COMM 1213

Course Description

Format: Asynchronous Online

COMM 1213 is an introductory course focused on foundational communication concepts to help students thrive in professional environments with emphasis placed upon the development of skills necessary for effective communication in the workplace. As such, topics include understanding the communication process, nonverbal communication, working together, the fundamentals of writing and speaking for professional purposes, and cultivating credibility.

Instructor Information

Instructor: As a lecturer in the fields of personal and professional speech communication, I am currently teaching Business Communication (COMM1213) and Public Speaking (COMM1223) courses at Acadia University. My areas of interest reflect the content of the coursework; I am drawn to study aspects of verbal communication, specifically the power and influence of language choice on perception, meaning, and message reception, as well as how nonverbal cues are used in mediated environments to complete or complement the communication.

Email is the primary means of communication for this course: I check my email frequently throughout a regular workday/work week (9am-5pm, except holidays) and can usually respond to your messages within 24-48 hours.

Email address: kendra.carmichael@acadiau.ca

Course Overview

LEARNING OUTCOMES

In the various modules, you will learn:

1. **How communication works and the challenges you may face when communicating** - Knowing about the communication process and the potential barriers/challenges you may encounter can influence the choices you make when composing a message.
2. **How verbal and nonverbal communication work together to create or enhance messages** - Paying attention to detail and design, as well as choosing words carefully, can help maintain and/or enhance your credibility.
3. **The basics of collaborative communication and teamwork** - Teamwork is often a part of coursework in academic settings and is common in the workplace and other professional environments.
4. **The steps in planning to write or present your message** - Knowing your purpose, keeping your audience in mind, and choosing the right medium can help you create messages that are clear, concise, and effective.
5. **Where/how to seek credible sources to support your message** - Using external research and resources to support your assertions helps to build your credibility and strengthens your argument(s). You will also have the opportunity to learn how to properly cite those sources in your documents, using APA format.

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6. **How to format and structure various business documents, so that they are easy to understand, and meet business standards and expectations** - Again, attention to detail, structure, and design can help build your credibility.

7. **The basics of structuring and delivering a presentation** -
   Being prepared for speaking situations can help ease some of the pressure (or even fear) you may experience when called upon to present to an audience.

Course Materials

You will be asked to read various chapters and/or excerpts from several open education resources/textbooks; these materials are available for free through the links below:

- Venecia Williams and Nia Sonja's "Fundamentals of Business Communication - Revised (2022)"
- Verna Johnson's "Leadership Through Communication: Essential Skills and Strategies for Managers"
- Jordan Smith's "Communication at Work"(your instructor has adapted Smith's chapters for this course)
- Business Communication for Success (SAIT)
- Cristina Ionica and Andrew Stracuzzi's Advanced Professional Communication: A Principled Approach to Workplace Writing" (a couple of readings).

Additional reading materials and video will be provided as links on our Moodle page.

I also recommend that you have access to a good grammar/writing guide such as Strunk and White's **The Elements of Style** (4th edition), and the complete **APA Manual (7th ed.)**.

The APA Manual is available at the Vaughn Memorial Library. You can also access a variety of APA citation guides on the library's website: APA Citation Guides

Course Schedule

Please remember that "[o]nline learning is just as intensive as learning face-to-face, and time to do the work needs to be scheduled and planned for, just as if one were attending face-to-face classes" (Boettcher & Conrad, 2010, p.41).

You have up to six months to complete this course. You may set your own schedule, but if you intend to complete the course in less than three months, you should let me know so that we can arrange a schedule.

DO NOT SUBMIT ALL YOUR WORK AT ONE TIME and please do not leave all your course work until a few weeks before your completion date. Although I will make every effort to accommodate your schedule within reason, I need time to grade assignments and mark exams.

