AU: COMM 104 Communication Skills
OU: CO 201 Fundamentals of Public Speaking
WAU: COMM 105 Introduction to Human Communication
Instructor Contact  
Please refer to course in Learning Hub for the teacher contact information.

Other Assistance

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username and password assistance</td>
<td><a href="mailto:helpdesk@andrews.edu">helpdesk@andrews.edu</a> (269) 471-6016</td>
</tr>
<tr>
<td>Enrollment and cancellations</td>
<td><a href="mailto:sderegister@andrews.edu">sderegister@andrews.edu</a> (269) 471-6323</td>
</tr>
<tr>
<td>Bookstore</td>
<td><a href="http://bookstore.mbsdirect.net/andrews.htm">http://bookstore.mbsdirect.net/andrews.htm</a></td>
</tr>
<tr>
<td>Technical assistance with Learning Hub</td>
<td><a href="mailto:dilit@andrews.edu">dilit@andrews.edu</a> (269) 471-3960</td>
</tr>
<tr>
<td>Technical assistance with your Andrews account</td>
<td>andrews.edu/hdchat/chat.php</td>
</tr>
<tr>
<td>Exam requests</td>
<td><a href="mailto:sdeexams@andrews.edu">sdeexams@andrews.edu</a> (269) 471-6566</td>
</tr>
</tbody>
</table>

| Any other questions: sde@andrews.edu, (800) 782-4769 or (269) 471-6570 |

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.

Oakwood University 
This course is a study of the fundamental principles of oral communication and includes effective application of these principles through classroom speeches and constructive criticism. Recorded speeches are required.

Washington Adventist University 
A study of the human communication process, verbal and non-verbal through theory and practice focusing on intrapersonal, interpersonal, small group, and public communication contexts.

Prerequisite

Andrews University 
None

Oakwood University
Required Textbook and Course Material

Credit Hours
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.

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. (269) 471-6016 or email helpdesk@andrews.edu if you need assistance.

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.

Course Structure
In Learning Hub, you will access online lessons, course materials, and resources. This course is self-paced. You must complete the course within six months (180 days). This is the Consortium policy. You may have a stricter deadline imposed by graduation, financial aid, or other restrictions.

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.

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.

Start by creating your schedule for completion of the course.

- Determine your deadline. Do you need a transcript sent to your home institution?
- Working from your deadline, count backwards. Allow 2 weeks after you complete the final paper and course evaluation for your final grade to be calculated. Allow another 2 weeks for the transcript to be processed and sent.
- Now use the suggested schedules to create a schedule for yourself that ensures completion 4 weeks before your deadline. It will be very difficult to complete the work in 8 weeks.

Discipline yourself to make regular progress. Plan to read and view and/or complete some part of the module you are working on, every day of the week.

Submit your course plan to your instructor within Learning Hub.

**Part 2: Course Objectives**
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

**Part 3: Assignments & Exams**
Important Note: Activity and assignments will be explained in detail within each week’s learning lesson. Read carefully and try to understand what you are required to do. If you have any questions, please contact your instructor.
# Communication Skills

## How to Submit a Video Assignment

Please refer to the introduction section in LearningHub for detailed instructions on submitting your video in MP4 format.

## Completing Assignments

All assignments for this course will be submitted electronically through Learning Hub unless otherwise instructed. Assignments, the mid-term exam, speeches and final reflection paper must be completed **within 180 days** of course registration date. This timeframe is subject to change depending on deadlines set by your home institution.

### Suggested schedule for completion in 16 weeks (1 Lesson per Week for a semester)

<table>
<thead>
<tr>
<th>Week</th>
<th>Module/Lessons</th>
<th>Readings</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| 1    | Introduction and Orientation Lesson 1: Getting Started and Communication Dynamics - Credibility/Confidence | Syllabus Chapter 1 & 2 | • Submit Schedule  
• 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, 9)  
Ch 2 (33)  
Ch 3 (59)  
Ch 5 (112)  
Ch 6 (132) | Read Chapter 2  
• Research culture terms, continuums  
• Do culture assignments  
• Research the Culture Iceberg  
• Decide on Culture Presentation and Activity topic |
| 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 |
| 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 |
## Lesson 8: Personal Relationships

- **Chapter 8**
- **Assignments:**
  - Read Chapter 8
  - Read and view supplemental materials
  - Do quiz and other assignments

## Lesson 9: Midterm Exam

- **Assignments:**
  - Read Lesson 9

## Lesson 10: Creating/Rehearsing Speeches

- **Chapter 12 & 13**
- **Assignments:**
  - Read Chapter 12 & 13
  - Read and view supplemental materials
  - Do quiz and other assignments
  - Submit topic for Informative Speech
  - Journal 4

## Lesson 11: Speaking to Inform

- **Chapter 14**
- **Assignments:**
  - Informative Speech Presentation to working group audience. Record.
  - Working group evaluation
  - Self-evaluation

## Lesson 12: Informative Speech

- **Assignments:**
  - Informative Speech
  - Read and view supplemental materials
  - Do quiz and other assignments
  - Submit draft of informative speech outline

## Lesson 13: Speaking to Persuade

- **Chapter 15**
- **Assignments:**
  - Submit topic for persuasive speech
  - Journal 5

## Lesson 14: Professional Relationships And Group Communication

- **Chapters 9 & 10 & 11**
- **Assignments:**
  - Submit Schedule
  - Read Lesson 1 materials
  - 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

## Lesson 15: Persuasive Speech And Wrap Up

- **Assignments:**
  - Present Persuasive Speech
  - Journal 6
  - Final Paper
  - Course Evaluation

