Basic Communications  
COM-710  
Fall 2011

Instructor: Kay Forest

Other Instructor Information:  
Office: 233 Nielsen Hall  
Phone: (319) 398-5899, x5876  
E-mail: kay.forest@kirkwood.edu  
Office Hours: M/T/W/F 9–9:50 a.m.  
TH 8–8:50 a.m.

Section Number:  
Synonym: 0158581  
Class meets M/W/F from 8–8:50 a.m. in 224 Nielsen Hall

Credit hours:  
3 credit hours

Course description: Basic Communications provides an opportunity for students to improve English language skills. The principles of English grammar, punctuation, and style are studied. Emphasis is placed on correct grammar usage, spelling, punctuation, and proofreading/editing skills for the office professional.

Prerequisites: COMPASS writing score of 32 or higher or ENG-013

Course Materials Needed: BUSINESS ENGLISH, 10th Edition, Guffey & Seefer, South-Western Publishing, 2011. This text comes bundled with an access code to the companion student Web site. Please follow the directions on the inside cover of your text to create your account as soon as possible.

Learning Outcomes, Objectives, and Course Competencies:  
1. Use appropriate reference materials such as online dictionaries, print dictionaries, and reference manuals to locate answers to language questions.  
2. Identify parts of speech and understand how they function in sentences.  
3. Write complete sentences avoiding fragments, comma splices, and run-ons.  
4. Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions, and interjections correctly in oral and written communication.  
5. Develop proficiency in punctuation, capitalization, and number style skills.  
6. Use proofreading marks to edit business documents.  
7. Demonstrate improved vocabulary, spelling, and editing skills.  
8. Collaborate with peers to solve problems.

Assessment of Student Learning: This course will be conducted in a lecture format including student interaction, class participation, and computer activities.
Late Work/Make-up Test Policy: A test may be made up (within one week) if you notify your instructor prior to the test and you have a legitimate, documented reason. Tests must be taken in the Test Center (2055 Cedar Hall). A photo ID is required to test in the Test Center.

Class Attendance Policy and College Sponsored Activities: Students are expected to attend all class sessions. Attendance will be taken, and more than three absences may adversely affect your grade. If you miss half the classes, you will receive an automatic F. The attached outline of assignments is only a guide, so students need to attend class to obtain the exact requirements. Assignments are considered late if they are not submitted on the due date. If late, they receive only partial (half) credit. Assignments will not be accepted more than one week after the due date for any reason. Assignments cannot be emailed or faxed to the instructor. Missed assignments will NOT be emailed to students. Missed in-class activities cannot be made up. No coursework is accepted after the last day of regular class or on the day of the final.

College sponsored activities (excluding practices) include such events as athletic competitions, student academic competitions and conferences, musical and drama performances, and class field trips. Questions on whether an activity is a college-sponsored event for purposes of this policy should be directed to the Vice President of Instruction. If anticipated absences for a semester appear to be extraordinarily numerous or difficult to accommodate, a faculty member may appeal the need for the full accommodation to the Vice President of Instruction.

Productive Classroom Learning Environment: As a Student Success Council initiative, the following statement was written by faculty and administration, and revised with student feedback in Fall 2001. Its purpose is to articulate the shared responsibility for the classroom environment, and the successful learning that grows from it.

We believe that the best learning takes place in an environment where faculty and students exhibit trust and mutual respect.

Students promote trust by preparing honest and thoughtful work, and by expecting evaluation based on performance. Faculty promotes trust by setting clear guidelines for assignments and evaluations, honest feedback, and by assigning bias-free grades.

Students show respect by being prepared and attending class on time, by paying attention, contributing to discussions, listening respectfully to others’ points of view, meeting deadlines, and by striving for their best performance. Faculty show respect by their timeliness and preparedness, by taking students seriously, by valuing their goals and aspirations, and by providing honest feedback.

In a productive learning environment, faculty and students work cooperatively, recognize and respect differences, model the values of character and citizenship, and become lifelong learners.
Plagiarism Policy:

According to Webster, to plagiarize is “to steal or pass off the ideas or words of another as one’s own . . . to use created productions without crediting the source . . . to commit literary theft . . . to present as new and original an idea or product derived from an existing source.”

