

Comm Skills 2
801-152
Milwaukee Area Technical College
Sample Syllabus

Instructor:

Office Phone:

Office:

Office Hours: Tuesdays 10:00-11:00 and 1:00-2:00, Wednesdays 2:00-3:00, and Thursdays 10:00-11:00

Required texts: Reasoning and Writing Well by Dietsch
College level dictionary
Thesaurus (optional)
Bookstore packet

Materials: loose-leaf paper, at least two pocket folders, pens and pencils, computer disks (3 ½ inch floppy), index cards, hi-liter

General objectives:

1. Improve comprehension by applying appropriate reading and listening skills.
2. Improve expression of ideas by applying appropriate writing and speaking skills.
3. Develop analysis and decision making skills.
4. Practice problem solving, conflict resolution, and information sharing to maintain positive, productive relations with others.
5. Possess and apply effective work habits and attitudes.
6. Show respect for others' diversity of values, cultural differences, and for the environment.
7. Use appropriate technology to access information and to perform tasks effectively and productively.

Core Abilities:

The Core Abilities are skills that allow students to continually adapt and learn. They have been called "employability skills," soft skills, and professional attributes. You may not be tested for all of the Core Abilities directly, but you will demonstrate or apply them to complete lessons or to improve skills. The Core Abilities and indicators are listed below, and the ones you will be focusing on in this course are checked.

Core Ability	Applies to Course (•)
Communicate Effectively	*
a. Use effective oral communication skills	
b. Use effective written communication skills	
c. Apply standard rules of language structure, including grammar and spelling	
d. Listen actively to others	
e. Derive meaning from text	
f. Communicate in a bias-free manner	
g. Support viewpoints with evidence	
Collaborate with Others	*
a. Demonstrate respect in relating to people	
b. Cooperate and resolve conflicts effectively	
c. Participate in shared problem solving	
Respect Diversity	*
a. Acknowledge personal prejudices and biases	
b. Appreciate perspectives of people outside own background/culture	
c. Work collaboratively with persons from other backgrounds/cultures	
d. Demonstrate sensitivity to global issues	
Demonstrate Responsibility	*
a. Attend classes as scheduled	
b. Turn in quality work	
c. Adhere to safety rules and regulations	
d. Act professionally to fulfill job duties within chosen field	
e. Demonstrate flexibility and self-directedness in learning	
f. Acknowledge a responsibility to the global community (cultural, economic, environmental, political)	
g. Practice environmental sensitivity in profession	
Think Critically	*
a. Differentiate between fact and fiction	
b. Consider other viewpoints and perspectives	
c. Present logical arguments	
d. Evaluate sources of information to solve problems	
Utilize Technology	*
a. Use technology to communicate	
b. Solve problems using technology	
c. Use appropriate technology to manage information	
d. Recognize the impacts of technology	
Apply Math and Science	
a. Apply math concepts and principles appropriately	
b. Apply scientific concepts and principles appropriately	
c. Interpret meaning from quantitative data	
d. Interpret meaning from scientific data	

Course Policies and Procedures

Attendance: Attendance is mandatory and necessary for your success. If you miss class, you miss important explanations, practice, and the opportunity to submit homework on time. In addition, being on time is a habit you need to develop for the work world. If you **need** to miss class, you should notify me so that you can be prepared for the next class meeting. See your Course Syllabus Attendance Supplement for official policy. **If you stop attending but do not officially withdraw, your name will appear on the final grade roster, and you will be given a "U" for the semester.** If I am absent, my name along with the names of other absent Liberal Arts instructors will be posted in two places: outside of M214 and in the C building at the end of the bridge from Main building. School cancellations due to severe weather conditions or other emergencies will be announced on Channel 10. Information is also available by calling 297-6561. Please refer to the Student Handbook for further information on attendance and withdrawal policies.

