



COURSE OUTLINE

Course No. COMM 121
Credit Hours 4
Date: Fall 2005
To be updated: Fall 2007-2008
Arts and Sciences

Course Name: Communications I
Class Hours: 4 Lab Hours: 0
Prepared by: Carolyn Tripp
Approved by: Ellen Sostarich, Dean of

PREREQUISITES:

Placement or successful completion of Fundamentals of Reading, Fundamentals of Communication, and/or Reading Communications is required.

COURSE DESCRIPTION:

Communications I is a four-hour (4 credit) course. It combines lecture, discussion, individualized instruction, and writing time to develop skills in paragraph development and short essay composition. You will practice prewriting skills, organizational techniques, methods of revision and proofreading, vocabulary development, mechanics and grammar skills. You must successfully complete a departmental test essay in addition to classroom assignments as specified by the instructor in order to receive a Satisfactory (S) grade for the course. If you are required to take Communications I, you must complete the course before enrolling in Communications II.

This course includes and evaluates the Success Skills “Communicates Effectively”, “Demonstrates Learning and Critical Thinking Skills”, “Maintains Professional Skills and Attitudes”, “Practices Human Relations Skills”, and “Maintains a Code of Ethics”.

COURSE LEARNING OUTCOMES:

Upon completion of this course, you will be able to write essays that do the following:

1. Demonstrate careful thinking.
2. Have a clear thesis and a strong sense of purpose.
3. Are clearly organized.
4. Contain well-developed introductory, body and concluding paragraphs.
5. Have body paragraphs that develop the thesis.
6. Demonstrate use of transitions.
7. Have a variety in sentence lengths, kinds, and beginnings.
8. Are clearly stated and therefore readable.
9. Avoid unnecessary repetition.
10. Are free of errors which interfere with the flow of ideas.

In addition, you will, through the planning, writing and revising of essays, and completion of the test essay process, practice the five Success Skills listed above.

COURSE MATERIALS:

Materials which must be purchased for this course will include some, but not all, of the following: **Online students will not purchase a text; all materials are online.**

1. A textbook. Instructors may choose:
 - Rules for Writers, 5th edition, Diana Hacker (May also be used in Communications II, III/IV classes)
 - The Writer's Selections, 2nd edition, Kathleen T. McWhorter
 - Evergreen, 7th edition, Fawcett/Sandberg
2. A good dictionary (strongly suggested)
3. One PC disk
4. A looseleaf binder, spiral notebook or folder
5. Miscellaneous supplies specified by the instructor

The following, minimum hardware configurations will be necessary for you to access all course materials online:

Minimum PC Configuration:

Pentium processor
 16 MB RAM
 500 MB hard disk space
 15" color monitor
 28.8 Kpbs modem
 500 MB hard disk space
 Windows 95
 CD ROM also highly recommended

Minimum Mac Configuration:

120 Mhz. Power PC
 16 MB RAM
 500 MB hard disk space
 15" color monitor
 28.8 Kpbs modem
 Macintosh OS 7.5 or later
 15" color monitor
 CD ROM also highly recommended

You should also have the following, minimum software packages:

- Netscape Navigator/Communicator 4.7 or higher. This can be downloaded for free from Netscape.
- Internet Explorer 5 or higher. This can be downloaded for free from Microsoft
- Word processing software
- E-mail software (included in most browsers such as Netscape)

SAFETY PRACTICES:

When using computers follow all manufacturer recommendations. If using labs at Hocking College comply with all rules and regulations.

TOPICAL OUTLINE:

As you complete the first five items below, you will practice *Communicates Effectively Skills* A1-A5, A6-A10 and *Learning and Critical Thinking Skills* C1-2, C9-10, C12.

1. Prewriting Strategies
2. Paragraph Structure
 - a. Topic Sentence
 - b. Coherent Development
 - c. Concluding Sentence
3. Essay Structure
 - a. Clear Thesis
 - b. Introductory Paragraph
 - c. Coherent Development
 - d. Concluding Paragraph
4. Revision
5. Proofreading
6. Collaboration

Through peer editing, class interaction and student/teacher conferences, you will practice all seven *Human Relations Skills*
7. Professionalism and Ethics

By attending promptly and regularly, following procedures, meeting deadlines, doing your own work and completing the test essay process honestly, you will practice *Maintains Professional Skills and Attitudes* D2-4, D7-8 and D10, and all seven *Maintains a Code of Ethics* skills.

USE OF CELL PHONES OR OTHER ELECTRONIC DEVICES

The use of cell phones during classes and labs is a disrespectful distraction to your instructor and other classmates. *Please turn your cell phone and other electronic devices off while you are in class/lab.* In emergency situations, please discuss limited use of a cell phone with your instructor prior to the class during which you would like to use your cell phone.

STUDENT INSURANCE/COVERAGE

Hocking College insurance does not cover a student in cases of an accident or illness. Students are responsible for providing their own health or accident insurance. The Hocking College Health Center provides information on a student health plan. Please see the Health Center (JL 241) for information on costs, coverage, and how to enroll in the plan.

DISABILITYIES NOTICE

If you have been diagnosed with a disability that hinders your academic success, please immediately contact the Access Center Office of Disabilities in JL 249 for special accommodations.

HOCKING COLLEGE
EVALUATION OF THE LEARNER

COURSE NAME Communications I Online 2007-2008

INSTRUCTOR: Carolyn Tripp, Oakley 332, 740-753-6151, tripp@hocking.edu

APPROVED BY: Ellen Sostarich, Dean Arts and Sciences

Writing is or will be an important part of your personal and professional success. Through reading about writing and practicing writing sentences, paragraphs, and essays, you have the opportunity to advance your skills and become more confident with written expression. For this class, you will work closely with your instructor, read other students' writing, and share your writing with your instructor and other students. Together we will determine your strengths and areas in which you could improve. Through your willingness to learn from your successes and mistakes you will improve your confidence for writing. .

SPECIFIC FACTORS

1. EXAMINATIONS AND QUIZZES:

You will write three essays and a test essay. Prewriting, drafting, and revising will be a process that leads to the essays. Course requirements include peer sharing and discussion of writing. Three essays will be evaluated by your instructor and must receive a Satisfactory (S) grade.

The test essay will be taken under the required test essay provisions and be read by a panel of instructors. The test essay must earn a "Pass" before a Satisfactory grade is given for the course. If the test essay does not earn a "Pass", you will be given an opportunity to revise and have the test essay read again. If you do not pass with the revision, you must repeat the course.

2. PROJECTS/HOMEWORK AND SUCCESS SKILLS AND/OR SERVICE LEARNING AND CIVIC RESPONSIBILITY ASSIGNMENTS:

Particulars for each assignment are given in detail in your online course material. You will be required to read material about writing paragraphs and essays; write paragraphs, essays, and responses to other students; communicate with your instructor and other students in discussion forums and email.

Success Skills included in this course are : *Communicates Effectively--(A-1,(A-3) ,(A-9).*
Demonstrates Learning and Critical Thinking—(C-1) (C-5), ,(C-7) . (C-10) (C-11).(C-

12) Draws reasoned conclusions. *Maintains Professional Skills and Attitudes*—(D-2) (D-4) (D-7) *Practices Human Relations Skills*—(E-1) (E-2). (E-4).(E-5).(E-7) (H-1).(H-2) .(H-5).(H-6).(H-7).

3. ATTENDANCE

An online course is very different from a traditional course in which you must be in a particular place at a certain time; yet regular submission of work and participation in the online course is an expectation. Material may be accessed on a 24/7 basis, so you have great flexibility about when you access material and submit work. There are also certain deadlines that are listed in the course calendar. Keep those in mind as you work through the course. If you complete the course within the eleven-week quarter, zero absences will be recorded. If you earn a PR and continue the next quarter, eight absences will be entered at the end of the first quarter. If you enter the quarter

4. CLASS PARTICIPATION

Frequent contact with your instructor is required. At times you will be asked to communicate in discussions and by email with other students in the class. You will also be asked to post your own writing and respond to other student writing.

5. EXTRA PROJECTS

Not available for this class.

6. GRADING SCALE

All evaluations for this class must be completed to a satisfactory level in this course. The could include exceeds satisfactory (S+), satisfactory)S), and unsatisfactory (U). Any evaluations receiving an unsatisfactory (U) will be resubmitted until the grade is an “S”

7. POLICY REGARDING HONESTY

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the **Success Skill** "Maintains a Code of Ethics." All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work.

The definition of academic misconduct that is provided in the *Hocking College Student Guide* applies to this course and all other courses that you are taking at the College. It is a Code I Offense:

- A. **Academic Misconduct** refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else's as one's own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but is not limited to:
 1. Permitting another student to plagiarize or cheat from your work,
 2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,
 3. Improperly acquiring knowledge of the contents of an exam,

4. Using unauthorized material during an exam, to include notes, information, calculators, or other electronic devices or programs during exams or for assignments from which they have been expressly or implicitly prohibited,
5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,
6. Obtaining academic material through stealing or other unauthorized means,
7. Falsification of research findings and methodology.

Academic Misconduct is unacceptable behavior in all Hocking College courses. A student observed or found to be engaged in academic misconduct on a test or assignment in this course will receive You are expected to do your own work and not to copy someone else's and present it as your own. Any assignment not done by you but presented as your own will be failed and you will have forfeited the opportunity to make it up. A second instance will result in failure of the course. A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. **The Office of Campus Judiciaries will conduct a judicial proceeding with the accused student, resulting in a finding of “In Violation” or “Not In Violation” of the Hocking College Code of Conduct. The outcome of the judicial process will not be used to modify or validate the specific consequence as decided by the individual faculty/program or academic unit, but may be used to determine future *Judicial consequences*, in demonstrating a pattern of behavior on the part of the student.**

Further information pertaining to Academic Misconduct can be found by contacting the Office of Campus Judiciaries, Oakley 210, or by referring to the *Student Code of Conduct* found on the Hocking College website (www.hocking.edu).

8. FINAL GRADE CALCULATION

Final grade calculation is a two-step process.

1. All evaluations must earn an S.
2. The test essay must earn a PASS.

Once these two criteria are met, a grade of satisfactory (S) will be recorded on the transcript.

9. ACADEMIC GRADE APPEAL PROCESS

Academic grade appeals consist of complaints from students concerning final grades given. The Appeals Process is available only for final grades not for an individually graded assignment. When a student believes that his or her academic performance has been unfairly or improperly graded, the first recourse will be communication with the faculty member in an attempt to resolve the complaint. Grade appeals will be considered only if grading was based on something other than performance, if different standards were used for different students, or if the grading was a departure from the instructor's previously stated final grade calculations. If the informal attempt at resolving the complaint between student and faculty is unsuccessful, a formal appeal will begin. A student appeal of a final grade must be formally initiated within one term of the grade being posted. Students should understand that the burden of proof will be theirs to demonstrate. The steps for the grade appeal process

are available in each academic unit office and online in the current Student Code of Conduct found under the current student link on the Hocking College website.

10. STUDENT GRIEVANCE DUE PROCESS PROCEDURES

Due process procedures for the College are located in the current *Student Code of Conduct* listed as Hocking College Student Grievance Procedures available online under the current student link on the Hocking College website.

11. DISABILITIES NOTICE

If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center, Office of Disability Services in JL 249 regarding accommodations.