

Communication 100 Syllabus

Introduction to Human Communication

Instructor:

Office:

Office Hours:

Email Address:

Teaching Assistant:

Office:

Office Hours:

Email Address:

BEFORE YOU EMAIL:

- Check your syllabus for the answer.
- Consult a classmate for the answer.
- Email the **instructor** for questions regarding course subject matter, including lecture material and reading content.
- All emails should be written in a professional manner by addressing the person appropriately, stating your question clearly, and signing off professionally.

COURSE GOALS

- To provide an understanding of the basic elements of the communication process and the role of these elements in communication effectiveness.
- To apply communication theory to your existing understanding of relationships in your personal and professional life.

RATIONALE AND OBJECTIVES OF THE COURSE

A college education fosters a way of learning that moves one beyond immediate interests and presents knowledge into a larger world; it is an education that not only disciplines minds in the pursuit of knowledge, but also develops whole persons who are resilient enough to confront, evaluate, and influence the changing society in which they live. The skillful use of symbols enables us to build critical links between our ideas and the ideas of others, thereby understanding and affecting our relationships, our social systems, and our world.

For this reason, communication skills and theory are at the very center of the educational experience. It is here that you are required to think clearly and correctly, to speak responsibly, to adapt to the needs of others with sensitivity, to listen and to treat listeners ethically, and to express yourself with power and conviction.

This course is designed to combine the study of communication theory with practical applications of these ideas into your communication decisions. You will develop an understanding and appreciation of the study of human communication from a variety of perspectives and contexts and

will apply these theories to your communication experiences. The course involves understanding diverse contexts of communication, practice in speaking and listening, critical thinking, decision making, and the logical and coherent construction and presentation of researched material.

Assignments in this course will require you to identify your information needs, locate information, analyze the credibility of information, and use information effectively.. This is an opportunity for you to develop skills in information literacy, and to use the resources that are available to you as a responsible scholar.

REQUIRED MATERIALS

- Clicker: ResponseCard NXT: Rcxr-03 CLICKER.
 - Instructions for registering and operating your clicker device are found at <https://ucc.asu.edu/clickers/students>
- Textbook (There are two options for purchasing your textbook for COM 100. Choose the option that is best for you.)
 - Option 1: Revel Package in the bookstore (\$87.25)
 - Alberts, J. K., Nakayama, T. K., & Martin, J. N. (2015). *Human Communication in Society, 4th ed.* Upper Saddle River, Pearson Prentice Hall.
 - You receive loose-leaf book and a revel access code
 - ISBN: 9780134149172
 - Option 2: Purchase direct access to Revel (\$65)
 - *Communication in Society, 4th ed.* Upper Saddle River, Pearson Prentice Hall.
 - To make a direct purchase of the book, go to: <https://console.pearson.com/enrollment/qw1ftg>
 - You can select “Temporary Access” for a 14-day FREE trial. This is helpful if you are waiting for financial aid or scholarship funding.
 - For an additional \$5, you can have the full color, loose-leaf book sent to you (free shipping).
- Valid ASU ID card (i.e., Sun Card)
 - Required for examinations.

COURSE POLICIES

Attendance:

Class attendance is linked directly with your success in the class. Your presence in class will maximize your learning experience. Class time is intended to highlight the most important aspects from your reading, to further expand difficult concepts, and to provide an opportunity for questions. Your attendance in class not only gives you an opportunity to learn more, but attendance also allows you to earn required participation points from Clicker questions. In the event that you cannot attend class, arrange an appointment with a classmate to review the lecture. Once you have reviewed the missed material, any questions can be answered during office hours, by e-mail, or by appointment.

Attendance during examination dates is required. If you are going to miss an examination date,

please notify me at least **two weeks** in advance so that appropriate accommodations can be made. Make up exams after the exam date has passed will not be permitted.

