AU COMM 104 Communication Skills
Summer 2019
Self-Paced Full Term Courses
This is a Self-Paced Full Term course which follows the Andrews semester schedule. Self-Paced Full Term courses have four important dates: 1) a start date, 2) a midterm completion date, 3) a final completion date, and 4) a course completion date. Please note that all module prior to the midterm must be completed BEFORE the midterm and all modules between the midterm and final must be completed BEFORE the final.

Instructor Contact
Please refer to course in LearningHub for the teacher contact information.

Communication with the Instructor
It is important to remember that while the Internet is available 24 hours a day, your instructor is not. You can expect that your instructor will respond to e-mail message to you within 2 business days during the week and may not be available to respond on weekends.

Other Assistance

<table>
<thead>
<tr>
<th>Service</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username and password assistance</td>
<td><a href="mailto:helpdesk@andrews.edu">helpdesk@andrews.edu</a></td>
<td>(269) 471-6016</td>
</tr>
<tr>
<td>Enrollment and withdrawal questions</td>
<td><a href="mailto:sderegister@andrews.edu">sderegister@andrews.edu</a></td>
<td>(269) 471-6323</td>
</tr>
<tr>
<td>Technical assistance with online courses</td>
<td><a href="mailto:dlit@andrews.edu">dlit@andrews.edu</a></td>
<td>(269) 471-3960</td>
</tr>
<tr>
<td>Exam requests and online proctoring</td>
<td><a href="mailto:sdeexams@andrews.edu">sdeexams@andrews.edu</a></td>
<td>(269) 471-6566</td>
</tr>
<tr>
<td>Distance Student Services - any other questions</td>
<td><a href="mailto:sdestudents@andrews.edu">sdestudents@andrews.edu</a></td>
<td>(269) 471-6566</td>
</tr>
</tbody>
</table>

Part 1: Course Information

Course Description
Andrews University
Study of the human communication process—including a multicultural perspective and the importance of diversity—focusing on interactions with oneself, with one other person, with a small group, and within public-speaking situations. Transfer students, juniors and seniors meet the General Education requirement by taking one of the following: COMM 320, 436, or 456. Communication majors who transfer in take COMM 320, 436, or 456.

Course Prerequisites
Andrews University
None

Course Learning Outcomes
By the end of this course students will strive to:

- Understand and explain the elements of communication, credibility and confidence
- Understand the influences of intrapersonal communication
- Gain a basic understanding of interpersonal communication
- Experience and understand the dimensions of diversity
- Prepare and deliver effective presentations
Learning outcomes:
- Communicate competently with credibility and confidence
- Demonstrate sensitivity to the dimension of diversity within a community
- Build relationship and specifically with your working group members
- Apply communication skills to everyday life

**Required Text/Material**

**NOTE:** Purchase textbooks through any online bookstore, such as amazon.com, which can deliver within 2 days. If you need to use financial aid to purchase textbooks, email sdestudents@andrews.edu, cutting and pasting the textbook information from syllabi, including course title and section, your full name and student ID#.

**Credit Hour and Commitment**
This course is offered for 3 semester credits; therefore it is expected that you will spend 135 hours total on this course. This course has 15 modules with 15 lessons, a number of assignments in each, a mid-term exam and a final reflection paper. Each module represents a week of a typical semester course and consists of a lesson. It is recommended that you budget 8 hours for studying and completing the activities for each module. There are suggested schedule(s) to accomplish this work and are included in this syllabus.

**Part 2: Course Methods and Delivery**

**Methods of Instruction**
Methods of instruction include assigned readings from the textbook and the course material, short essays and reflections on the reading, short open book quizzes on the readings, interactions with the instructor via blogs, and two exams. Regular participation in the course is essential to good performance

**Please note the following:**
There are 3 important factors for being successful in this communication course:

A. That you have a group of people who are your working group members; that will be your audience for your presentations; that will be the group that you will communicate with and improve as a competent, credible and confident communicator. You can invite people to be your working group from your friends, your family, a church group such as Prayer Meeting, a Sabbath School class, Pathfinders or a Boys and Girls club. If your working group members are not college age then please notify the instructor of an adult who will also be one of your group members.

B. That you are tech savvy enough and have equipment to videotape/record your activities and presentations for grading and feedback on your progress as a communicator;
C. That you practice your communication skills and find opportunities beyond the required activities and assignments to communicate and relate to people.

**Your Schedule**
In Learning Hub, you will access online lessons, course materials, and resources. This course is self-paced but with four specific dates: start date, midterm date, final date and completion date.

Lesson 1 is scheduled for the 1st week of the course so it is important that you begin immediately. The activities are designed to make sure that you can meet the requirements as listed above. If for any reason you cannot meet these, you will have discovered this in time to withdraw from the course with a 100% refund according to the policies of the University.

