

COM 100: Introduction to Human Communication

Instructor:

E-mail:

Course Description

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

Course Objectives

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.
- Act as a first step in understanding and speaking the language of the communication discipline.

Required Texts

- Alberts, J. K., Nakayama, T. K., & Martin, J. N. (4th Ed.). (2016). *Human Communication in Society*. Upper Saddle River, NJ: Prentice Hall.

Honors Enrichment Contracts

This class section is not eligible for an Honors Enrichment Contract. Please see your Faculty Honors Advisor if you are interested in discussing the requirements in your major for negotiating an Honors Enrichment Contract. For COM majors, the Faculty Honors Advisor is Dr. Amira de la Garza, who may be contacted at delagarza@asu.edu.

Computer/Internet Access and Skills

This course is delivered solely through the Internet. Please see <http://asuonline.asu.edu/student-resources/technical-support> for a list of technical requirements that you must meet to use *Blackboard* and access this online course. If you are unfamiliar or uncomfortable with this type of computer mediated environment, you might be better suited in another section of this course. Become familiar with the class interface before the session begins and seek help if necessary. ASU has resources available to help you with this task. A lack of *Blackboard* knowledge is not an acceptable excuse for late work. All students are responsible for managing their time in regards to assignments and planned *Blackboard* outages. Information on planned outages can be found at <http://systemstatus.asu.edu/>.

- If you have questions regarding course material you can contact me. I am unable to assist with **computer/internet or Blackboard-related problems/questions**. If you experience technical issues see the student support page <http://asuonline.asu.edu/student-resources/technical-support> Through this site you can contact the **ASU Help Desk (Center)** which has a 24 hours live chat, 7 days a week. If you have a blackboard issue **save the error screen information**. If you contact the helpdesk **keep the confirmation (help ticket) number**. If an assignment is due and you are unable to post the assignment, you are still responsible to email the assignment to me before the due date/time expires.
- 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.

Course Contact

Check your ASU e-mail and our Blackboard announcement page at least once every weekday. I will periodically post announcements and/or send out individual and class emails with updated information about the class via blackboard. I will also be emailing feedback on writing assignments. All email sent via Blackboard is automatically sent to students' asu.edu accounts, so it is important that you regularly access and read your ASU email or forward this information to the account you do use.

Assignment Deadlines

All assignments (discussion boards, quizzes, exams, & papers) are due by 11:59pm MST on the date listed on the course schedule.

- Deadlines are absolute and the **last possible day/time** that an assignment can be submitted for credit. **Late assignments will not be accepted.** Any assignment submitted one minute or later after the 11:59pm deadline will receive a grade of "0." Students who wait until the last minute to submit assignments are taking a huge risk! Computer-, internet-, Blackboard-, and life-related problems happen every day, and they are almost always unexpected and seemingly beyond one's control. Therefore, plan to submit assignments early.
- Assignments must be submitted via safe assignment, discussion board, or sometimes both.
- If you have an issue submitting to Safe Assignment you must email me your assignment prior to the due date/time for it to be counted as on time. Then, contact the help desk (center) to determine why you are having this submission issue. Remember to keep the help ticket number.

Discussion Board Participation

For each unit, students are required to complete one initial post and two response posts. There are 12 unit related discussion boards. Each initial post (your response to the prompt) is worth 10 points. Each unit's set of two response posts (where you respond to at least two classmates' posts) total 4 points. **Only your highest 10 initial posts and your highest 10 response posts will count toward your final grade.** In other words, you may miss up to two unit discussion boards but still earn full participation points. The discussion board assignments are designed to help you reflect over the chapter(s) contents and internalize new knowledge, while also aiding the class in better understanding the chapter(s) content through application. If your posts do not meet the following guidelines, you will not receive credit:

- **Initial Post (10 points each, total 100 points):** Address **one** of the topical questions/prompts directly, while focusing on a concept/theory/principle from the unit. The post should demonstrate thoughtful and practical reflection. Each message should have **150 - 250 words** and be well written. I will read all your messages and contact you with feedback, focusing in terms of quantity & quality of the post's content.
 - *Submit the initial post to the correct discussion board thread and safe assignment link. Please save your initial posts in .doc (not .docx) format prior to submitting. Safe assignment is an anti-plagiarism detection software service integrated in Blackboard.
 - The key to doing well on the discussion board is to make concise, thoughtful points that display your knowledge of the concept/theory/principle while also demonstrating practical application to your personal life (a.k.a. examples).
 - Paraphrase and cite course information to back your points.
 - Provide a practical example of your chosen concept in everyday life.

- **Response Posts(4 points each, total 40 points):** The key to doing well is submitting quality posts that further explain the point your fellow classmate made, respectfully show an alternative viewpoint, or add to the point he/she made. Each response should be a **minimum of 50 words**.
- Be polite and civil in your online discussions. Some topics we cover in this course can be emotionally charged and socioculturally controversial. One of the goals (and strengths) of this course is to help you become more aware and tolerant of how people from different backgrounds validly conceive and experience their lives and worlds. This learning cannot occur when people feel threatened or defensive. If postings are deemed by me to be hostile or demeaning to others, the message will be removed and the sender will not receive participation points for that unit.
- *Note: The initial post and response posts deadlines are on different days.

Quizzes (10 points each, total 100 points)

There will be 12 unit quizzes (each worth 10 points). **Only the highest 10 quiz grades will be counted toward the final grade.** In other words, everyone will drop their two lowest quiz grades at the end of the semester regardless if those lowest grades are zeroes or tens. Therefore you could earn full credit on 10 quizzes, miss two quizzes, and still earn full credit for quiz points. The quiz format will be true/false and multiple choice. These quizzes will cover material from the book. The quizzes are very short and timed. Each student is required to complete the quiz within the time allotted. Therefore, do not enter a quiz until you are certain that you are prepared. See the course calendar under “Course Documents” for when the quizzes are available.

