications is a real-world requirement for success, regardless of interest or major, with skills relatively easy to learn by instruction, demonstration and feedback.

The course stresses real-world public speaking opportunities, situations and problem solving.

Classes can/will be held in other locations, besides the assigned classroom, to provide a variety of speaking venues and experiences. The instructor will provide advanced notice of such a location change, and it's the student's responsibility to obtain transportation to and from the location(s).

Class Attendance Policy:

Courses at Abraham Baldwin Agricultural College are provided for the intellectual growth and development of students. To attain maximum success, students must attend all their classes, be on time, and attend all scheduled course activities including, but not limited to, field trips, seminars, study sessions, individual conferences, and lectures. This interaction with instructors and other students is an important element of the learning process, and a high correlation exists between class attendance and course grades. A student must understand the importance of regular participation in classroom and laboratory activities. The absence of any student affects not only his or her performance but the performance of the class as a whole. **Absence from class, for whatever reason, does not excuse a student from full responsibility for class work or assignments missed. Students must accept this responsibility.**

Rarely, weather events disrupt ABAC classes. If in doubt, call the ABAC weather number: (229) 391-5225. Call the number in the event of a weather or crisis situation to determine if ABAC classes are meeting as scheduled or will be cancelled or delayed.

Faculty and students may want to add (229) 391-5225 to their phone since you may not have the syllabus handy in an emergency situation. ABAC's webpage will have this information, but for those without power and internet access the phone number may be the only option available.

Roll taken to comply with ABAC reporting requirements, and to accelerate the student/instructor relationship.

Taking responsibility for class attendance and participation rests solely with the student. The "I didn't know" excuse is not accepted, whatsoever.

Approval for make-up work, IF any, remains solely with the individual instructor.

A student who stops attending class without officially withdrawing from the course is subject to this attendance policy and will receive a grade of “F” for the course.

At the beginning of each semester, instructors will explain clearly to their students’ specific attendance requirements (including possible penalties). Additionally, they will publish the attendance policy on their syllabi and web-sites.

ATTENDANCE POLICY, addendum for Learning Support, A/B, and Maymester classes

Learning Support classes are designed to bridge deficiencies in students’ academic background in the areas of English, Reading, and Math and to prepare students for regular college-level work. Class attendance is mandatory for these remediation classes.

Students whose number of unexcused absences is more than the number of class meetings in one week will receive a grade of “F” for the course.

Accelerated Session A/B classes meet for half a semester, in effect receiving the equivalent of 2 weeks of instruction each week. Students whose number of unexcused absences is more than the number of class meetings in one week will receive a grade of “F” for the course.

Every day of a Maymester class is the equivalent of one week of instruction during a regular semester. Students who have more than two unexcused absences during Maymester will receive a grade of F for the course.

Come to class even though you may be late since future test questions are often revealed during classes. Quietly take a seat; Don’t disrupt the class.

Continued/habitual disruption of the instructional environment could lead to course expulsion.

Grading:

Speeches	45 points
Final Written exam	25
Class participation	10*
Written Tests	20

Total Possible points = 100

* The voluntary participation **without** the instructor calling on the student!

Introduction (5%), Team Speech—Informative (10%), Eulogy (15%), How-to (20%) and

Persuasive (50%) speeches carry additional grading weight.

Final grade determined:

A = 89.5 - 100 points

B = 79.5 - 89.4

C = 69.5 - 79.4

D = 59.5 - 69.4

F = Below 59.4

Note: Final grade based on course performance, not on effort or past academic performance.

Make-up tests, if any, at the sole discretion of instructor, and are NOT automatic. No make-ups considered within the last three weeks of the semester.

Feel free to contact the instructor if you have questions or concerns.

Time:

Content and presentation are more important than time. However, time management is important. Under-and-over time presentations, +/- 30 seconds, will be penalized by as much as a pro rata letter grade, +/- 10 points. However, concentrate on content and rehearse the presentation out loud several times. As a general rule, aiming for the mid-point of the time requirement appears to work best for many students. Use some type of inconspicuous timing device.

Schedule:

Speech Type/Category:

Introduction
Team Speech
Eulogy
How-to
Persuasive

Exact number of speeches based on total number of students. The instructor reserves the right to change the type and number of presentations with notice.

Some speeches presented at other locations, besides classroom, and it's the student's responsibility to secure transportation to and from the sites.

Guest presenters may address the class based on their availability, altering the class

schedule.

Class requirements/expectations:

Type and present to instructor ALL assignments, outlines.

No speaker's notes whatsoever. (Use visuals as prompts. They work better.)

Proper English, also known as the King's English, required in presentations and supporting materials.

Grades determined after ALL speeches in a category are delivered.

Headwear, food and beverages not allowed in classroom unless part of student's speech.

Cell phones, especially texting, disrupt the learning environment. Make sure phones are turned off before arrival, during class and stored out-of-sight. A penalty of 10 points assessed on the next speech or written exam per incidence if seen or heard.

