

COMMUNICATION 100: INTRODUCTION TO HUMAN COMMUNICATION

Course Contact Information

Instructor:

Email:

Office

Required Materials: Please obtain a copy of the course textbook (4th edition required—do not use earlier editions of the textbook):

Alberts, J. K., Nakayama, T., & Martin, J. (2016). *Human Communication in Society (4th Ed.)*. Boston, MA: Allyn & Bacon.

Course Description and Objectives

Communication 100 is designed to introduce the basic concepts of human communication and interaction behavior. Through lectures, online discussions, and reading materials, this course surveys communication topics related to culture, gender, identity, organizations and relationships. In doing so, COM 100 provides an overview of the five specialty areas of the Hugh Downs School of Human Communication: intercultural, interpersonal, organizational, performance studies, and rhetoric. The course is designed to:

- Define and describe the complex nature of communication
- Identify and describe the various contexts of communication study
- Explain the various features of communication common to all contexts
- Connect theoretical concepts of communication to real-life experience
- Define key terms used by communication researchers and practitioners.
- Begin to understand and speak the language of the communication discipline

Email Communication

Include COM 100 in the subject line of your email and the purpose of the message. Please allow a minimum 48 hours for us to respond to your email. If you do not hear from us within 72 hours, you should assume that your email was not received and resend. We will contact you through ASU email only. If you use another email address most of the time, please redirect your ASU email to that account. We are not responsible for students' missed emails due to the use of a different email account.

Please maintain the highest standard of respect and consideration in your emails by addressing us by name, being mindful of your language usage, and also signing your name to the email as well. You may expect that we will offer the same.

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 the 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 100, you are responsible for the following:

Computers

This course is designed for students who already have basic experience with computers and the Internet. You are expected to have access to a reliable computer with appropriate software, and reliable, high-speed Internet access.

Course Contact

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

Technical Issues

If you have computer/internet or course site-related problems or questions, please contact the ASU Help Desk, since I am unable to assist in these matters. Help is available 24 hours a day, 7 days a week at 480-965-6500 option 6 or email: helpdesk@asu.edu.

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.

Assignment Deadlines

The due dates for each Unit's assignments are listed in the Syllabus. All assignments must be submitted correctly before 11:59 p.m. MST (Phoenix, AZ time) on their respective due dates to be eligible for credit. Deadlines are absolute; late assignments will not be accepted for any reason. Any assignments submitted after the 11:59 p.m. MST (Phoenix, AZ time) 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. The instructor is not responsible for Blackboard or computer-related issues. You are expected to submit assignments at least 24 hours before the deadline.

COURSE REQUIREMENTS

Exams (250 points)

Three objective exams will be offered that evaluate your understanding, comprehension, and mastery of the readings, lectures and online discussions. These exams are worth 70, 80 and 100 points, respectively. You will have 1 hour to complete each exam. For the exams, you are responsible for all material covered in class, whether in the lectures, in the readings or on the discussion board. Make-up exams will be available only to those who can provide extensive written documentation of a severe personal illness (e.g., hospitalization) or death in the immediate family or who have a university excused absence.

Reading Quizzes (70 points)

There are seven reading quizzes, one for each Module. Each ten-question quiz is worth up to 10 points. 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 for any technical problems.

Discussion Posts (105 points)

You will respond to a total of seven discussion questions (1 per module) throughout the semester (see syllabus for dates). You will be responsible for posting twice per discussion – your original post in response to the prompt, and your reply to a classmate’s post in the same discussion board. You are expected to read other messages in the discussion thread as well as the one you responded to. Each module discussion assignment is worth 15 points (original post is worth up to 10 points; response post is worth up to 5 points). Please see the “Syllabus and Grading” page for a complete description of the requirements you must fulfill to receive credit.

NOTE: If you need help dealing with technical problems, please contact the ASU help desk. You can email them at helpdesk@asu.edu or call 480-965-6500 option 6. Technical assistance is available 24 hours a day. Do not contact the instructor regarding these matters as she cannot assist with user-related issues.

Class Performance

You are expected to read all of the assigned readings, listen to all of the lectures, complete all assignments on time, and to interact on the discussion board and through email with your instructors and classmates in a civil and respectful manner (see “Student Rules of Conduct” below).

EVALUATION AND GRADE DISTRIBUTION

Your grades will be available throughout the semester on the course website.

Points Assignment	Point Calculation	Point Value
Exam 1	35 questions, 2 pts each	70
Exam 2	40 questions, 2 pts each	80
Exam 3	50 questions, 2 pts each	100
Reading Quizzes	7 quizzes, 10 pts each	70
Discussion Questions	7 discussions, 15 pts each	105
TOTAL = 425 POINTS POSSIBLE		

LETTER GRADES

I adhere strictly to the following percentage and point breakdowns. I do not round up.

Letter Grade	Percentage	Points
A+	97 – 100%	412.25 – 425
A	94 – 96.99 %	399.50 – 412.24
A-	90 – 93.99 %	382.50 – 399.49
B+	87 – 89.99 %	369.75 – 382.49
B	84 – 86.99 %	357 – 369.74
B-	80 – 83.99 %	340 – 356.99
C+	77 – 79.99 %	327.25 – 339.99
C	70 – 76.99 %	297.50 – 327.24
D	60 – 66.99 %	255 – 297.49
E	0 – 59.99 %	0 – 254.99

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

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.

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>).

NOTE: 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.

University Excused Absences

Students participating in university-sanctioned activities need to identify themselves during the first week of class and provide instructors with a copy of travel schedules. Exams, quizzes and discussion questions 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

In the *Student Academic Integrity Policy*, 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.” You can find this definition, along with other important information and University policies regarding academic integrity, at: <http://provost.asu.edu/academicintegrity/policy>

Accommodation for Disabilities

Students with disabilities that have been certified by the ASU Disability Resource Center will be appropriately accommodated, and should inform the instructor as soon as possible of their needs (and provide 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/>.

Disclaimer

The information provided in this syllabus constitutes a list of basic class policies. I reserve the right to modify this information when deemed necessary for any reason. You will be notified in class and/or via email/announcements if/when any changes occur.

If you remain in the class past the first day of class, you are agreeing to abide by this course syllabus.

