

Hagerstown Community College
Official Course Syllabus Document
(replace this parenthetical with semester and year)

COURSE:

SPD 108 – Intro to Human Communication (3 credit hours)
(replace this parenthetical with section number & Days/Times class meets)

INSTRUCTOR:

(replace this parenthetical with name, office hours, and all contact information)

COURSE DESCRIPTION:

This course focuses on the communicative processes of speaking and listening from the intrapersonal, interpersonal, and group communication point of view. Skills learned assist students in developing an effective conversational style when speaking with a group or with an individual. Emphasis is also placed on communication theory and the development of students' listening skills in receiving, interpreting, and retaining oral communication.

TEXTBOOK:

None required.

COURSE STUDENT LEARNING OUTCOMES:

Students will:

- 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.
- 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

GENERAL EDUCATION OUTCOMES:

This course may fulfill an English General Education requirement. These are the outcomes for that requirement:

- 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.

MINIMUM CLOCK HOURS REQUIRED FOR THIS COURSE

To earn one hour of academic credit at HCC, students are required to complete a minimum of 12.5 clock hours (15 fifty-minute “academic” hours) of coursework per semester. Those hours of

coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 12.5 minimum hours of coursework per credit. A three credit hour course requires 37.5 clock hours.

For most classes, students should expect to do at least 2 hours of coursework outside of class for each hour of in-class coursework.

	DIRECT Faculty Instruction In-class 37.5 h required	Student Work Out of Classroom 75 h required
In-class instruction, including activities, quizzes, and exams	37.5 hours	
3 projects		50 hours of preparation and practice
Preparation of presentation and visual aids		15 hours
Course content assignments, amounting to roughly 3-5 pages of writing		10 hours for observing, writing, and revision
Total Hours	37.5 h	75 h

ASSESSMENT PROCEDURES:

(replace this parenthetical with explanation of quizzes, exams, projects, etc.; the grading scale and how a student can calculate a grade need to be included here as well)

COURSE POLICIES:

(please delete this parenthetical: Course policies should contain statements about the following topics, as well as any individual policies of an instructor. Please consider a plagiarism statement; the student handbook defines plagiarism this way: Plagiarism is the use of ideas or work of another without sufficient acknowledgment that the material is not one’s own. Examples of plagiarism include submitting material created by another as one’s own work or including passages of another author without giving due credit, and submitting purchased material, in any form of communication, as one’s own work.)

- Attendance Policy – the college attendance policy can be found in the College catalog.
- The instructor reserves the right to modify course content.
- HCC abides by an honor code that can be found in the student handbook and college catalog: “I promise to uphold the Hagerstown Community College Honor System and to understand all written provisions pertaining to its application. As a member of the college community, I hold the qualities of honesty and integrity in highest regard and will not violate them nor tolerate those who do.”

Inclement Weather Policy:

(replace parenthetical with directions as to what students should do if the weather is bad and class must be cancelled. Please consider having students also refer to the student handbook.)

Services for Students with Disabilities:

Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.