The instructor reserves the right to modify the semester calendar based on class progress, number of students and guest speaker availability.

Some speeches may be videotaped.

Strongly suggest finding study partners to review class material, if absent, to rehearse speeches and to compare class notes. Please don't ask or expect the instructor to repeat lecture information. Develop relationships with classmates to gain missed material. Remember the class tries to make it as real-world as possible. (Ask yourself, "What would I do specifically if I received \$10,000 for a speech?")

Make-up tests or speeches, if any, at the sole discretion of instructor, and are NOT automatic. No make-ups considered within the last three weeks of the semester.

Feel free to contact the instructor if you have questions or concerns.

General Requirements for All Presentations:

Typed outlines presented to instructor before each presentation. Twenty points (20 points) deducted for failure to present outline at the presentation time; ten points (10 points) deducted for handwritten outlines or reference materials.

Appropriate dress required when making speech to the target audience, in this case the Tifton Rotary Club, except for the speech of introduction and eulogy. Personally

iron ALL presentation clothing before speeches.

Speakers chosen at random, through a lottery process, with efforts made to give as much notice to students as possible before their presentations. If in doubt about when to make presentations, come to classes fully prepared to make your presentations.

Students who are absent or not prepared to present speeches as determined by the lottery system get a zero for that particular speech.

If absence is excused, such as for a school event, the student makes his/her presentation at the **next** class. Failure to present at the next class period generates a zero for that particular speech/test.

Present to the instructor speaker's notes, if any following the format discussed in class, prior to each presentation.

Except for the introductory speech and eulogy, the audience is assumed to be the Tifton Rotary Club, a local civic club consisting of about 100 men and women from all professions who meet weekly for lunch and a program. The organization's motto is: "Service above self." Assume YOU are this week's program. Pictures of the target audience:

Warning: The reading or the appearance of reading and/or the appearance of presenting a memorized speech results in a 25-point grade deduction per speech.

Note: Remember the importance of organization, research and VISUALS with **each speech**.

Speeches:

* **Introductory Speech** is as if you are introducing a speaker to this speech class using an assigned partner. Use a visual aid(s).

:45 - 1 minute in length (Note: Maximum allowable time: 1:30.)

Objective: To accelerate classmates knowing each other.

Team Speech—Informative

Business and private organizations stress teamwork, and more and more presentations involve more than one presenter. The speech should demonstrate overall and individual organization with grades based on each individual presenter's performance. Transitions from speaker-to-speaker graded critically. Consider the Team Speech a package with distinct parts.

Time range: 6-8 minutes total, with the objective of informing local Rotary Club members about a mutually agreed topic by visiting with the instructor prior to topic research.

Instructor selects three students for each team.

Consult with at least one outside source, such as a personal interview with an expert, but you can use a book, article, or Internet source.

Reference the source(s) in the speech.

Remember: Present typed outline/template to instructor BEFORE the speech.

Review what goes into an introduction and conclusion.

Include oral footnotes in presentation.

* **Eulogy:** no specific research requirements

Length 2 – 3 minutes

Assume that you've been asked to deliver a eulogy for a family member or friend who has died within 24 hours.

Inspire the audience.

Enlighten the audience members who may not have known the deceased.

A eulogy is a great gift to the deceased, to the family and to friends. Don't take it lightly.

* **How-to speech** involves teaching members of an audience how-to do something, as well as learning question and answer techniques.

4-5 minutes long.

Minimum of two outside sources (Only one from Internet.) and reference them during presentation.

The audience should leave knowing how-to do something immediately.

Plus, all requirements from the informative speech.

* **Persuasive Speech** starts with picking a topic that affects you personally, but please do not talk about religion or abortion, and stay away from topics the audience have already heard so much about, such as HIV. This is the most heavily graded speech since it demonstrates what you learned during the semester. Note: Instructor may ask specifically how the topic affects the presenter before the speech.

Tell the audience something NEW! This is a biggie as far as the final grade is concerned!!

Explain somewhere in your speech why you chose the topic.

Call the name of at least one audience member.

Have a minimum of four sources listed in the preparation outline and cited verbally in your speech. (A maximum of two Internet sources.) One source must be a local interview with an expert.

Acknowledge the opposite point of view.

Present with conviction, and passion.

Rehearse your presentation.

Time range 5 – 7 minutes

Be prepared, Be creative, Be informative, Be passionate, **Be memorable** with all presentations.

Revised: Monday, January 9, 2012.

Student Contract: (Please read, sign and return to the instructor on Tuesday, August 23, 2011.

I have read and understand the terms of the course syllabus for Mr. Joe Courson's Human Communications 1100 class, Fall 2011 Semester. I agree to adhere to and abide by the requirements of this class as stated therein.

Name: (Please Print)

Student ID Number:

Signature:

Date: _____