Remember: Modules need to be completed in order

Modules	Units	Tasks and Assessments
M1 - Thinking about Communication: The Foundations	Unit 1: Beginning with the Basics Unit 2: Communication and the Diverse Workplace Unit 3: The Competent Communicator & Professional Integrity	Assignment 1 Quiz 1
M2 - Using Verbals and Nonverbal Messages to Create Meaning	Unit 1: Verbal Messages & Language Choices Unit 2: Nonverbal Cues & Communication	Assignment 2 Quiz 2 & 3
M3 - The Importance of Listening		Quiz 4
M4 - Collaborative Communication: Working Together, Working in Teams	Unit 1: Working in Teams Unit 2: Conducting and Participating in Meetings Unit 3: Giving and Receiving Feedback and/or Criticism Unit 4: Managing Conf	Assignment 3 Quiz 5
M5 - Writing for Professional Purposes	Unit 1: Preparing to Write Unit 2: Writing with Integrity: Source Acquisition & Citations Unit 3: Structuring the Message Part 1 Unit 4: Structuring the Message Part 2 Unit 5: Structuring the Message Part 3 Unit 6: Structuring Reports and Proposals	Assignment 4 Assignment 5 Quizzes 6, 7, 8 & 9
M6 - Presenting in Professional Environments	Unit 1: Preparing the Presentation Unit 2: Delivering the Presentation	The Presentation Project Quiz 10
M7 - Career / Employment Communication	Unit 1: Networking Unit 2: Job Applications, Portfolios, and Online Representation Unit 3: Job Interviews	Assignment 6 The Formal Report

Assessment

You will be evaluated on both your understanding of the required readings, videos, and the modules, and your ability to apply the course concepts. The final grade for the course will be made up of a series of assignments, a presentation project, a set of quizzes, and a final exam.

The Grading Plan

The final grade for Communication 1213 will be made up of the following components.

Assessment	Percentage of Final Grade
Quizzes x 10	10 points
Written Assignment 1	5 points

Assessment	Percentage of Final Grade
Written Assignment 2	5 points
Written Assignment 3	5 points
Written Assignment 4	10 points
Written Assignment 5	10 points
Written Assignment 6	5 points
The Presentation Project	10 points
The Formal Report	10 points
The Final Exam **you must pass the exam to pass the course*	30 points

*Please remember that you must apply to write the final exam in this course. Contact Open Acadia to make the request and make arrangements: https://www2.acadiau.ca/online/current-students/exams.html

Also, make sure you have read and understood the policies and procedures outlined in the Student Handbook.

Assignment Submissions Description

The assignments are delivered to me via the assignment drop-boxes on Moodle. I will review your assignment, offer feedback, and upload the graded paper to the site. The grade the work earned will also be included on the paper itself.

Each assignment is usually assessed/graded no more than seven working days after the submission is accessed.

1. Submissions/Files must be formatted as WORD documents (doc or .docx). If assignments are not formatted correctly, they will not be accepted by the system and cannot be graded, earning that assignment zero points.
2. All assignments must be submitted through the drop box on Moodle unless otherwise stated in the assignment directions.
3. Make sure to verify your submission was uploaded to the correct drop box and that it can be accessed and read. If it cannot be opened/read, it cannot be graded and a mark of zero will be recorded.
4. Make sure the correct document/assignment (not the assignment description itself, for example) was uploaded to the drop box. Otherwise, the assignment will not be graded and a mark of zero will be recorded.
5. Use Calibri 11-point font unless otherwise stated in the assignment description and follow the formatting directions identified in the notes, textbook, and/or assignment description itself.
6. The assignments will be evaluated on content, style, structure and/or format, grammar, spelling, and attention to detail.
7. Do not submit assignments out of order (see paragraph below).
8. Do not submit assignments all at one time (I need time to evaluate the submission and provide you with feedback).

Communication 1213 is a structured course; one module builds upon another. Please make sure that you complete all the units in each module, including any associated assignments and quizzes, in order. Do not proceed to the next module until **all** work for current module is submitted. Otherwise, it will be assumed that you have chosen not to complete the module's (or unit's) assignment(s) and/or quizzes, the drop boxes will lock, and a zero will be recorded for those tasks.

PLEASE NOTE: The last assignment should be received at least 4 weeks prior to the date you wish to write the exam. This will give Open Acadia adequate processing time for the exam request and to help you make arrangements to write the test.

Quizzes Description

Quizzes will be placed at the end of the module or unit. **When you are ready to attempt the quiz, please send me an email and I will set the start and the close date for you.** Please note that not all modules/units have an accompanying quiz.

1. The quizzes will be posted on Moodle. These assessments will be opened at a specific time on a specific date, and they will close at a specific time on a specific date (usually seven days between start and end). Contact me via email and I will set your dates/times. **Quizzes will not be reopened once they close.**
2. Once you begin a quiz, you will have a time limit for completion. The quiz must be completed and submitted within the time limit, so please make sure you have done your reading and preparation prior to opening the quiz. **The quiz will not be reopened if the time expires.**

3. Each quiz can be attempted **three times** before the closing date.
4. A score of at least 80% must be earned in the quiz to count toward the quiz grade/credit.
5. There will be **no retakes** and **no extensions** for quizzes.
6. Make sure that if a unit/module has a quiz (or quizzes), you complete the assessment(s) before proceeding to the next unit/module. Otherwise, it will be assumed you have chosen not to complete the quiz (or quizzes) and a zero will be recorded.