Late work: Timeliness with assignments is a habit important in the workplace. To help you develop that habit, I expect assignments to be turned in on time. Essays submitted late will be downgraded. Speeches delivered after the due date will also be downgraded. Instead of submitting work late, ask questions and let me help you meet deadlines. ***All major assignments (essays, exams, speeches/presentations) must be completed in order to pass the course.***

Office hours: Please use my office hours if you have questions about an assignment or your progress. You should be assertive in getting the information that will help you succeed in the course. If you have questions about an assignment or something that happened in class, be sure to ask me so that you can complete assignments on time. Also, if you have questions about a grade or feedback you receive, please ask me so that you can keep improving your skills.

Academic Dishonesty: I will enforce MATC policy. This includes, but is not limited to, cheating, collaborating with another without the approval of the instructor, plagiarizing, stealing the work of another, falsifying records of work, and assisting another student in any of the above conduct. Please refer to the Student Handbook and/or college catalogue for further information about consequences.

Incomplete Grades: Again, I will enforce MATC policy. Incompletes are given only at the discretion of the instructor and only to students who have carried the course almost to the end of the semester and who have successfully completed all but one or two assignments. School policy requires the student and instructor to sign a contract listing the assignments to be completed within the following semester. Failure to fulfill the contract results in a U.

Computer Skills: All essay final copies **must** be typed, so if you are not confident with your computer skills, go to C278 right away to get assistance. It is best to learn how to use the computer before an essay is due so that you are not trying to write the paper and learn the technology at the same time.

C281: At times our class will meet in C281, which is a computer classroom. I will try to announce those times in advance, but I may not always be able to. Please always bring to class your disk with our assignments on it. For those of you with a computer at home, your documents need to be saved in Word in order for you to use your disk both at home and at school. If you do not use Word at home, ask an assistant in the computer lab how to save your work in order to work in both places.

Academic Assistance: Individualized help is available through Academic Support Services. Please take advantage of the Writing Center. It is part of the computer lab in C270. You do not need to make an appointment; simply bring your assignment, your textbooks, and whatever work you've completed on the assignment, and a writing assistant will help you from there. There is also online help available.

ADA: If you have a disability that impacts your performance and wish to request an accommodation, contact the Center for Special Needs at 414-297-6838. They may require documentation regarding your disability to enable them to comply with your request. Admission of a disability is voluntary and will be handled in a confidential manner. MATC does not discriminate against individuals with disabilities and fully complies with the Americans with Disabilities Act. To ensure your academic success in this program, you are strongly encouraged to provide your instructor with a copy of the Instructor Notification Form from the Center for Special Needs. If you require special accommodations, contact your instructor within the first week of class.

Library: The library is located in M377 (conveniently across the hall from my office!). Although the space is small, the library gives you access to a wealth of information through its many databases. You may access the library and its databases from any computer on campus. Select "library" from the MATC homepage at www.matc.edu. Also, there are reference librarians available to help you in M377.

Grades:

Homework, quizzes, and in-class work	150 points
Problem-solving essay	100 points
Business writing	100 points
Literature exam	50 points
Literature essay	100 points
Media panel	100 points
Media portfolio	50 points
Documented, argumentative essay	150 points
Research process	50 points
Argument and documentation exam	50 points
Final Exam	<u>100 points</u>
TOTAL POINTS POSSIBLE	1000 points

All students are required to submit the above assignments and to take the final exam in order to pass the course.