Classroom Etiquette:

This course provides students with the opportunity to be part of a community. Your enrollment in this course assumes that you will treat your fellow classmates and instructor with respect; therefore, profanity or inappropriate comments concerning race, ethnicity, gender, sexual orientation and religion will not be tolerated. Any student who violates this policy will be asked to leave the classroom. I also expect you to avoid disrupting class. Ways to avoid disrupting class include: coming to class on time, turning off all cell phones, not text messaging, not speaking when others are speaking, and not reading newspapers or doing homework during class. Thank you in advance for helping to create a positive learning environment.

Academic Integrity:

The College of Liberal Arts and Sciences and the Hugh Downs School of Human Communication strongly believe in academic integrity; thus, instructors in the College and School do not tolerate cheating and plagiarism. Instructors who find compelling evidence of academic dishonesty will actively pursue one or more of the following actions: assigning a grade of XE ("failure through academic dishonesty") to the student, advocating the suspension or expulsion of the student from the College, and/or referring the student to Student Judicial Affairs. If a student who is charged with academic dishonesty is found to be in violation, then one or more of these disciplinary actions will be taken. For further information, please read the Student Academic Integrity policy and the code of conduct for the Hugh Downs School of Human Communication at: <http://hdshc.asu.edu/acadintpol.html>.

This class, as all others in the School, is taught in English. If English is not your first language and you are having difficulty in speaking, writing, or understanding—please seek assistance at the Writing Center on campus or with the International Student office which provides conversational groups for non-native speakers. Since this class is taught in English, all work in this course will be graded based on a common rubric that assumes an understanding of English.

Please be advised that all work for this class must be **original** to this class. You may not recycle papers or work from other courses you've taken, including if you are taking this course over again, we consider this behavior to be academically dishonest.

Disruptive Student Policy:

Students are entitled to receive instruction free from interference by other members of the class. If a student is disruptive, an instructor may ask the student to stop the disruptive behavior and warn the student that such disruptive behavior can result in withdrawal from the course. An instructor may withdraw a student from a course when the student's behavior disrupts the educational process under USI 201-10 <http://www.asu.edu/aad/manuals/usi/usi201-10.html>.

Disability Resource Center:

If you are registered with the disability resource center please notify me so that I may make accommodations as needed.

GRADING AND ASSIGNMENTS

Quizzes (3 @ 20 points each):

Questions for the three online quizzes will be drawn from *textbook readings* assigned during each course unit. These readings provide broad coverage of the topics listed in the course schedule. Each online quiz will include 10 multiple choice and/or true-false questions, worth two points each. The three online quizzes will be available on our course Blackboard site 72 hours (three days) before their *midnight due date deadline* (indicated on the course schedule at the end of this syllabus). Each quiz can be attempted up to two times during the posting period. The highest of the two attempts will be counted toward your grade. Although the online quizzes are open book, they will be timed; you will be allocated a maximum of 30 minutes to complete each quiz attempt. You will need to be familiar with the material prior to commencing the quiz in order to complete it in the allotted time. Please bear in mind the following important parameters for taking the online quizzes:

- Each quiz attempt must be completed *and submitted* within 30 minutes after it is started. Your quiz score will be detrimentally affected if it is not completed and submitted within 30 minutes.
- All quizzes will go offline precisely at *midnight on the due dates indicated in the course schedule*. Each quiz must be completed *and submitted* by the deadline. You will not be allowed to take or receive credit for quizzes after they go offline.
- Because you can take the quizzes wherever and whenever you want during the posting periods, there will be no quiz make-up opportunities. Temporary Internet connection problems will not be considered as valid excuses for failing to complete quizzes on time. Be sure to take the quiz early in the posting period with a reliable Internet connection.
- All questions and objections to test scores must be made within three days of the grade being posted. Questions and objections posed after the 3 days will not be addressed.

Examinations (3 @ 70 points each):

There will be three unit exams and one cumulative final exam. *Only your three highest exam scores will count toward your final grade*. You do not need to notify the instructor of which exam you want to drop. The lowest exam score will be dropped automatically. Questions for the exams will be drawn from the textbook and in-class lectures. Once the exams are distributed during the exam period, you will have 60 minutes to complete your test (if you arrive on time). If you arrive after the first student has finished his or her exam, you will not be allowed to take the exam.