Final Exam Description

1. The exam gives you the chance to "show what you know" and is designed to test your knowledge of the course concepts. As such, the questions will be looking for specific answers and your ability to apply the material.
2. The exam is comprehensive and will cover content from ALL modules and readings/videos.
3. It is a closed note/closed book test and requires **in-person proctoring.**
4. **You must pass the exam (50% or higher) in order to earn credit for this course.**
5. You will need to submit an application for the exam to OPEN ACADIA and make arrangements with them in advance of your preferred test date.

Grading System

For more information about Examinations and Grades, see the Registrar's website.

Numeric Value	Letter Grade	Grade Point Value
90-100	A+	4.33
85-89	A	4.00
80-84	A-	3.67
77-79	B+	3.33
73-76	B	3.00
70-72	B-	2.67
67-69	C+	2.33
63-66	C	2.00
60-62	C-	1.67
57-59	D+	1.33
53-56	D	1.00
50-52	D-	0.67
<50	F	0.00
	W	Withdraw

Final Exam Description

The last assignment for this course, **The Formal Report**, should be received at least 4 weeks prior to the date you wish to write the exam.

- **All assignments and quizzes must be completed prior to the exam.**
- **Instructor permission is required before writing the exam.**

How to Apply

Fill out the form 'Apply to Write the Final Exam' link in the final module of your course. This exam must be written in person and a proctor is required.

Proctored at Acadia

Examination requests should be directed to Open Acadia Exams; such requests should be received 14 days or 2 weeks prior to the date you wish to write the exam. This will allow adequate processing time for the request and for arrangements to be made.

Course requirements must be completed to the satisfaction of your instructor.

For more information about scheduling a proctored exam at Acadia, please visit Open Acadia's exam page.

Proctored at Another Location

If it isn't practical to take your exam at Acadia, off-campus exams can be written at another university or college. Arrangements for an exam and a proctor may be made through the Registrar's Office or the Continuing Education office at most universities and colleges, in consultation with Open Acadia Exams. Please contact Open Acadia for assistance.

Exam Format

The final exam in this course is a closed book/closed note, paper-based test. The exam is comprehensive, covering all modules and units, and gives you the opportunity to demonstrate your understanding of the course material and your ability to apply it. You have three hours to complete the exam.

Exam Policy

The final exam in an online course must be passed to successfully pass the course. There are no rewrites or supplemental examinations at Acadia University.

- Course requirements must be completed to the satisfaction of your instructor before writing your exam, as per your course syllabus.
- Please consult with your course instructor about your intention to write any midterm or final exam before submitting an exam request.
- The final exam in an online course must be passed to successfully pass the course.

Graduating Students Note:

If you are graduating in Acadia's Spring Convocation you must write your final exam by April 15th. If you are graduating in the Fall you must write by September 15th.

Course Policies

Student Handbook

You are responsible for becoming familiar with the contents of the Student Handbook. It contains important information about scheduling examinations (if applicable), applying for extensions, withdrawing from your course, ordering books, and computer and library services available to you. If you have questions about the policies outlined in the handbook, contact Open Acadia.

Artificial Intelligence Use

You **MAY NOT** use generative artificial intelligence (AI) tools and apps, such as Chat GPT, Claude, or Gemini or paraphrasing software, such as QuillBot, to help you complete assignments, tests, or other exercises and activities unless explicitly stated otherwise by the instructor. Use of these tools in this course is considered "use of an unauthorized aid," which is a form of cheating and an academic integrity violation/offence.

This policy is in place to support your learning and intellectual development, and to help you achieve the learning outcomes for Communication 1213.

Acadia University Policies

For a complete list of policies affecting Acadia University students, please refer to the Academic Calendar.

Academic Integrity

Acadia University's Academic Integrity Policy (n.d.) states, "Academic integrity demands responsible use of the work of other scholars." It continues to state that if you are not sure whether something you are about to do/have done might constitute cheating, plagiarism, or any form of academic dishonesty, you should seek the advice of your instructor. Remember, I am here to help.

More from Acadia University's Academic Integrity Policy:

"**Cheating** is copying or the use of unauthorized aids or the intentional falsification or invention of information in any academic exercise.

Plagiarism is the act of presenting the ideas or words of another as one's own. Students are required to acknowledge and document the sources of ideas that they use in their written work.

