



## SPC1017 Fundamentals of Communication, Fall 23

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**Instructor:** Deanne Schulz

**Class Days/Times:** Online (no meetings)

**Email:** dschulz@valencia.edu

**Office Hours:** Monday- Wednesday 10-11:30 a.m.

### Course Description

This course explores oral communication principles common to speaking and listening. It emphasizes listening techniques as well as the preparation and delivery techniques for extemporaneous speaking.

### Course Objectives/Goals

- This is an **online** course. All work will be done in the Canvas classroom.
- You must have reliable internet access for:
  - weekly quizzes
  - recording/uploading videos to YouTube
  - recording proctored quiz sessions
- Proctoring is not compatible with mobile phones. You must have a webcam on your computer and it must be enabled/allowed for each quiz.
- You must submit the informative presentation on-time this semester to fulfill the public speaking requirement. If you don't, you won't be able to pass, regardless of your other grades/average in class.

### Textbook

None. All required readings and videos will be posted in the modules.

### Technology note

Tech glitches/outages are not acceptable excuses for not submitting work on time UNLESS it is a systemwide college outage. The best way to avoid a problem is to complete all work well before the deadline.

### To Communicate with your Instructor

Please use the inbox on the left side of the Canvas. This keeps everything stored in one spot and helps give you a record of all communications between us. I respond to messages within 24 hours. Please make sure to adjust your settings to receive weekly notifications (and emergency updates) from me. The first module provides instructions on how to do so.

The student is expected to read all weekly announcements. It is strongly recommended that "push" notifications are enabled in settings, to allow all communication to come directly to the student's phone immediately. Any work/deadlines missed as a result of not reading announcements is the sole responsibility of the student.

### To Meet with your Instructor Online (Zoom Office Hours)

Monday - Wednesday from 10:00 – 11:30 a.m. Other meeting times are also available by request.

You don't need an appointment, but I'd recommend you make one. I use a "waiting room" so that all conversations are private. If you book an appointment, you won't have to sit in the waiting room, waiting for me to finish with anyone else!



## Course Policies and Requirements

### Grading Policy

All grades will be posted within 5 days after the due date. If any points are taken off, the student will see a comment or mark in the grade book rubric to explain the deduction. Any disputes about grades must be addressed in writing to the instructor's Canvas message inbox within one week (7 days after the grade/feedback has been posted).

### Evaluation Method

Written Assignments (3)	21 points
Discussions (2)	14 points
Intro Bio	10 points
Speech/Presentation	20 points
Quizzes (Drop 2 lowest grades)	35 points
<b>Total</b>	<b>100 points</b>

### Course Grading Scale

Score	Letter Grade
90 - 100	A
80 - 89.99	B
70 - 79.99%	C
60 - 69.99%	D
Below 60%	F

### Late work/Make-up policy

- All written assignments, quizzes and speeches are due Sunday at 11:59 pm.
- Discussion posts require an initial response by Friday at 11:59 p.m. and participation by Sunday at 11:59 p.m.
- The last week of work is considered the final exam work and may follow a different schedule than listed above.
- A schedule/deadline grid can be found in the first module in the classroom on the first day to provide info on all due dates.
- Quizzes may not be taken late.
- Everyone will have their two lowest quiz scores dropped, even if the quizzes were not taken.
- All written assignments submitted after the assigned due date will incur a late penalty, as follows:
  - work turned in Monday - Tuesday at 11:59 p.m. will have a 30% deduction
  - work turned in Wednesday - Thursday will have a 50% deduction
  - no work is accepted after Thursday at 11:59 p.m.



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- Any late penalties are taken in addition to other assignment quality-related deductions. For example, if a student turns in late work and does not meet the word count for the assignment, they will two levels of point deductions.
- All late work will be graded within one week of submission.
- Because all assignments are open at least a week, no excusals are made for doctor's visits, dentist appointments, lab work/testing, car troubles or unexpected travel.
- Please note that any notes related to extended hospitalization (overnight) will be verified. You must provide a note on letterhead and a contact phone number. No extensions will be granted until the note has been verified. Any documents found to be forged will be forwarded to the Office of Student Conduct as a violation of academic integrity standards.

### **Incomplete Grades**

The current university policy concerning **incomplete grades** will be followed in this course. Incomplete grades are given only in situations where unexpected emergencies prevent a student from completing the course and the remaining work can be completed the next semester. Your instructor is the final authority on whether you qualify for an incomplete. Incomplete work must be finished by the end of the subsequent semester or the "I" will automatically be recorded as an "F" on your transcript.

### **Academic Integrity/Plagiarism**

Plagiarism or cheating of any kind on an activity, assignment or speech will result in a 0 for that assignment (and may lead to an "F" for the entire course) and be subject to appropriate referral to the Office of Student Conduct for further action. If you are in doubt as to the definition of plagiarism, please see Valencia's "Rules of Conduct." "Z" grade will be given if instructor files complaint of student academic dishonesty. The student will receive earned grade with a Z preceding letter grade for the course.

### **Withdrawal Policy**

Any student who has not participated (completed an assignment) during the first 7 days of class may be dropped from the roster. If, at any time during the semester, the student wishes to drop the course, the student is responsible for doing so, through the registrar. The instructor is not able to drop students from the course other than "no shows" in the first week. Students must be aware of all withdrawal deadlines, as these can have an impact on the student's final grade/transcript.

### **Incomplete Grades**

Incomplete grades are given only in situations where unexpected emergencies prevent a student from completing the course, and when the remaining work can be completed the next semester. In order to qualify, the student's grade must be at a passing level at the time the Incomplete is requested. An Incomplete "stops the clock" on work moving forward. In other words, an Incomplete will not have any impact on previous assignments (for which the deadline has passed). Your instructor is the final authority on whether you qualify for an incomplete. Incomplete work must be finished by the end of the subsequent semester or the "I" will automatically be recorded as an "F" on your transcript.

### **Academic Progress**

In order to academically maintain financial aid, students must meet all of the following requirements:  
Complete 67% of all classes attempted, and  
Maintain a Valencia GPA of 2.0 or higher, and  
Maintain an overall GPA of 2.0 or higher, and  
Complete degree within the 150% timeframe



Detailed information about maintaining satisfactory academic progress (SAP) can be found at:  
[http://valenciacollege.edu/finaid/satisfactory\\_progress.cfm](http://valenciacollege.edu/finaid/satisfactory_progress.cfm)

For a complete policy and procedure overview on Valencia Policy 4-07 please go to:  
[http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID\\_1=4&navst=0](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0)

### **Valencia College Core Competencies**

The faculty of Valencia College has identified four core competencies that define the learning outcomes for a successful Valencia graduate. These competencies are at the heart of the Valencia experience and provide the context for learning and assessment at Valencia College. You will be given opportunities to develop and practice these competencies in this class. The four competencies are:

1. Think - think clearly, and creatively, analyze, synthesize, integrate and evaluate in the many domains of human inquiry
2. Value - make reasoned judgments and responsible commitments
3. Communicate - communicate with different audiences using varied means
4. Act - act purposefully, effectively and responsibly.

### **Americans with Disabilities Act**

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. [Visit the OSD website](#)

### **Copyright**

This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

### **Third-Party Software and FERPA**

During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these could be required assignments, you need not make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identity-sensitive information. If you have any concerns about this, please contact your instructor.

### **Course Accessibility**

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. [Visit the OSD website](#)



**Deployed Active Military**

If you are a deployed active-duty military student and feel that you may need a special accommodation due to that unique status, please contact your instructor to discuss your circumstances.