- You must show your ASU ID Card as proof of identity to submit your exam for grading. Your exam will not be accepted for grading if you fail to provide a valid ASU ID card. In addition, your ASU ID number must be written on each exam.
- Each exam will consist of 35 multiple-choice questions, with a single best answer for each question (two points for each correct selection, 70 points total).
- You will be provided a Scantron form, but you *must* bring a pencil to fill in your answers on the Scantron form.
- All questions and objections to test scores must be made within three days of the grade being posted. Questions and objections posed after the 3 days will not be addressed.

Participation via Clickers (15 @ 2 points each):

You will receive two participation points for each day you come to class and answer displayed questions using your Turning Point Response Card device (i.e., your “clicker”). Even though there are 24 “clicker days” included in the course (marked with an asterisk on the schedule), you can earn participation points on *a maximum of 15 of those days*. Please note the following important parameters for earning participation points:

- Even if you attend class, you will *not* receive participation points under any of these conditions: you did not properly register your clicker device, you did not bring your clicker device, you did not properly operate your clicker device, or your clicker device did not function properly.
- If you are not in attendance throughout an entire class period (i.e., if you arrive late or leave early), you may miss your opportunity to earn participation points for that day.
- Giving your clicker to another student in your absence to gain participation points, or using another student’s clicker in his or her absence to provide participation points, constitutes a violation of academic integrity. Both students involved in this activity will be withdrawn from the course and a permanent “XE” (failure due to academic dishonesty) will be entered on their academic records.
- In the Blackboard Gradebook, participation will be indicated with a *blank* (you have not yet registered your clicker and cannot receive participation points), a *zero* (you were not awarded clicker points on that day), or a *two* (you were awarded clicker points on that day).
- Be sure to verify that you are receiving participation points on the appropriate days. Problems with clicker devices or participation points should be addressed within 1 week of the date the points are posted.
- ResponseWare used on your phone, tablet, or computer will not be permitted.

Extra Credit (up to 10 points):

Opportunities to earn extra credit points *may* be available this semester by way of participating in faculty and graduate research studies. However, *there is not guarantee that these opportunities will occur*. If they do, point values for each opportunity will be in accordance with the amount of work required to complete the opportunity. In an extra credit opportunity is made available, details will be posted in a Blackboard announcement.

Course Grading:

The point breakdown below represents the maximum credit allowed for each assignment. Each assignment will be discussed in more detail in class.

Assignment	Possible Points	Earned Points	Course Grade
Quiz #1	20 points	_____	A+ \geq 291 (\geq 97%)
Examination #1	70 points	_____	A \geq 279 (\geq 93%)
Quiz #2	20 points	_____	A- \geq 270 (\geq 90%)
Examination #2	70 points	_____	B+ \geq 261 (\geq 87%)
Quiz #3	20 points	_____	B \geq 249 (\geq 83%)
Examination #3	70 points	_____	B- \geq 240 (\geq 80%)
Clicker Points	30 points	_____	C+ \geq 231 (\geq 77%)
Comprehensive Exam	70 points	_____	C \geq 210 (\geq 70%)
Extra Credit (if available)	10 points	_____	D \geq 180 (\geq 60%)
			F < 180 (< 60%)
TOTAL POINTS	300 points	_____	

Grading Notes. Blackboard will keep a running total of your points in the course. However, please be aware that your final grade calculation will NOT be based on this running total. This is because you can receive a maximum of 30 participation points in your final grade calculation (even though up to 48 points may be recorded in Blackboard), and your lowest of four exam scores will be dropped in your final grade calculation (even though all four exam scores are recorded in Blackboard). Consequently, you should keep a separate record of your scores so you know where you stand. Final course grades will be calculated based on 300 points available in the course, even if extra credit points are earned. There will be no additional extra credit projects available for select individuals to improve their grade standing as the course ends. Final course grades will be awarded according to the “Course Grade” schedule indicated above. Expect this schedule to be strictly followed. For example, don’t expect a total score of 269 (B+) to be rounded up to 270 (A-).

Requests for additional points will be denied, and email requests of this type may not be answered.