Papers (20 points each, total 60 points)

You will be required to complete three papers based on the three overarching parts of the book. We will refer to these parts as “modules”. These papers are designed to help you review the concepts/theories and apply them to your daily lives. Each paper needs to be between 400 and 600 words in length, single spaced, and incorporates at least one academic source from outside of our course along with our textbook as backing for points you present. Please save your papers in .doc (not .docx) format. Additional information about each paper is posted under “Paper Assignments”. All papers must be submitted through Safe Assignment.

Exams (total 194 points)

There are three online exams, each based on the readings from its corresponding module. The exams are not cumulative. The exams are timed. Each student is required to complete the exam within the time allotted. Therefore, do not enter an exam until you are certain that you prepared and have adequate time set aside to complete the exam.

GRADING SCALE

Generally, in the course, ‘excellent’ work earns “A” grades, ‘good’ work earns “B” grades, ‘average’ work earns “C” grades, ‘below average’ work earns “D” grades, and ‘unacceptable’ work earns an “E” or “0” grade.

***Note: (1) I do not give extra credit (2) Final grades are based on points earned.**

A+ = 500-485 (100-97%)	B+ = 449-435 (89.9-87%)	C+ = 399-380 (79.9-76%)
A = 484-465 (96.9-93%)	B = 434-415 (86.9-83%)	C = 379-350 (75.9-70%)
A- = 464-450 (92.9-90%)	B- = 414-400 (82.9-80%)	D = 349-300 (69.9-60%)
		E = below 300 (59.9-0%)

GRADE DESCRIPTIONS

A+ = PERFECT! (This is very rare)

A = Excellent! In addition to excellent quality and performance, work that earns an “A” exceeds minimum requirements.

B = Very good! A grade of “B” indicates successful completion of all assignment requirements with little room for improvement. Please note that all minimum requirements must be satisfactorily completed to earn a grade of “B” or better. Writing skills and overall performance should be above average.

C = Average. A grade of “C” indicates work in good standing. All minimum requirements are met, although some might need improvement. Writing skills may be flawed, but are at an acceptable level for an upper division course.

D = Passing...but below average. The assignment’s minimum requirements are not met and/or the quality of work is less than average.

E = Not passing. Minimum requirements are not met and quality of work is poor.

XE = Failure due to cheating. Please do not plagiarize (it’s not worth it)!

GRADE BREAKDOWN BY ASSIGNMENT TYPE

The following will help you keep track of your graded assignments so that you are able to calculate your grade. When tallying your grade remember to drop the 2 lowest quiz grades and 2 lowest discussion board (initial and response) grades.

Syllabus Quiz	/4
Self Introduction	/2
Chapter Quizzes (10 points each)	/100
Discussion Board Initial Posts (10 points each)	/100
Discussion Board Response Posts (4 points each)	/40
Papers (20 point each)	/60
Exams (two worth 65 points each & one worth 64 points)	/194
TOTAL	/500

ADDITIONAL COURSE POLICIES

Acceptable Use of Computer System

As a student in this class you are subject to the Acceptable Use Policies for ASU's computer systems. Anyone violating these policies will receive an automatic grade of "E" for the course and will be referred to the University for disciplinary action. <http://www.asu.edu/aad/manuals/acd/acd125.html>

Academic Integrity

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>.

Students are responsible for understanding and adhering to University policies regarding academic honesty, as specified in the current Catalog and Schedule of Classes. Cheating in any form, or plagiarizing any part or parts of oral or written work (someone else’s or your own from previous coursework) is automatic grounds for receiving an XE grade in the course. 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. In addition, a report may be filed with the university administration for further possible action (including expulsion from the University). If you are uncertain about what constitutes cheating or plagiarism, consult the University Catalog and Schedule of Classes

for definitions and for information regarding your rights and responsibilities. The Student Code of Conduct may be found at: <https://eoss.asu.edu/dos/srr/codeofconduct>

Personal Conduct

Whether communicating on the Discussion Board or through email, students are expected to conduct themselves in a considerate, respectful, and civil manner. Any violation of proper classroom and/or online etiquette is grounds for one or more of the following: (1) receiving a “0” on the assignment, (2) being banned from participating on the discussion board which will result in a “0” on all remaining discussion board assignments, and/or (3) university-sanctioned disciplinary action.

If you feel that someone is verbally abusive to you or otherwise violating rules of conduct, do not respond to the person! Instead, notify your instructor immediately.

Additional Accommodations

If you have a disability that may affect your participation in class, please contact me as soon as possible. I will make appropriate accommodations for any qualified students with disabilities who have registered with the Disability Resource Center. The DRC will work with both of us to ensure proper accommodations are made. If you need accommodations reasonable prior notice needs to be given to the Disability Resource Center (<http://www.asu.edu/studentaffairs/ed/drc/> or 480.965.1234).

Right to Privacy

The Family Educational Rights and Privacy Act (FERPA) ensures that your student records (for any students over 18 years of age) are kept confidential. I will not release your grades to anyone other than you or school officials who are given permission to view your progress. Anyone other than you (or an approved school official) may not request any information (beyond simple directory information) about you, your progress, or your status as a student in my class – this includes parents, partners, and other students. For more information, see: <https://students.asu.edu/policies/ferpa>

Have Fun!

Online courses are what you make of them. Feel free to play with the material, share your ideas, and contribute to the class. The more you engage the material and your fellow classmates, the more you’ll enjoy and benefit from the course. I look forward to exploring with you some of the many ways that communication touches our lives, relationships, and world!