Self-plagiarism is also a form of plagiarism. It is the presentation of the same work in more than one course without the permission of the instructors involved."

In this course, you are expected to submit work that **reflects your own ideas** and understanding of the material as well as **your own writing ability**. All ideas and quotations borrowed from other sources must be fully and properly cited according to the APA 7th Edition Citation Style.

As stated above, generative artificial intelligence (AI) tools and apps, such as Chat GPT, Claude, or Gemini or paraphrasing software, such as QuillBot, are NOT to be used to help you complete assignments, tests, or other exercises and activities unless explicitly stated otherwise by the instructor. Use of these tools in this course is considered "use of an unauthorized aid," which is a form of cheating and an academic integrity violation/offence. This policy is in place to support your learning and intellectual development, and to help you achieve the learning outcomes for Communication 1213.

You are expected to adhere to the principles of academic integrity and to be honest in your actions and interactions. To do otherwise is unacceptable. Students are expected to have read and understood the Acadia University Calendar and its section on Academic Integrity.

[Link to Policy]

Accessibility Statement

Acadia University is dedicated to improving access to campus life for all students with disabilities. While we attempt to ensure that all courses are accessible, we recognize that there are barriers that need to be addressed on an individual basis. Students who require accommodations to complete coursework or otherwise fully participate in class should contact Accessible Learning Services directly as soon as possible.

Please visit Accessible Learning Services website or email them at accessible.learning@acadiau.ca for more information.

Equity, Diversity, and Inclusion Statement

Acadia is made up of communities of diverse individuals and recognizes that its diversity is its strength. Acadia welcomes the full expression of the cultural identities of the members of the University Community. It recognizes that the services it offers cannot be delivered outside of the context of the cultural identities of the members of the University Community and that the expression of these identities is required in order to effectively pursue and achieve academic excellence. The guidance in this Policy is intended to be inclusive and mindful of this diversity in all institutional policies, programs, classrooms, and interactions; representing the human rights of members of the University Community.

Discrimination and harassment must be eliminated from the University Community. The whole post-secondary environment is committed to ensuring that individuals within the University Community are free from discrimination and harassment.

The journey towards a culturally safe and anti-racist community can only be achieved where there are simultaneous efforts to eliminate all forms of discrimination and harassment from our campus community, including the elimination of all discrimination, harassment and violence based on one's identity, including but not limited to, gender, race, class, ethnicity, sexual orientation, disability, gender expression, and Indigeneity. This Policy will adhere to the Nova Scotia Human Rights Act (the "Human Rights Act") and the Nova Scotia Occupational Health and Safety Act (the "Occupational Health and Safety Act") and associated regulations. [Link to Policy]

The Equity, Diversity, and Inclusion Officer is available to students and employees. The fundamental objective of the Equity Office is to prevent discrimination, sexual harassment, and personal harassment from occurring, in part by managing Acadia's Policy Against Harassment and Discrimination. For more information, as well as for resources for students who believe they may have experienced or witnessed discrimination, sexual harassment, or personal harassment please contact Acadia's Equity, Diversity, and Inclusion Officer at equity@acadiau.ca , and check out the website.

Intellectual Property & Use of Course Materials

Course materials are the intellectual property of the instructor unless otherwise stated. Unauthorized distribution is prohibited.

Land Acknowledgement

Acadia University acknowledges that it exists within Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq Nation. This territory is covered by a series of "Treaties of Peace and Friendship" which Mi'kmaq and Wolastoqyik signed with the British Crown in 1725 and 1726. The Treaties did not deal with the surrender of lands and resources but in fact recognized Mi'kmaq and Wolastoqyik title and established the rules for what was to be an ongoing relationship between nations. Acadia is committed to growing and nurturing this relationship and working to fulfil the Truth and Reconciliations Commission's Calls to Action for post-secondary education.

Policy Against Harassment and Discrimination

Acadia recognizes that supporting an environment free of Discrimination and Harassment is important for the well-being and dignity of individuals as well as for the overall climate and welfare of the University Community and is committed to providing the required policies, resources, and organizational structures. The Acadia Policy Against Harassment and Discrimination was created to support this. [Link to Policy]

Support Resources

There are a number of student supports at Acadia for you to access if necessary, including, but not limited to Accessible Learning Services, the Writing Centre, the Indigenous Gathering Space and Resource Centre, the Women's Centre, the Equity Office, the Black Student Employment and Cultural Navigator, Spiritual Wellness, services regarding 2SLGBTQI+, and mental health support services.

The most up to date list of Student Support Resources is found on our website.

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