



COURSE OUTLINE

COURSE NO: COMM 122

DATE: Academic Year 2004

CREDIT HOURS: 3

TO BE UPDATED: 2008 COURSE NAME: Communications II

CLASS HOURS: 3 LAB HOURS: 0

PREPARED BY: School of Arts and Sciences

APPROVED BY: Ellen Sostarich,
Dean of School of Arts and Sciences

PREREQUISITES: Placement or successful completion of COMM I.

COURSE DESCRIPTION: This course is designed to help you develop writing skills through medium-length writing assignments. The course will focus on three main areas: 1) supporting and defending your own ideas in writing; 2) studying various methods of development for different communications purposes; 3) organizing and unifying essay components (sentences and paragraphs). Writing as a process will be stressed with emphasis on prewriting and revision. You will be involved in in-class workshops (sharing your papers with fellow students and the instructor), and will confer individually with the instructor. You must successfully complete a departmental test essay in addition to classroom assignments as specified by the instructor in order to receive a passing grade for the course.

COURSE LEARNING OUTCOMES:

This course includes and evaluates the Success Skills “Communicates Effectively” and “Maintains Professional Skills and Attitudes”.

Upon completion of this course, you will be able to develop, support, and defend your own ideas in writing. Your essays will do the following:

- Show evidence of clear, logical, critical thinking (analysis, thoughtfulness, complex thinking).
- Show some originality and creativity in approach.
- Have a clear thesis and a strong sense of purpose consistent with the specifics of the assignment.
- Have a sense of audience and voice.
- Contain interesting details
- Have a logical flow of ideas.
- Demonstrate good use of transitions.
- Contain well-developed introductory, body, and concluding paragraphs.
- Have clarity of expression.
- Have mature and varied sentence structure.

- Contain few errors.

COURSE MATERIALS:

ONLINE STUDENTS DO NOT PURCHASE ANY OF THE TEXTS BELOW. ALL OF YOUR MATERIAL IS ONLINE.

Materials which must be purchased for this course will include some, but not all, of the following:

Textbook(s) Instructors may choose from:

The Compact Reader (Fifth ed.), Jane E. Aaron

* *Keys for Writers*, 2nd edition - Ann Raimés (workbook and handbook)

The Writer's Way (Fourth ed.) - Jack Rawlins

Internet Access

Miscellaneous supplies as specified by your instructor

You should also have the following, minimum software packages:

- Netscape Navigator/Communicator 4.6 or higher. This can be downloaded for free from [Netscape](#).
- Internet Explorer 4 or higher. This can be downloaded for free from [Microsoft](#)
- Word processing software

SAFETY PRACTICES:

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

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 CD ROM also highly recommended

Common practices regarding safety are to be observed in class. When working with computers, remember that no food or drinks are to be in the work area. You need do no more than turn the computers on and off, insert disks, type, give appropriate commands for printing operations, and remove printed material from printers. Do not plug in or attempt to repair any electrical equipment. You are to ask your instructor for help when any situation arises which is potentially dangerous.

TOPICAL OUTLINE:

1. Essay Writing

A. Prewriting: Attention will be given to the preliminary thinking and organizing that takes place in the writing process.

B. Drafting: Attention will be given to the interaction of ideas with the physical act of writing, each shaping the other.

C. Revising: Considerable attention will be given to the task of rethinking rough drafts from the perspective of intended purposes and audiences.

D. Proofreading: Attention will be given to the task of preparing an essay for public presentation. You will explore ways to find and correct surface-level errors.

2. Methods of Development: Throughout the quarter, you will be exposed to various ways to get your ideas across to various audiences for various purposes.

3. Content: You will discover ways to draw upon what you already know and ways to look outside yourself for resources to help you think about and develop essay topics.

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 case of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center (JL 241) for information on costs, coverage, and how to enroll in the plan.

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.

Comm 122
 Communications II
 Online 2007-2008 **HOCKING COLLEGE**
 Evaluation of the Learner Arts and Sciences
 Communication Faculty

Approved by: Ellen Sostarich, Dean

Basically, the business of this online class is writing--plenty of it!!! The process of writing an essay will be partly independent and partly a collaboration between instructor and student. We will invent topics, write drafts and revise them with the help of peer discussion and teacher-student online conferencing. We will practice writing often through brief assignments, some of which will lay the groundwork for later essays. You will share your essay drafts with your instructor and discuss revision strategies with the instructors and other students. Your writing skills will be assessed at the end of the quarter by a panel of instructors reading your final essay.

SPECIFIC FACTORS

You are permitted to turn in two pieces of writing per day to your instructor for evaluation. This includes prewriting, drafts, and revisions. Essays 1-3 may be revised as many times as you wish for up to an "A-". Essay four (the mock test essay) may only be revised one time for a higher grade.

EXAMINATIONS AND QUIZZES

There are a minimum of quizzes in this course. One will be for understanding the course material and another will be for mechanics, usage, grammar, and spelling.