A:	93.5 – 100%	“A” grade calculated as 97/100 points, 48.5/50 and 145.5/150
A-:	90.5 – 93.5%	“A-“ grade calculated as 92 points out of 100
B+:	87 – 90.5%	“B+” grade calculated as 88.8 points out of 100
B:	84 – 87%	“B” grade calculated as 85.5 points out of 100
B-:	81 – 84%	“B-“ grade calculated as 82.5 points out of 100
C+:	77 - 81%	“C+” grade calculated as 79 points out of 100
C:	74 - 77%	“C” grade calculated as 75.5 points out of 100
C-:	70 – 74%	“C-“ grade calculated as 72.5 points out of 100
D+:	67 - 70%	“D+” grade calculated as 69 points out of 100
D:	64 - 67%	“D” grade calculated as 65.5 points out of 100
F:	0 – 64%	“F” grade calculated as 55 points out of 100

Grades will be determined according to the following standards:

- A: student’s performance shows exceptional demonstration of assignment criteria
- B: strong demonstration of assignment criteria
- C: adequate demonstration of assignment criteria
- D: inadequate demonstration of assignment criteria
- U: assignment criteria not demonstrated

Calendar of Assignments

Assignments are due on the day they are listed. The reading and writing assignments prepare you for class. If you haven’t completed them, you will not be able to fully participate with us, and, in turn, will not be fully prepared to complete the in-class work, the quizzes, or the larger graded assignments. **Note that the homework, quizzes, and in-class work (150 total points for the semester) can be assigned and collected at any point. This work is not indicated below but will be assigned as I see needed. If missed, this work cannot be made up.**

Course Orientation

Objectives: to become familiar with course policies and procedures, to preview assignments, to evaluate writing readiness.

Date	Topics	Assignments Due
January 19	<ul style="list-style-type: none"> • Complete writing sample • Review syllabus 	

Discussion and Problem-Solving Skills

Objectives: to develop small-group discussion skills, to develop problem-solving skills for individual and small group use, to further develop writing skills using the problem-analysis mode.

Date	Topics	Assignments Due
January 24	<ul style="list-style-type: none">• Productive group discussion behaviors• Problem-solving process• Introduce problem-solving essay assignment• Practice discussions	<ul style="list-style-type: none">• Discussion handouts• Dietsch chapter 17
January 26	<ul style="list-style-type: none">• Practice discussions• Review problem-analysis mode	<ul style="list-style-type: none">• Essay pre-writing
January 31	<ul style="list-style-type: none">• Paragraph strength: topic sentences, unity, and coherence	<ul style="list-style-type: none">• Draft of essay

Literature

Objectives: to further develop reading skills, to recognize literature as expression, to further develop writing skills.

Date	Topics	Assignments Due
February 2	<ul style="list-style-type: none">• Introduction to elements of fiction: plot, character, setting, point-of-view• “Eveline”	<ul style="list-style-type: none">• Problem-solving essay due• “Predict the ending” short story assignment• Dietsch pp 306-310
February 7	<ul style="list-style-type: none">• “A Very Old Man With Enormous Wings”• “Two Kinds”• Introduction to literature essay assignment	<ul style="list-style-type: none">• “A Very Old Man With Enormous Wings”• “Two Kinds”
February 9	<ul style="list-style-type: none">• “Everyday Use”• “He Wishes for the Cloths of Heaven”• “Funeral Blues”	<ul style="list-style-type: none">• “Everyday Use”• “He Wishes for the Cloths of Heaven”• “Funeral Blues”
February 14	<ul style="list-style-type: none">• Review for literature exam• Revision activities	<ul style="list-style-type: none">• Draft of essay
February 16	<ul style="list-style-type: none">• Literature exam	

Business Communication

Objectives: to develop practical job search writing and speaking skills.

Date	Topics	Assignments Due
February 21	<ul style="list-style-type: none">• Cover letter, resume and email assignment• Business writing guidelines	<ul style="list-style-type: none">• Career Services packet of information• Literature essay due
February 23	<ul style="list-style-type: none">• Cover letter and resume tips• Analyzing job advertisements	<ul style="list-style-type: none">• Advertisement for a job you could apply for after graduation.• Dietsch pp 377-385 and 402-409
February 28	<ul style="list-style-type: none">• Interview answer guidelines• Email guidelines	<ul style="list-style-type: none">• Drafts of cover letter and resume• Dietsch pp 385-400
March 2	<ul style="list-style-type: none">• Work on cover letter, resume, and email	<ul style="list-style-type: none">• Dietsch pp 401-402
March 7	<ul style="list-style-type: none">• Interview practice	<ul style="list-style-type: none">• Cover letter, resume, and email (with advertisement)

Media

Objectives: to analyze the influence of media in our everyday lives, to practice research skills, to further develop presentation skills.

