

CONSORTIUM
of Adventist Colleges & Universities

SYLLABUS



AU COMM 104 Communication Skills
Summer 2018

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Consortium of Adventist Colleges and Universities

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

Username and password assistance	helpdesk@andrews.edu	(269) 471-6016
Enrollment and withdrawal questions	sderegister@andrews.edu	(269) 471-6323
Technical assistance with online courses	dlit@andrews.edu	(269) 471-3960
Exam requests and online proctoring	sdeexams@andrews.edu	(269) 471-6566
Distance Student Services - any other questions	sdestudents@andrews.edu	(269) 471-6566

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

Lumsden & Lumsden, *Communicating with Credibility and Confidence: Third Edition*, Thomson/Wadsworth, 2006. ISBN-13978-0-495-00385-4

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>

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> 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

Exams must be completed in the presence of an approved proctor without the assistance of books, notes, devices or outside help unless otherwise specified in the exam review and exam directions.

Please review the [current policy on approved proctors](#) before completing the exam request form, which is linked through your course space. It is your responsibility to make arrangements for an approved proctor (unless living near the main campus) and to complete the exam request form at least two weeks prior to each exam date. Bring an official photo ID to show the proctor at the start of the exam session.

The midterm exam is worth 10% of your grade. You are allowed 120 minutes to complete this exam.

If you cannot take your exam within the period noted in the email regarding exam arrangements, email sdeexams@andrews.edu with the reason you cannot meet this deadline, and a proposed alternate time within a week, and prior to the course end date.

Completed exams are never available to you or your proctor. Instructors provide feedback on exams other than the final exam. Exam grades can be viewed in the course space, and the final course grade is included in the University Academic Record accessible through your IVUE page.

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

Modules	Lessons	Readings	Assignments
Intro	Introduction & Orientation	Orientation Writing Expectations	Submit: Tell About Me Academic Honesty
1 May 14-20	Introduction and Orientation Lesson 1: Getting Started and Communication Dynamics - Credibility/Confidence	Syllabus Chapter 1 & 2	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Read and view supplemental materials • Do quiz and other assignments
3	Lesson 3: Perception	Chapter 3	Read Chapter 3 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Read and view supplemental materials • Do quiz and other assignments • Journal 2
5	Lesson 5: Nonverbal	Chapter 5	Read Chapter 5 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Read and view supplemental materials • Do quiz and other assignments • Journal 3

Modules	Lessons	Readings	Assignments
8 June 17-21	Lesson 8: Personal Relationships	Chapter 8	Read Chapter 8 • Read and view supplemental materials • Do quiz and other assignments
	Lesson 9: Midterm	MIDTERM EXAM (MUST to be completed by Thursday, June 21, 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 Jul. 29 – Aug. 2 (11:59 PM)			• 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

Percent %	Description
10	Quizzes/Assignments
10	Journals
20	Culture Diversity Workshop
20	Informative Speech
20	Persuasive Speech
10	Midterm Exam
10	Final Paper
100	Total Percent Possible

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

Letter Grade	Percentage
A	93-100%
A-	90-92%
B+	88-89%
B	83-87%
B-	80-82%
C+	78-79%
C	73-77%
C-	70-72%
D	60-69%
F	0-59%

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>. The incomplete policy is found online at <http://www.andrews.edu/web/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.