

**Hagerstown Community College
OFFICIAL COURSE SYLLABUS DOCUMENT**

COURSE: SPD 108

SEMESTER/YEAR: Updated 2015

INSTRUCTOR: M. Harsh, K. Benchoff, full-time and part-time faculty

CONTACT INFORMATION:

COURSE DESCRIPTION: Introduction to Communication (3 credits)

TEXTBOOK: None

GENERAL EDUCATION OUTCOMES: Students should be able to:

- Write or deliver an organized, coherent, fully developed essay or speech that uses standard English and cites outside sources appropriately.
- Evaluate a piece of writing from either literature, current events, non-fiction essays, or a college textbook for logical flaws, rhetorical purpose, organization, and evidence for claims.

STUDENT LEARNING OUTCOMES: The student should be able to:

- Demonstrate competence in intrapersonal, interpersonal, and small group communications.
- Determine and demonstrate the most appropriate verbal and non-verbal communication styles for a variety of real life and simulated scenarios.

EXPECTED HOURS OF STUDY:

To earn three academic credits for Speech 108, students are required to complete a minimum of 112.5 clock hours of coursework. Those hours of coursework may be completed through a combination of hours inside and outside the classroom as follows:

In-class instruction, including activities, quizzes, and exams	37.5 hours
3 Projects	50 hours for preparation and practice
Preparation of visual aids	15 hours
Course Content Assignments, amounting to roughly 3-5 pages of writing	10 hours for observing, writing, and revision
Total minimum time to spend on this class	112.5 HOURS

COURSE CONTENT OBJECTIVES: Students will be required to:

- Define the basic elements of the communication process.
- Explain the dynamic nature of communication.
- Apply self-improvement skills to the perception and listening processes.
- Respond appropriately to feedback received during communication events.
- Synthesize classroom experiences with personal communication improvement and professional career development..

ASSESSMENT PROCEDURES: [Fill in your own assessments]

COURSE POLICIES: [Fill in your own policies in addition to these]

- **Services for Students with Special Needs:** Reasonable accommodations are provided to qualified students based on current documentation. Contact the Coordinator of Disability Support Services at 240-500-2273 (TTY 301-739-5813) to request accommodations.
- **The instructor reserves the right to alter this syllabus as deemed necessary.**

TOPICAL OUTLINE:

[Fill in your outline here]