**Course/Technical Requirements**
- Internet connection (DSL, LAN, or cable connection desirable).

**LearningHub Access**
This course is delivered online through LearningHub at [http://learninghub.andrews.edu](http://learninghub.andrews.edu)

Your username and password are your Andrews username and password. You need to activate your username and password to access LearningHub.

Please do this online here: [https://vault.andrews.edu/vault/pages/activation/information.jsp](https://vault.andrews.edu/vault/pages/activation/information.jsp) if you haven’t already. If you need assistance, call or email us: (296) 471-6016 or helpdesk@andrews.edu.

If you need technical assistance at any time during the course, or to report a problem with LearningHub, please email dlit@andrews.edu or call (269) 471-3960.

**Part 3: Course Requirements**

**Important Note:** Activity and assignment details will be explained in detail within each learning module. If you have any questions, please contact your instructor.

**Exams**
All exams in this course require proctoring. Students living outside of the United States must schedule their exams to be proctored online through the Testing Center. Students living in the United States may choose online or local proctoring. Appointments for proctoring in or online through the Testing Center are set up online at [calendly.com/sde-exams/online](http://calendly.com/sde-exams/online).

For local proctoring, complete the exam request form linked in the course space to enter proctor information. Please do so two weeks before each exam deadline to allow adequate time for proctor approval. Approved local proctors include university, college or school faculty and teachers, student service workers, advisors, counselors and librarians, as well as educational, military, and workplace testing centers. Have the proctor’s full name, position/title, employer name, phone and email available to fill in on the exam request form.
Note that an exam code is never released to the student, and cannot be sent to a proctor who has the same address as the student unless the address is known to be that of a school or mission facility. All students must present photo identification at the start of each exam session.

If you cannot take your exam by the deadline date, email specific reasons and your recovery plan to your instructor before the deadline. Your exam cannot be proctored after the exam deadline without email or phone approval directly from the instructor to the Testing Center (sdeexams@andrews.edu or 269-471-6566). The Testing Center will then work with a local proctor if needed.

No exam is returned to the student. Instructor feedback on exams prior to the final exam will be provided to aid studying for future exams.

For more details on taking exams and how online proctoring works, please see www.andrews.edu/distance/students/exams.html

**Schedule with start, midterm, final and completion dates in RED.**

<table>
<thead>
<tr>
<th>Modules</th>
<th>Lessons</th>
<th>Readings</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro</td>
<td>Introduction &amp; Orientation</td>
<td>Orientation Writing Expectations</td>
<td>Submit: Tell About Me Academic Honesty</td>
</tr>
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</table>
| 1       | Introduction and Orientation Lesson 1: Getting Started and Communication Dynamics - Credibility/Confidence | Syllabus Chapter 1 & 2 | • Read the syllabus  
• Read Chapter 1 & 2  
• Videotape your introduction of yourself - About Me Assignment  
• Get acquainted with the technology  
• Select 4 members for your working group and audience  
• Videotape an interview with your 4 group members to introduce them  
• Do quiz and other assignments  
• Journal 1 |
| 2       | Lesson 2: Culture | Textbook: Culture sections of the following: Ch 1 (7,8) Ch 2 (33) Ch 3 (59) Ch 5 (112) Ch 6 (132) | Read Chapter 2  
• Read and view supplemental materials  
• Do quiz and other assignments |
| 3       | Lesson 3: Perception | Chapter 3 | Read Chapter 3  
• Read and view supplemental materials  
• Do quiz and other assignments  
• 1st draft of outline of Culture presentation and activity due |
| 4       | Lesson 4: Listening | Chapter 4 | Read Chapter 4  
• Read and view supplemental materials  
• Do quiz and other assignments  
• Journal 2 |
| 5       | Lesson 5: Nonverbal | Chapter 5 | Read Chapter 5  
• Read and view supplemental materials  
• Do quiz and other assignments  
• Final outline for Culture presentation and activity due |
<table>
<thead>
<tr>
<th>Modules</th>
<th>Lessons</th>
<th>Readings</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| 6       | Lesson 6: Verbal Communication | Chapter 6 | Read Chapter 6  
• Read and view supplemental materials  
• Do quiz and other assignments  
• Present (and record) Culture topic and activity to working group (audience) |
| 7       | Lesson 7: Climate and Conflict | Chapter 7 | Read Chapter 7  
• Read and view supplemental materials  
• Do quiz and other assignments  
• Journal 3 |
| 8       | Lesson 8: Personal Relationships | Chapter 8 | Read Chapter 8  
• Read and view supplemental materials  
• Do quiz and other assignments |
| June 17-20 | Lesson 9: Midterm | | MIDTERM EXAM  
(MUST to be completed by Thursday, June 20, 11:59 PM) |
| 9       | Lesson 10: Creating/Rehearsing Speeches | Chapter 12 & 13 | Read Chapter 12 & 13  
• Read and view supplemental materials  
• Do quiz and other assignments  
• Submit topic for Informative Speech  
• Journal 4 |
| 10      | Lesson 11: Speaking to Inform | Chapter 14 | Read Chapter 14  
• Read and view supplemental materials  
• Do quiz and other assignments  
• Submit draft of informative speech outline |
| 11      | Lesson 12: Informative Speech | | • Informative Speech Presentation to working group audience. Record.  
• Working group evaluation  
• Self-evaluation |
| 12      | Lesson 13: Speaking to Persuade | Chapter 15 | Read Chapter 15  
• Read and view supplemental materials  
• Do quiz and other assignments  
• Submit topic for persuasive speech  
• Journal 5 |
| 13      | Lesson 14: Professional Relationships And Group Communication | Chapter 9 | Read Chapter 9  
• Read and view supplemental materials  
• Do quiz and other assignments  
• Submit draft of persuasive speech outline |
| 14, 15  | Lesson 15: Persuasive Speech and Wrap Up | Chapter 10 & 11 | Read Chapter 10, 11  
• Persuasive Outline  
• Present Persuasive Speech  
• Journal 6 |
| 16      | | | • Final Paper  
• Course Evaluation |