PROJECTS/HOMEWORK AND SUCCESS SKILLS:

SPECIFIC SUCCESS SKILLS COVERED IN THIS COURSE

Communicates Effectively--(A-1) Reads, comprehends, analyzes and evaluates various types of writing., (A-2) Logically organizes, develops and communicates an idea or position.,(A-3) Adapts communications to audience, situation and purpose.(A-4) Uses prewriting, drafting, revising and editing techniques.(A-5) Uses appropriate vocabulary, grammar, punctuation, spelling and syntax.(A-6) Writes effective business/ technical communications, including memos, letters and reports.(A-7) Develops and conveys instructions and procedures clearly.(A-8) Demonstrates public speaking skills.(A-9) Applies effective listening techniques.(A-10) Uses and perceives non-verbal cues.
Demonstrates Learning and Critical Thinking—(C-1) Asks pertinent questions.(C-3) Gathers necessary information using a variety of primary and secondary sources and techniques.(C-4) Analyzes and evaluates information for accuracy and relevance.(C-5) Recognizes and summarizes salient points.(C-6) Extrapolates, applies, synthesizes and integrates knowledge gained from research.(C-7) Perceives relationships.(C-8) Identifies fallacious reasoning, and withholds judgment when evidence is inconsistent or incomplete.(C-10) Analyzes own position in relation to alternative or conflicting

viewpoints.(C-11) Uses logical/systematic approach to solve problems and make decisions.(C-12) Draws reasoned conclusions.(C-15) Assesses personal and professional learning needs and establishes goals for improvement. *Maintains Professional Skills and Attitudes*—(D-2) Demonstrates initiative.(D-3) Meets performance expectations.(D-4) Follows organizational policies and procedures.(D-7) Sets priorities and manages time efficiently in accordance with priorities.(D-8) Uses and applies pertinent technology, including computers.(D-10) Demonstrates promptness and regular attendance.(D-11) Maintains image consistent with technology standards.*Practices Human Relations Skills*—(E-1) Exhibits trusting and trustworthy behavior.(E-2) Exhibits confidence in self and others.(E-4) Empathizes with others. Considers varied perspectives.(E-5) Works effectively within groups.(E-7) Engages in on-going self-assessment. Maintains a Code of Ethics—(H-1) Acts Honestly.(H-2) Acts responsibly.(H-3) Acts in accordance with a reasoned and defensible code of ethics.(H-5) Accepts accountability for own action or inaction.(H-6) Respects rights and dignity of others.(H-7) Respects intellectual property rights.

ESSAYS - You will write four graded essays throughout the quarter. You will be writing drafts and given a chance to revise. Essays will earn points. The fifth essay, the test essay, will either pass or fail.

TEST ESSAY- The test essay is the final measure of your writing ability. It will be written at Hocking College or proctored at some other site if you document and arrange special circumstance with your instructor. Your essay will be graded by two other communications instructors. A passing test essay is required to pass the course.

PREWRITING ACTIVITIES-You will be required to complete prewriting activities to get ideas for essays. You will write some activities in response to class assignments and others on subjects of your choice. You must complete all activities to your instructor's specifications to continue with other essays.

ATTENDANCE:

For online students, attendance is determined by your active participation in the class and submission of work in a timely fashion. This becomes very important if you do not complete the class by the end of the quarter and wish to have a "PR" grade. To earn a "PR," you must complete three-fourths of the evaluations.

PARTICIPATION:

Opportunities for group activities are limited for this course because of the multiple entry and exit situations. However, it is expected that you will be willing to be peer readers for other Comm. II students if asked and post thoughts, feedback, and ideas in the discussion forum.

EXTRA PROJECTS:

None. Devote your full efforts to the assigned work.

GRADING SCALE:

Be familiar with the grading scale when you write your essays.

An "A" paper contains no errors in spelling, grammar or mechanics. Additionally, "A" work must meet all requirements of the assignment and reflect a substantial degree of originality, insight and organization. An "A" paper uses language with ease and gusto, and has an abundance of concrete, specific, well-developed examples. An "A" paper has a voice. This is a paper that needs no revision.

A "B" paper reflects a high level of accomplishment with some minor errors in grammar, mechanics or organization, but is less developed and less lively than an "A" paper.

A "C" paper fulfills the assignment, but contains problems with any of the areas noted above.

A "D" paper reflects little attempt to complete the assignment successfully.

A rubric will be available for you to review your essay before submission for a grade. Consult the course information to print a copy.

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).

This policy means that any student caught cheating on the test essay in any way, whether it be copying someone else's paper or providing a paper for someone to copy, either handwritten or on a computer disk will fail the test essay, and thus fail the course.

9. GRIEVANCE- Student grievance due process procedures for the College are located in the *The Student Guide* 1996-98 published by the Student Affairs Office, Oakley 210.

10. DISABILITY- If you have a documented disability and need special help or need special arrangements, notify your instructor about this at the beginning of the quarter. We want you to have every opportunity to succeed in the course.

11. GRADING- Your grade will be determined through a two-step process. First, to pass the class, you must earn a passing grade on the test essay and complete all assignments. The letter grade will actually be determined by the average of total points earned in the course. Essays earn points on the standard twelve point scale. A = 4.0, A- = 3.67, B+ = 3.33, B = 3.0, B- = 2.67. C+ = 2.33, C = 2.0, C- = 1.67, D+ 1.33, D = 1.0, D- = .67, below .67 = F.

FINAL GRADE CALCULATION:

Add essay points: Essay One = counts once, Essay Two = counts once, Essay Three = 1.5 (points earned), Essay Four = 2(points earned). Total points possible 22.

Example: Essay One 2 points, Essay Two 3 points, Essay Three $1.5(2) = 3$ points, Essay Four $2(4) = 8$ points Total Points = $16/5.5 = 2.90$ which is closest to a letter grade of "B-".

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. 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.

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.