

San José State University

Communication Studies 80

Communication Workshop, Sections (01-05), Spring 2016

Instructors and contact	Section 01 & 04: Sarah.McGaffey@sjsu.edu Sections 02: Monica.Peck@sjsu.edu Section 03 & 05: Roxanne.Cnudde@sjsu.edu (Acting COMM Center Director)
Email:	For general COMM 80 or Center questions email sjsucommcenter@gmail.com
Office locations and hours:	See website: http://commcenter.sjsu.edu/about/faculty
Class days/time:	TBA; see Canvas for specifics
Classroom:	Hugh Gillis Hall 229/various

Catalog Description

Designed to enhance students' personal and professional communication and public speaking skills. Flexible student-directed course requires completion of instructional modules and workshops.

Course Website

You will find copies of the course syllabus, modules, workshop information and other resources in our Canvas course site, which you may access beginning the first week of classes. It is your responsibility to regularly access your Canvas account throughout the semester.

Additional course and COMM Center information is available at <http://commcenter.sjsu.edu/>.

Student Learning Outcomes

After successfully completing this course, you will:

SLO 1: Demonstrate the ability to read actively and rhetorically

SLO 2: Demonstrate college-level language use, clarity, and grammatical proficiency in writing

SLO 3: Engage in critical and analytical listening.

SLO 4: Assume the ethical responsibilities of a communicator, including basic understanding of the economic, legal, and social issues surrounding the access and use of information.

SLO 5: Demonstrate skills necessary to succeed in an online and/or in-person self-paced university-level coursework.

Technology Requirements

As this class is a *self-paced, hybrid class*, many assignments require you to use online technology environments. You must be able to access the internet on a regular basis; a lack of internet access is not an excuse for late or incomplete work. It is expected that you learn how to navigate these environments effectively as part of completing the assignments. Technical difficulties, which are a fact of life in the modern world, are not an excuse for late or incomplete work. For these assignments, be sure to leave yourself time to learn the technology so that you can successfully post your work. If you encounter technical difficulties that you cannot solve, please contact the COMM Center and/or the University Help Desk: <http://www.sjsu.edu/helpdesk/>. *Again, leave yourself enough time to troubleshoot unexpected (and inevitable) technical problems before the assignment comes due.*

Assignments and Grading Policies

Detailed instructions for all assignments can be found on our CANVAS course website. Additionally, questions may be directed to COMM Center Coaches and Writing Consultants, who are the upper-division Communication Studies students that staff the Center and are trained in coaching students on a variety of topics related to our department courses.

Assignments	Grading
Orientation	Complete/Incomplete
Activity #1	Complete/Incomplete
Activity #2	Complete/Incomplete
Activity #3	Complete/Incomplete

Overview

You must attend a 20-minute course orientation in the COMM Center (Hugh Gillis Hall 229) and complete three activities (any combination of self-paced modules or workshops): Failing to earn a “complete” for orientation and Activities #1, #2, and #3 will result in a “NO CREDIT” for the course. Late work is not accepted. See the schedule below for due dates.

Orientation

You *must* attend a **20-minute mandatory orientation** about the course. Orientation is offered February 8 - 11: 11:00AM, 11:45AM, 12:30PM, 1:15PM, 2:00PM, 2:45PM, and 3:30PM. You must *sign in clearly with your full legal name (that SJSU has on file for you) and section number (found on MySJSU)* at the orientation to receive credit. This orientation will walk you through the course requirements and introduce you to our Canvas website. The orientations are posted on the workshop calendar: <http://commcenter.sjsu.edu/students/workshops/> and are held in the COMM Center (HGH 229).

*The COMM Center only accommodates 42 people at once; if you wait until one of the final orientation sessions and the room is full you will not be allowed in *and will be at risk of not passing the class! First come, first served!* If you are a distance-learning student (all your classes are online-only) you may complete an online orientation. See the Canvas space for details.

Self-paced modules

Self-paced modules are available on your COMM 80 CANVAS space (under the “modules” tab) and take approximately 2 hours each to complete; they involve a combination of self-paced work accessed through CANVAS and interaction with a COMM Center Coach. Keep in mind these requirements:

- Modules are graded as complete/incomplete, must be at least 80% correct to earn a complete, and be turned in by the due dates on the schedule below.
- When you submit your module, **DO NOT ASSUME YOU WILL RECEIVE A COMPLETE**; revisit your grades to check the assignment status.
- IF you earn an incomplete you will have an opportunity to revise and resubmit; you have 7 days from the notification to do so.
 - If you do not revise and resubmit within that time frame your assignment grade will remain an incomplete and you will not pass the course.

Workshops

Workshops are typically 1 hour and 15 minutes (but may be 1-2 hours) with a required pre and/or post-work; the workshop calendar is available at <http://commcenter.sjsu.edu/students/workshops/>.

Carefully read the workshop description for the pre and/or post work information; you will not receive workshop credit if you do not complete all the requirements. Keep in mind:

- You **MUST** sign-in with your full name and section number (1-5) at the workshop; failing to do so will result in an incomplete (no credit) for that workshop.
- Submit any post-work to Canvas following the facilitator instructions and deadlines included in the workshop description on the workshop calendar.
- Clearly title the post-work document with the workshop name, date, and time.
- You must be on time and present for the entire workshop; you will not earn credit if you are more than 5 minutes tardy or leave early—plan accordingly.

Formatting Instructions

Unless instructed otherwise, all submitted work should be typed, double-spaced, with one-inch margins all around, in standard 12-point Times New Roman font.