**Completing Assignments**
All assignments for this course will be submitted electronically through LearningHub unless otherwise instructed.
Part 4: Grading Policy

Graded Course Activities

<table>
<thead>
<tr>
<th>Percent %</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Quizzes/Assignments</td>
</tr>
<tr>
<td>10</td>
<td>Journals</td>
</tr>
<tr>
<td>20</td>
<td>Culture Diversity Workshop</td>
</tr>
<tr>
<td>20</td>
<td>Informative Speech</td>
</tr>
<tr>
<td>20</td>
<td>Persuasive Speech</td>
</tr>
<tr>
<td>10</td>
<td>Midterm Exam</td>
</tr>
<tr>
<td>10</td>
<td>Final Paper</td>
</tr>
<tr>
<td>100</td>
<td>Total Percent Possible</td>
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</table>

Viewing Grades in LearningHub
- Click into the course.
- Click on the Grades link in the Settings Box to the left of the main course page.

Letter Grade Assignment

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
</tr>
<tr>
<td>A-</td>
<td>90-92%</td>
</tr>
<tr>
<td>B+</td>
<td>88-89%</td>
</tr>
<tr>
<td>B</td>
<td>83-87%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
</tr>
<tr>
<td>C+</td>
<td>78-79%</td>
</tr>
<tr>
<td>C</td>
<td>73-77%</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
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<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
</tr>
</tbody>
</table>

Part 5: Course Policies

Withdrawal and Incomplete Policies
The current withdrawal policy can be found online at [https://www.andrews.edu/distance/students/gradplus/withdrawal.html](https://www.andrews.edu/distance/students/gradplus/withdrawal.html). The incomplete policy is found online at [http://www.andrews.edu/weblmsc/moodle/public/incompletes.html](http://www.andrews.edu/weblmsc/moodle/public/incompletes.html).

Maintain Professional Conduct Both in the Classroom and Online
The classroom is a professional environment where academic debate and learning take place. Your instructor will make every effort to make this environment safe for you to share your opinions, ideas, and beliefs. In return, you are expected to respect the opinions, ideas, and beliefs of other students—both in the face-to-face classroom and online communication. Students have the right and privilege to learn in the class, free from harassment and disruption.
Academic Accommodations
Students who require accommodations may request an academic adjustment as follows:
1. Read the Andrews University Disability Accommodation information at https://www.andrews.edu/services/sscenter/disability/
2. Download and fill in the disability form at http://www.andrews.edu/services/sscenter/disability/accommodationsreqform.pdf. Preferably type answers. To save a digital copy, 1) print to file and save or 2) print and scan. Email the completed form and disability documentation (if any) to success@andrews.edu or fax it to (269) 471-8407.
3. Email sdestudents@andrews.edu to inform the School of Distance Education that a disability has been reported to Student Success.

Commitment to Integrity
As a student in this course, and at the university, you are expected to maintain high degrees of professionalism, commitment to active learning, participation in this course, and integrity in your behavior in and out of this online classroom.

Commit to Excellence
You deserve a standing ovation based on your decision to enroll in, and effectively complete this course. Along with your pledge of “commitment to Integrity” you are expected to adhere to a “commitment to excellence.” Andrews University has established high academic standards that will truly enhance your writing and communication skills across the disciplines and in diverse milieu with many discourse communities in the workplace.

Honesty
Using the work of another student or allowing work to be used by another student jeopardizes not only the teacher-student relationship but also the student’s academic standing. Lessons may be discussed with other students, tutors may help to guide a student’s work, and textbooks, encyclopedias and other resource materials may be used for additional assistance, but the actual response must be the student’s own work.

Exams must be completed in the presence of an approved supervisor without the assistance of books, notes, devices or outside help unless otherwise specified in the exam directions. The student should have no access to the exam either before or after it is taken. A student who gives information to another student to be used in a dishonest way is equally guilty of dishonesty.

Any violation of this policy will be taken before the Higher Education Academic and Curriculum Committee for appropriate punitive action.