Kirkwood students are responsible for authenticating any assignment submitted to an instructor. If asked, you must be able to produce proof that the assignment you submit is actually your own work. Therefore, we recommend that you engage in a verifiable working process on assignments. Keep copies of all drafts of your work, make photocopies of research materials, write summaries of research materials, hang on to Writing Center receipts, keep logs or journals of your work on assignments and papers, learn to save drafts or versions of assignments under individual file names on computer or diskette, etc.

The inability to authenticate your work, should an instructor request it, is sufficient grounds for failing the assignment.

Campus Closings:

The decision to cancel classes is made by college administration. Classes may be canceled due to inclement weather or because of other college emergencies. Students are notified of cancellations through local radio/television stations, email and voice announcements, announcements from instructors, at www.kirkwood.edu, and through Kirkwood Alert. Notifications of individual class cancellations are made through the instructional department office.

Learning Environment Expectations:

1. Class begins promptly. Please be on time. If you are few minutes late beyond your control, please enter quietly.
2. Children are not allowed in the classroom. Adult visitors are welcome—please notify your instructor before class.
3. Students are expected to know and comply with the general student conduct policy as printed in the Student Handbook. Intentional disruption of the orderly process and educational atmosphere in the classroom will not be tolerated.
4. Your instructor expects that you will do your own assignments. Evidence to the contrary may result in severe grade reductions for the person or persons involved.
5. Voice mail messages will be returned only if absolutely necessary and if you state your name and phone number slowly and clearly, including any long distance information. Use email for short, routine communication.
6. Cell phones must be turned off and put away. Please do not wear headsets. Surfing the Web, using FaceBook or MySpace or texting during class is not allowed. If your phone rings or you are caught texting in class, you will lose any in-class points for that day.
7. Please save all graded work until the end of the semester.
8. No incompletes will be given in this class unless a documented medical emergency exists and at least half of the coursework is completed.
Americans with Disabilities Act: Students with disabilities who need accommodations to achieve course objectives should file an accommodation application with Learning Services, Cedar Hall 2063 and provide a written plan of accommodation to your instructor prior to the accommodation being provided.

Student Evaluation:

- **Tests:** (40 percent)
  6 Unit Tests (50 points each)
  10 Spelling Tests (20 points each)

- **Homework:** (40 percent)
  18 Chapter Quizzes
  Other Assigned Work

- **Attendance:** (10 percent)
  In-class Activities (no make-up, if missed)

- **Comprehensive Final Exam:** 100 points (10 percent)

**GRADING SCALE:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93–100</td>
</tr>
<tr>
<td>A-</td>
<td>90–92</td>
</tr>
<tr>
<td>B+</td>
<td>87–89</td>
</tr>
<tr>
<td>B</td>
<td>83–86</td>
</tr>
<tr>
<td>B-</td>
<td>80–82</td>
</tr>
<tr>
<td>C</td>
<td>73–76</td>
</tr>
<tr>
<td>C+</td>
<td>77–79</td>
</tr>
<tr>
<td>D+</td>
<td>67–69</td>
</tr>
<tr>
<td>D</td>
<td>63–66</td>
</tr>
<tr>
<td>D-</td>
<td>60–62</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
</tr>
</tbody>
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**Drop Date:** Students dropping a class during the first two weeks of a term may receive a full or partial tuition refund for 16 week terms; for shorter courses check with Enrollment Services for total withdraw information. Details of the refund schedule are available from Enrollment Services in 216 Kirkwood Hall. For detailed discussion of drop dates and policies, please read the student handbook.

The last date to drop this class for this term is **November 11, 2011.**

**Other Important Dates:**

- **September 5:** College Holiday—No Class 😊
- **October 7:** IBEA Convention—No Class 😊
- **November 21–25:** Student Recess Days—No Classes 😊

**Midterm Grades:** Midterm grades will be posted on EagleNet. The grade will be posted as “A” through “F” or as “S” (satisfactory) or “U” (unsatisfactory). The midterm grade is a grade-in-progress and will not affect your official GPA nor will it impact financial aid. The midterm grade has three purposes: first, to communicate your academic performance; second, to provide opportunities for you to discuss progress with your instructor; and third, to allow Kirkwood to design college-wide intervention programs that will improve student success.

**Final Exam Information:** The final exam is on **Monday, December 12, 2011, from 8–9:50 a.m.**