Date	Topics	Assignments Due
March 9	<ul style="list-style-type: none">• Introduction to elements of persuasion• Media and persuasion examples• Media panel presentation assignment	<ul style="list-style-type: none">• Reading about persuasion
March 14	<ul style="list-style-type: none">• Media panel formation• Fallacies in reasoning• Analyzing Internet news for elements of persuasion	<ul style="list-style-type: none">• Joe Saltzman articles•

March 16	<ul style="list-style-type: none"> Analyzing newspaper news for elements of persuasion Media panel work 	<ul style="list-style-type: none"> Progress on media panels Bring to class a newspaper article that you find interesting
March 21	<ul style="list-style-type: none"> Analyzing advertisements for elements of persuasion Visual aids Media panel work 	<ul style="list-style-type: none"> Progress on media panels Bring to class a print advertisement that you find interesting
March 23	<ul style="list-style-type: none"> Panel group conference with instructor 	<ul style="list-style-type: none"> Media panel summaries Media panel visual aids
March 28	<ul style="list-style-type: none"> Panel presentations 	<ul style="list-style-type: none"> Panel presentations

Research and Argument

Objectives: to recognize and use persuasive, argumentative technique; to develop research skills; to use MLA documentation; to further develop essay writing skills. **Bring to class each day all of your work for this project. We will often spend class time working on it.** *Note that the assignments that contribute to your 50 points of research process are identified below in italics.*

Date	Topics	Assignments Due
March 30	<ul style="list-style-type: none"> Introduction to symposium assignment Research process and tips 	<ul style="list-style-type: none"> Dietsch pp 429-434
April 4	<ul style="list-style-type: none"> Library orientation 	<ul style="list-style-type: none">
April 6	<ul style="list-style-type: none"> Introduction to argument: assertion and appeals Review of persuasion 	<ul style="list-style-type: none"> Dietsch chapter 18 <i>Preferred symposium topics</i>
April 11	<ul style="list-style-type: none"> Collecting sources 	
April 13	<ul style="list-style-type: none"> Evaluating sources: credibility, bias, timeliness Notecards 	<ul style="list-style-type: none"> Dietsch pp 441-446 Sources collected and read twice
Spring Break		
April 25	<ul style="list-style-type: none"> Incorporating sources: summary, paraphrase, quotation Organizational patterns of arguments Outlining 	<ul style="list-style-type: none"> <i>Notecards completed</i> Dietsch pp 486-501
April 27	<ul style="list-style-type: none"> MLA style documentation: 	<ul style="list-style-type: none"> Dietsch chapter 28 (don't

	internal citations, works cited entries	read this word for word, but become aware of it as a resource) <ul style="list-style-type: none"> • <i>Complete outline of essay</i>
May 2	<ul style="list-style-type: none"> • MLA style documentation continued • Exam review 	<ul style="list-style-type: none"> •
May 4	<ul style="list-style-type: none"> • Argument and documentation exam 	<ul style="list-style-type: none"> • <i>Complete draft with works cited page submitted to instructor</i>
May 9	<ul style="list-style-type: none"> • Essay “presentations” 	
May 11	<ul style="list-style-type: none"> • Revision activities 	

Final Exam

Objectives: to demonstrate writing competency.

Date	Topics	Assignments Due
May 16	<ul style="list-style-type: none"> • Final exam 	<ul style="list-style-type: none"> • Documented essay due in folder with outlines and drafts. No final revisions will be accepted without outlines and drafts.
May 18	<ul style="list-style-type: none"> • Final conference 	

Enjoy your well-deserved break!