



INSTRUCTIONAL PACKAGE

ENG 155

Communications I

Effective Term

Fall 2018/Spring 2019/Summer 2019

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

Effective Term: Fall 2018/Spring 2019/Summer 2019

COURSE PREFIX: ENG 155

COURSE TITLE: Communications I

CONTACT HOURS: 3

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

Communications I is a survey of the oral and written communication skills necessary for success in modern businesses as well as many trades and career paths. Executives from all levels and types of professional establishments list the ability to communicate as the most important factor in job success. By teaching the forms of oral and written communication demanded by modern businesses and technologies, this course will help prepare students for the workforce.

COURSE DESCRIPTION:

This course introduces the principles of expository writing and public speaking through practice and development of communication skills.

PREREQUISITES/CO-REQUISITES:

(COMPASS Reading 65 and COMPASS Writing 31) or (ACCUPLACER Reading Comp 056 and ACCUPLACER Sentence Skills 058) or (New ACCUPLACER Reading Comp 235 and New ACCUPLACER Sentence Skills 235) or (COMPANION Reading 056 and COMPANION Sentence Skills 058) or SAT Critical Reading 380 or (ACT English 12 and ACT Reading 14) or (Credit level [ENG 101](#) Minimum Grade of C or Credit level [ENG 101](#) Minimum Grade of TC or Credit level [ENG 100](#) Minimum Grade of C*) or Credit level [ENG 032](#) Minimum Grade of C* or (Multiple Measures English 1) or (ASSET Reading 37 and ASSET Writing 37)

***Online/Hybrid** courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

REQUIRED MATERIALS:

Thill and Bovée. *Excellence in Business Communication*. 12th Edition. Pearson, 2017.

ISBN: 978-0-13-431905-6

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#)

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.

WaveNet and D2L email access.

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

Part II: Student Learning Outcomes

I. Communication Theory

Materials used: course textbook, Chapters 1-3

Possible assessment may include: quizzes/tests, scenario/case assignment, group project or presentation.

Learning outcomes: The student will be able to identify and explain:

- The importance of analyzing the situation, conducting an audience analysis, identifying barriers to communication, and planning messages
- The importance of understanding obvious and hidden challenges when communicating across cultures.
- The importance of clear communication in electronic and web-based mediums, as well as some of the benefits and challenges such communication presents.

II. Written Communication

Materials used: course textbook, Chapters 4-16

Possible assessment may include: scenario/case assignment, group project or presentation, informative, collaborative or persuasive messages in a text-based medium.

Learning outcomes: In written assignments, the student will be able to:

- Craft messages for specific audiences that value clarity, accuracy, professionalism and conciseness
- Write in a variety of mediums, applying the conventions and features unique to the medium
- Adapt to a variety of situations and purposes, which may include, but are not limited to routine informative messages, persuasive requests, messages of negative news, reports, proposals, resumes and cover letters
- Demonstrate a basic command of standard written English and basic grammar conventions

III. Oral Communication

Materials used: course textbook, Chapters 4-16

Possible assessment may include: scenario/case assignment, group project or presentation, informative, collaborative or persuasive messages in an oral medium.

Learning outcomes: In oral assignments, the student will be able to:

- Plan, draft and deliver verbal messages for a variety of audiences and purposes that may include informative and persuasive communications
- Speak with clarity and professionalism with instructor and classmates in the classroom environment
- Demonstrate positive non-verbal communication including posture, facial expression, eye contact, and tone of voice in an individual or group presentation setting
- Offer and receive constructive criticism in a collaborative setting

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Students’ performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

Oral	30%
Written	40%
Exams/Final	<u>30%</u>
	100%

Point values may vary by instructor. The instructor may make additional assignments and adjust the point total accordingly.

Students who demonstrate deficiencies in sentence structure, punctuation, grammar, and spelling may be referred to the Writing Center at the Student Success and Technology Center.

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

State the College's or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

- 1. Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
- 2. On-line student success and academic support resources.**

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Student Testing:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

Disability Services

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Statement of Equal Opportunity/Non-Discrimination Statement

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements

March 2018

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College’s Title IX Coordinators.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

Inquiries regarding the non-discrimination policies:	
Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.
Dr. Melissa Batten, AVP Student Affairs <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu	Jacquelyne Snyder, AVP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i> Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu