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COM263 ELEMENTS OF INTERCULTURAL COMMUNICATION

Hugh Downs School of Human Communication, ASU

Instructor Contact Information

Instructor:

Contact:

Course Description and Objectives

This course is designed as an introduction to the basic concepts and principles of intercultural communication. We will examine issues such as cultural value patterns, cultural identity, verbal and nonverbal communication styles, intergroup relationships, managing conflict, intercultural adjustment & adaptation, and intercultural ethics. Utilizing a variety of paradigmatic approaches, this course will help you explore key issues in intercultural interaction for both domestic and international settings.

Upon successfully completing this course, students should be better able to:

- Describe key terms, concepts and theories used in the field of Intercultural Communication
- Discuss the complex relationship between communication and culture
- Analyze the influence of one's culture on one's communication practices and perceptions
- Analyze intercultural communication interactions in domestic and international settings using the key terms, concepts and theories of Intercultural Communication
- Employ the dialectical perspective to synthesize new insights on intercultural communication

Required Textbook

Martin, J. & Nakayama, T.K. (2013). *Intercultural communication in contexts (6th Edition)*. Boston: McGraw-Hill.

The textbook is available in print as well as online. The print copy is available at the ASU Bookstore and the eTextbook copy may be purchased via this link: <https://www.vitalsource.com/products/intercultural-communication-in-contexts-martin-judith-nakayama-v0077769422>

Technical Requirements

- This course is designed for students who already have basic experience with computers and the Internet. You need to be familiar with using Blackboard, Microsoft Word and the Internet.
- A lack of technical knowledge is NOT an acceptable excuse for late work. You are responsible for learning how to navigate the technology that is used in the course and to look for help when you need it. For computer, internet or Blackboard-related problems or questions, contact the ASU Help Desk at

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1-855-278-5080. You could also choose to do a live chat with a tech representative at <http://bit.ly/1tnht2P>. ASU has experts in technical support available 24 hours a day, 7 days a week.

Email Communication

- All course correspondence will be conducted over your ASU email account. Therefore, it is your responsibility to check your ASU email account regularly.
- For all queries, i.e., grades, course content, assignment instructions, quizzes and exams, send your email to the course instructor (Hu.Qingqing@asu.edu)
- To ensure that your emails are promptly attended to, you need to type “COM263 Spring 2016” in the subject line and include a short phrase indicating the purpose of your message (e.g., assignment query, test query, Chapter 2 concept clarification)
- Emails will be attended to within 48 hours.
- If you don’t hear from me after 48 hours (longer on weekends), it is highly likely that I didn’t receive your mail. So, please send it again.

As this is an online class and most of our communication will be in writing, you should approach every assignment and on-line communication with professionalism. You will lose points and incur deductions on assignments when you do not communicate in a professional manner. Professional communication includes, but is not limited to:

- Greetings and salutations in emails.
- Use full words and NOT abbreviations and/or text messaging type codes (e.g., LOL)
- Do not use expletives or slang.

Grades on assignments with unprofessional communication may be lowered by up to 15%.

Student Responsibilities

One of the benefits of online learning is that you interact with the class material as your schedule permits. Because the course is flexible to your schedule, it requires you to be self-motivated (1) to thoroughly read the module readings, (2) to complete and submit your assignments *prior* to the deadline, and (3) to keep in contact with classmates and the instructor as necessary.

The requirements and rules indicated in this syllabus and on our course site are non-negotiable. You should drop the class immediately if any aspects of the course, its rules, requirements and/or the instructor’s expectations are not acceptable to you. As a student enrolled in COM 263, you are responsible for the following:

Course Contact

You should check your ASU e-mail and the class announcements posted on the course site at least once daily. Periodically, I post announcements and/or send out individual and class emails with updated information about the class. Because all emails sent via the course site are automatically sent to students’ asu.edu accounts, it is important that you regularly access and read your ASU email.

Readings

Readings are assigned for each unit of the course and are found in your textbook. Doing all of the readings thoroughly—such that you are able to comprehend, apply, evaluate, and critique the information presented—is required for all assignments and is thereby essential for success in this class.

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Assignment Deadlines

The due dates for each Unit’s assignments are listed in the Syllabus. All quizzes and discussion board posts must be submitted correctly before **11:59 p.m. Arizona time** on their respective due dates to be eligible for credit. **Deadlines are absolute: late quizzes and assignments will not be accepted for any reason.** Any quiz or discussion board post submitted one minute or later after the 11:59 p.m. deadline will receive a grade of “0.” Therefore, you should prepare for the unexpected by recognizing deadlines as the latest possible moment that assignments will be accepted and plan to submit assignments well in advance.

Class Performance

You are expected to read all of the assigned readings, review all of the lectures, complete all assignments on time, and to interact on the email with your instructors and classmates in a civil and respectful manner. If you encounter problems that will interfere with your ability to complete an assignment or the course in a timely or successful manner, please contact the instructor (Hu.Qingqing@asu.edu) immediately so that she can assist you. It is important that you contact the instructor sooner rather than later.

Grade Distribution & Grading Philosophy

Assignment	Point Calculation	Point Value
Syllabus & Plagiarism Quiz	1 quiz, 10 points	10
Module Quiz	7 quizzes, 10 pts each	70
Discussion board assignment	6 assignments, 10 pts each	60
Exam 1	40 questions, 2 pts each	80
Exam 2	30 questions, 2 pts each	60
Exam 3	50 questions, 2 pts each	100
Group Project	Draft Paper	30
	Final Paper	70
	Participation & Contribution	20
TOTAL		500

485-500 = A+ 435-449 = B+ 385-399 = C+ 300-349 = D
 465-484 = A 415-434 = B 350-384 = C 000-299 = E
 450-464 = A- 400-414 = B- Academic dishonesty = XE

I believe that students earn grades. I do not hand them out. Therefore:

- There will be **NO grade rounding** in this class. That is, to receive a B- you must earn a minimum of 400 points (399.50 is NOT earning 400 points).
- If you have a question/concern about a grade you should send a detailed description of your grade concern to the instructor **within three days of the posted grade.** I will carefully review the posted grade and your question/concern and respond to you within one week.
- **We will not consider changing any grade after 7 days** of its posting. It is therefore your responsibility to check your grades on Blackboard frequently.

The grading philosophy indicated in this syllabus is non-negotiable. You should drop the class immediately if any aspect of the above-stated is not acceptable to you.

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Course Requirements

Exams (240 points)

Three exams will be offered that evaluate your understanding, comprehension, and mastery of the concepts discussed in the textbook and the online video lectures. The exams are non-cumulative and only pertain to the modules of the preceding weeks. The exams will consist of a mix of multiple-choice, true/false, and matching questions. **You will have 1 hour to complete each exam.** For the exams, you are responsible for all material covered in class, both from the textbook as well as the video lectures.

Exams are made available to you four days before the final deadline. Therefore, make-up exams are given only for exceptional circumstances. To qualify for a make-up exam, you need to (1) contact the instructor (Hu.Qingqing@asu.edu) within 24 hours of the last day of the exam, (2) provide extensive documentation to prove that you were unable to take the exam on ALL of the FOUR days that the exam was made available to you and (3) complete the make-up exam within 1 week of the final deadline.

Online Quizzes (80 points)

There will be one syllabus quiz and seven module quizzes in this course (one for each module). There are ten questions in each quiz; each question is worth one point. The quizzes will consist of a mix of multiple-choice, true/false, and matching questions. **You will have 15 minutes to complete each quiz.** If you take too long, the quiz will time out and you will not receive credit for taking it. Be sure to take your exams and quizzes on a computer and over a network that you can trust to function. You will not be allowed to take or receive credit for quizzes after the quiz due date/time **nor for any technical problems.**

Discussion Board Posts (60 points)

There is a discussion board question for each module. You will be responsible for posting **twice** per discussion – your original post in response to the discussion prompt and your reply to one of your classmate's post in the same discussion board. **Each discussion board assignment is worth 10 points.** The *Assignment Instructions* folder on Blackboard will provide a complete description of the requirements you must fulfill to receive credit. Discussion board forums are closed at the deadline and no additional posts may be made. Late posts are not accepted.

Group Project (Draft: 30 points; Participation: 20 points; Final Paper: 70 points)

In assigned groups, you will complete a 8 – 10 page paper in which you will apply the dialectical perspective to analyze an international or domestic intercultural communication conflict of your choice. In your paper, you will present both sides of the conflict and explore the influence of cultural values as well as political, historical and economic contexts on the conflict. Your active participation in and contribution to the group project is expected and will be graded. For further information on the group project, refer to the *Group Project Assignment* folder on the course website. You must submit your draft and final paper to the course website by the due date/time. I will then submit your papers to a plagiarism-detection software program before grading them. Late papers will not be accepted.

Student Rules of Conduct

I want to build an instructional climate that is comfortable for all. In a communication class, it is *especially* important that we (1) display respect for all members of the classroom – including the instructor and students, (2) participate in all class activities; (3) avoid unnecessary disruption; and (4) avoid racist, sexist, homophobic or other negative language that may unnecessarily exclude members of our campus and classroom. This is *not* an exhaustive list of behaviors; rather, it represents examples of the types of things that can have a dramatic impact on the virtual class environment. Your final grade may

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be reduced by 3% per instance, or you may be removed from the course, if you engage in these sorts of behaviors.

Students are required to adhere to the behavior standards listed in the Arizona Board of Regents Policy Manual Chapter V – Campus and Student Affairs: Code of Conduct (http://www.abor.asu.edu/1_the_Regents/policymanual/chap5/index.html), and the ACD 125: Computer, Internet, and Electronics Communications (<http://asu.edu/aad/manuals/acd/acd125.html>).

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>).

University Excused Absences

Students participating in university-sanctioned activities need to identify themselves in the first week of class and provide instructors with a copy of travel schedules. Exams, quizzes and discussion board assignments should be completed on time unless you have a written university-sanctioned excuse for the due date. When possible, assignments should be completed prior to departing campus. Missing class for a university-sanctioned activity will not cause students to lose points.

Academic Dishonesty

The Hugh Downs School of Human Communication and the College of Liberal Arts and Sciences strongly believe in academic integrity; thus, cheating and plagiarism are not tolerated. Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see <http://provost.asu.edu/academicintegrity>.

In the “Student Academic Integrity Policy” manual, ASU defines “‘Plagiarism’ [as] using another's words, ideas, materials or work without properly acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work or materials and for acknowledging and documenting the source appropriately.” Other examples of academic misconduct may be found on these two websites -- <https://provost.asu.edu/academicintegrity/policy/StudentObligations> and http://graduate.asu.edu/beintheknow/six_sins/hiding_behind. Ignorance of the University's Student Code of Conduct is never considered an excuse for academic misconduct.

Accommodation for Disabilities

Students with disabilities that have been certified by the ASU Disability Resource Center will be appropriately accommodated. Students should inform the instructor as soon as possible of their needs by providing documentation no later than the second week of class.

The Disability Resource Center is located at: Matthews Center, P.O. Box 873202, Arizona State University, Tempe, AZ 85287. Phone (480) 965-1234, TDD (480) 965-9000. Web Page <http://www.asu.edu/studentaffairs/ed/drc/>

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