San José State University, Communication Studies 80
Communication Workshop, Sections (01-06), Spring 2020

Instructors and contact
Sections 01, 02: Roxanne Cnudde Roxanne.Cnudde@sjsu.edu
During the week, allow 24-48 hours for a response. I stop checking email after 6:00PM and do not respond on the weekends.
Section 03: Amarissa Mathews Amarissa.Mathews@sjsu.edu
Sections 04, 05: Sarah McGaffey Sarah.McGaffey@sjsu.edu (does not use Canvas messaging)
Section 06: Philip Bair Philip.Bair@sjsu.edu

Office information: See website for office hours (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.

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.

Success in this Self-paced Class
- Read the feedback your tutor provides in your assignment submission on Canvas!
- Set up your notification preferences and where you’d like to be contacted the first week of classes, this will ensure you receive timely messages about feedback, announcements, reminders, and other alerts from your instructor and tutor.
  - Navigate to your Canvas "Account" and personalize your contact information (Guides - How to set Profile and User Settings), and notification preferences (Guides - How to set Notification Preferences)
  - We highly suggest having Canvas contact you immediately about announcements, grade alerts, and comments.

Contacting Us
Though our online classroom is available to you 24/7, we are not. A COMM Center Tutor will be assigned to you, they will contact you via Canvas by the week of orientation to offer support and let you know when they are available (and you will meet them during orientation); your tutor is your first point of contact. If you’d like to contact your instructor about a more private matter, please do so! See our information at the top of this syllabus. Canvas messages to your Tutor: Allow 7-10 days for a response. Tutors work 3-6 hours a week during COMM Center open hours (M-Th 10:30a-4:30p) and will only respond during their shift times. Asking Questions: If you have any questions, please either come to the COMM Center in HGH 229 or contact your tutor via Canvas. Please don’t wait until late at night or the last minute to reach out to us!

Technology Requirements and the Course Website
You will find copies of the course syllabus, assignment options, 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 Canvas throughout the semester. 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 your tutor and/or the University Help Desk: [http://www.sjsu.edu/helpdesk/](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 your COMM Center Tutor.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Grading</th>
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<tbody>
<tr>
<td>Orientation</td>
<td>Complete/Incomplete</td>
</tr>
<tr>
<td>Activity #1</td>
<td>Complete/Incomplete</td>
</tr>
<tr>
<td>Activity #2</td>
<td>Complete/Incomplete</td>
</tr>
<tr>
<td>Activity #3</td>
<td>Complete/Incomplete</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100% for Credit</strong></td>
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#### Overview

You must attend a 30-minute course orientation in the COMM Center (Hugh Gillis Hall 229) and complete three activities (any combination of self-paced assignments 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 30-minute mandatory orientation about the course. **You are required to print and bring the syllabus with you to orientation.** Orientation is offered Monday, February 3 - Thursday, February 6: 10:45AM, 12:00PM, 12:45PM, 1:45PM, 3:00PM, and 3:30PM. You must **sign in clearly with your full legal name (that SJSU has on file for you)** 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 on Canvas and are held in the COMM Center, Hugh Gillis Hall 229.

You must complete an orientation “Check-in” due on Canvas by 11:59PM on Thursday of orientation week (February 6). Only then will you earn credit and have access to the assignments.

#### Workshops

Workshops are typically 75 minutes (but may be 1-2 hours) with a required pre and/or post-work; the workshop calendar is available on our Canvas homepage or on the [COMM Center website](http://commcenter.sjsu.edu/students/workshops/). Carefully read the workshop description for the pre and/or post work information, date/time, location, room capacity, and if registration is required. You will not receive workshop credit if you do not complete all the requirements. Keep in mind:

- You MUST ALWAYS sign-in with your full name at the workshop; failing to do so will result in an incomplete (no credit) for that workshop. **This is the only way to verify you attended!**
- Post-work is due on Canvas the same day as the workshop following the instructions on the Workshop calendar.
  - As long as you attend a workshop before a due date, it “counts” for that activity.
- 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.
- It is your responsibility to check the details of each workshop on the Google calendar to see if a workshop has pre or post-work. Failure on your part to do this does not mean an emergency on our end.

#### Modules and Engagements

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

- Assignments 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 by the tutor to do so.
  - If you do not revise and resubmit within the 7-day time frame your assignment grade will remain an incomplete and you will not pass the course.
COMM 20/20N (Public Speaking) or COMM 40 (Argumentation and Advocacy) Students

Work smarter, not harder! COMM 80 is designed to support and work alongside your public speaking class. **We suggest you complete COMM 80 by doing the “Speech Development” engagement for all three assignments.** This will help you prepare for your speeches, and in many cases, you will either be required by your other professor to meet with a tutor or will earn extra credit. Other good options are the “Speech Outlining” and “APA” modules or any Public Speaking focused workshops. Work smarter and not harder by completing activities that support your learning in your classes on assignments you already have to do. We will ask you at orientation if you are enrolled in one of these classes; please let us know.

**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, engagement, or workshop name (and date/time attended).
3. Clearly label each section of the module in a single document.

**Late Work Policy**

Please be aware that we will only accept late work in cases of extreme personal emergency that can be verified. Plan your three activities ahead of time so you avoid missing any of the three due dates. We are happy to help you choose the best activities for your communication needs. **In other words, NO LATE WORK IS ACCEPTED.**

**University Policies**

The link below contains university-wide policy information relevant to all courses, such as academic integrity, accommodations, counseling resources, etc. [http://www.sjsu.edu/gup/syllabusinfo](http://www.sjsu.edu/gup/syllabusinfo). These are all important to us and we take them seriously; we are simply trying to save you paper.

**Tentative Schedule**

*Subject to change with fair notice (rare!). For up-to-date information see our Canvas homepage.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>Monday, February 3</td>
<td>COMM Center Opening Day (Regular open hours: Monday – Thursday 10:30AM-4:30PM)</td>
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<tr>
<td>Monday, February 3 -</td>
<td>Attend one 30-minute COURSE ORIENTATION held in HGH 229: 10:45AM, 12:00PM,</td>
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<td>Thursday, February 6</td>
<td>12:45PM, 1:45PM, 3:00PM, and 3:30PM</td>
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<td>Thursday, February 6</td>
<td>Course Orientation CHECK-IN Due on Canvas by 11:59PM.</td>
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<tr>
<td>Thursday, February 27</td>
<td><strong>Activity #1 Due:</strong> One activity (either an assignment or workshop) must be</td>
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<td>completed by 11:59PM. Revisions due within 7 days of tutor grade/feedback</td>
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<td>notification.</td>
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<tr>
<td>Thursday, March 19</td>
<td><strong>Activity #2 Due:</strong> A second activity (either an assignment or workshop)</td>
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<td>must be completed for a total of two activities now completed by 11:59PM.</td>
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<td>Revisions due within 7 days of tutor grade/feedback notification.</td>
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<td>March 30 - April 2</td>
<td>Spring Recess—COMM Center Closed the entire week</td>
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<tr>
<td>Thursday, April 23</td>
<td><strong>Activity #3 due date for Modules.</strong> Revisions due within 7 days of tutor</td>
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<td>grade/feedback notification.</td>
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<tr>
<td>Thursday, May 7</td>
<td><strong>Activity #3 due date for Workshops and Engagements ONLY.</strong></td>
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<tr>
<td>Thursday, May 7</td>
<td>COMM Center closes for semester, tutors unavailable during finals and break.</td>
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