## Suggested schedule for completion in 8 weeks:

<table>
<thead>
<tr>
<th>Week</th>
<th>Module(s)</th>
<th>Readings</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro</td>
<td>Introduction and Orientation Lesson 1: Getting Started and Communication Dynamics - Credibility/Confidence</td>
<td>Orientation Syllabus Chapter 1 &amp; 2</td>
<td>Submit Schedule Read the syllabus Read Lesson 1 materials 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</td>
</tr>
<tr>
<td>Lesson</td>
<td>Title</td>
<td>Textbook: Culture sections of the following:</td>
<td>Read Lesson 2 materials</td>
</tr>
<tr>
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<td>------------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>2</td>
<td>2: Culture</td>
<td>Ch 1 (7,8) Ch 2 (33) Ch 3 (59) Ch 5 (112) Ch 6 (132) Chapter 3</td>
<td>Research culture terms, continuums Do culture assignments Research the Culture Iceberg Decide on Culture Presentation and Activity topic</td>
</tr>
<tr>
<td>3</td>
<td>4: Listening</td>
<td>Chapter 4</td>
<td>Read Chapter 4 Read and view supplemental materials Do quiz and other assignments Journal 2</td>
</tr>
<tr>
<td></td>
<td>5: Nonverbal</td>
<td>Chapter 5</td>
<td>Read Chapter 5 Read and view supplemental materials Do quiz and other assignments Final outline for Culture presentation and activity due</td>
</tr>
<tr>
<td>4</td>
<td>6: Verbal Communication</td>
<td>Chapter 6</td>
<td>Read Chapter 6 Read and view supplemental materials Do quiz and other assignments Present (and record) Culture topic and activity to working group (audience)</td>
</tr>
<tr>
<td></td>
<td>7: Climate and Conflict</td>
<td>Chapter 7</td>
<td>Read Chapter 7 Read and view supplemental materials Do quiz and other assignments Journal 3</td>
</tr>
<tr>
<td>5</td>
<td>8: Personal Relationships</td>
<td>Chapter 8</td>
<td>Read Chapter 8 Read and view supplemental materials Do quiz and other assignments</td>
</tr>
<tr>
<td></td>
<td>9: Midterm Exam</td>
<td></td>
<td>Read Lesson 9</td>
</tr>
<tr>
<td>6</td>
<td>10: Creating/Rehearsing Speeches</td>
<td>Chapter 12 &amp; 13</td>
<td>Read Chapter 12 &amp; 13 Read and view supplemental materials Do quiz and other assignments Submit topic for Informative Speech Journal 4</td>
</tr>
<tr>
<td></td>
<td>11: Speaking to Inform</td>
<td>Chapter 14</td>
<td>Read Chapter 14 Read and view supplemental materials Do quiz and other assignments Submit draft of informative speech outline</td>
</tr>
<tr>
<td>7</td>
<td>12: Informative Speech</td>
<td>Chapter 15</td>
<td>Informative Speech Presentation to working group audience. Record. Working group evaluation Self-evaluation Submit topic for persuasive speech Journal 5</td>
</tr>
<tr>
<td></td>
<td>13: Speaking to Persuade</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Lesson 14: Professional Relationships and Group Communication

Lesson 15: Persuasive Speech and Wrap Up

Chapter 9
- Read Chapter 9
- Read and view supplemental materials
- Do quiz and other assignments

Chapter 10 & 11
- Read Chapter 10 & 11
- Read and view supplemental materials
- Do quiz and other assignments
- Submit draft of persuasive speech outline
- Present Persuasive Speech
- Journal 6
- Final Paper
- Course Evaluation

Exams
A midterm examination is scheduled. The midterm is a closed book/no notes/no video exam.

All exams must be supervised by a school or community official, such as a teacher, librarian, registrar, or pastor, who is not related to the student.

The exam request form will be available in Learning Hub after you have completed the assignments prior to the exam. The student must state clearly on the exam request form the professional status, job title, or any other qualifications of the supervisor that will aid the testing department in the approval process. If you are attending a college or university, you must use the testing center at that institution. A student living near the Andrews University School of Distance Education main office in Michigan must have the exams supervised at the School of Distance Education testing office. However, the exam request should be sent in ahead of time.

An online exam code cannot be sent to a supervisor who has the same address as the student unless the address is known to be that of a school, mission facility, etc.

All college students must present photo identification to their supervisor's before taking exams.

If you cannot take your exam by the deadline date, email sdeexams@andrews.edu.

No exam is returned to the student or supervisor. Grades are recorded in Learning Hub.

Part 4: Grading Policy
Graded Course Activities
Your final grade will be the result of four components: Quizzes and Assignments (10%), Journals (10%), Culture Presentation and Activity (20%), Informative Speech (20%), Persuasive Speech (20%), and Midterm Exam (10%) and Final Paper (10%). You will need to complete every Assignment, the Midterm Exam, and the Final Paper before the final grade can be issued.

<table>
<thead>
<tr>
<th>Percent %</th>
<th>Description</th>
</tr>
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<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>
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</table>
Viewing Grades in Learning Hub

- Click into the course.
- Click on the Grades link in the Administration Block on the left side of the course

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>94-100%</td>
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<tr>
<td>A-</td>
<td>90-93%</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
</tr>
<tr>
<td>B</td>
<td>83-86%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
</tr>
<tr>
<td>C+</td>
<td>77-79%</td>
</tr>
<tr>
<td>C</td>
<td>73-76%</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
</tr>
<tr>
<td>D</td>
<td>66-69%</td>
</tr>
<tr>
<td>F</td>
<td>0-65%</td>
</tr>
</tbody>
</table>

Part 5: Course Policies

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.

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/](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](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 this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

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.