1. All files uploaded to Canvas must be in DOC, DOCX, or PDF; all other file formats will not be viewed and the assignment will be considered incomplete.
2. Title the document with the specific module name, or workshop name and date/time attended.
3. Clearly label each section of the module in a single document.

Tentative Spring 2016 Schedule

For up-to-date information see the COMM Center Calendar at <http://commcenter.sjsu.edu/students/workshops> or our Canvas space.

The California Faculty Association is in the midst of a difficult contract dispute with management. It is possible that the faculty union will call a strike or other work stoppage this term. I will inform the class as soon as possible of any disruption to our class meeting schedule. As soon as we know of any workstoppage workshops will be rescheduled.

Date	Description
Monday, February 8	COMM Center Opening Day (Regular open hours: Monday – Thursday 10:30AM-4:30PM)
Monday, February 8-Thursday, February 11	Course Orientations held 11:00AM, 11:45AM, 12:30PM, 1:15PM, 2:00PM, 2:45PM, and 3:30PM in HGH 229.
Thursday, February 11	Course orientation due; the final session is at 3:30PM on this date.
Tuesday, February 9	Last Day to Drop Courses
Tuesday, February 16	Last Day to Add Courses & Register Late
Wednesday, March 2	Activity #1 Due: One activity (either a module or workshop) must be completed by 11:59PM
Wednesday, April 6	Activity #2 Due: A second activity (either a module or workshop) must be completed for a total of two activities completed by 11:59PM
Monday, March 28-Friday April 1	<i>Spring Recess—COMM Center Closed and no workshops held</i>
Wednesday, May 4	Activity #3 Due: A third activity (either a module or workshop) must be completed for a total of three activities completed.
Tuesday, May 12	COMM Center Closes for Semester

Student Resources

Communication Center

The Communication Center is located in Hugh Gillis Hall 229 and is open Monday - Thursday 10:30AM - 4:30PM, February 8 – May 12. The Center provides support for all students interested in developing their personal and professional communication skills, and offers specialized support for those enrolled in Communication Studies courses. Services include in-person workshops and self-paced online modules via Canvas. Upper-division Communication Studies students staff the Center and are trained in coaching students on a variety of topics related to our department courses. Enrollment in COMM 80 provides support for the Center. More information can be found through the website <http://commcenter.sjsu.edu/>

Library Liaison

The Communication Studies Department encourages vigorous and ethical research as part of information literacy for all of its students. For assistance in the library go to the King Library Reference Desk (2nd floor; 408-808-2100) and/or utilize the [Communication Research Guide](#) available at <http://libguides.sjsu.edu/communication>.

Academic Counseling Center for Excellence in the Social Sciences (ACCESS)

Clark Hall Room 240, 924-5363, socsci-access@sjsu.edu

Dr. Hien Do, Faculty Director, Hien.Do@sjsu.edu, 924-5461

Valerie Chapman, Academic Advisor, Valerie.Chapman@sjsu.edu, 924-5364

All COSS students and interested students are invited to stop by the Center for general education advising, help with changing majors, academic policy related questions, meeting with peer advisors, and/or attending various regularly scheduled presentations and workshops. Call or email for an appointment, or just stop by.

Student Technology Resources

Computer labs for student use are available in the new Academic Success Center located on the 1st floor of Clark Hall and on the 2nd floor of the Student Union. In addition, computers are available in the Martin Luther King Library. A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include digital and VHS camcorders, VHS and Beta video players, 16 mm, slide, overhead, DVD, CD, and audiotape players, sound systems, wireless microphones, screens and monitors

Learning Assistance Resource Center

The Learning Assistance Resource Center is designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. The center provides support services, such as skills assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. The Learning Assistance Resource Center is located in Room 600 in the Student Services Center.

SJSU Writing Center

The Writing Center in Clark Hall 126 offers tutoring services to San Jose State students in all courses. Writing Specialists assist in all areas of the writing process, including grammar, organization, paragraph development, coherence, syntax, and documentation styles. For more information, visit the Writing Center website at <http://www.sjsu.edu/writingcenter> or call 924-2308.

University Policies

Academic integrity

Your commitment as a student to learning is evidenced by your enrollment at San Jose State University. The [University's Academic Integrity policy F15-7](http://www.sjsu.edu/senate/docs/F15-7.pdf), located at <http://www.sjsu.edu/senate/docs/F15-7.pdf>, requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The [Student Conduct and Ethical Development website](http://www.sjsu.edu/studentconduct/) is available at <http://www.sjsu.edu/studentconduct/>.

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include your assignment or any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Integrity Policy F16-7 requires approval of instructors.

Consent for Recording of Class and Public Sharing of Instructor Material

Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor's permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.

Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor-generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.

Campus Policy in Compliance with the Americans with Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. [Presidential Directive 97-03](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) at http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf requires that students with disabilities requesting accommodations must register with the Accessible Education Center (AEC) at <http://www.drc.sjsu.edu/> to establish a record of their disability.

Success In This Course

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty-five hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop and grade forgiveness. Refer to the current semester's [Catalog Policies](http://info.sjsu.edu/static/catalog/policies.html) section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the current academic year calendars document on the [Academic Calendars webpage](http://www.sjsu.edu/provost/services/academic_calendars/) at http://www.sjsu.edu/provost/services/academic_calendars/. The [Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/policy/) is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes. Information about the latest changes and news is available at the [Advising Hub](http://www.sjsu.edu/advising/) at <http://www.sjsu.edu/advising/>