

# COMM 1010: Introduction to Communication

## Spring 2022

“Words are, in my not so humble opinion,  
our most inexhaustible source of magic,  
capable of both influencing injury, and  
remedying it.”

– **Harry Potter and the Deathly  
Hallows**

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\*Please Note: If you contact me using the Canvas message functions, I will not respond as quickly as I will if you directly email me. Typically, I respond to emails within 24 hours. If 24 hours have gone by and you have not heard back from me, please resend the email and I will be sure to respond to your email.

### COMM 1010's Learning Approach

COMM 1010 enhances student learning of communication, critical thinking, and teamwork skills. This course incorporates significant experiential learning opportunities to allow you to practice the concepts you are exploring. This is a **blended course** – a mix of face-to-face (F2F) class meetings, online course content delivery; and hands-on, self-managed learning.

COMM 1010 fulfills the University's core requirement for the Institutional option. In addition to meeting twice a week, you will be utilizing Canvas to view lectures and complete other various assignments and activities. The course is designed for you to apply the principles you learn in both the online lectures and readings to your F2F class discussions and activities. **YOU ARE EXPECTED TO LOG-IN TO THE COURSE VIA CANVAS AT LEAST THREE TIMES A WEEK THROUGHOUT THE SEMESTER.** Please note that all activity is recorded by the Canvas systems.

During the course of the semester your **Instructor** is your primary source for information about the course. Instructors are responsible for grading all assignments. Please direct your questions regarding Canvas, exams, and course assignments to your Instructor. Please address problems with grading with your instructor as soon as they occur, do not wait until the end of the semester to discuss any possible problems. If you have a problem with your Instructor, please set up a confidential meeting with Dr. Anderson-Lain, the course director. You can contact Dr. Karen Anderson-Lain at [Karen.anderson-lain@unt.edu](mailto:Karen.anderson-lain@unt.edu).

## Prerequisites

This is an introductory course- no prerequisites are required.

## Required Texts

Anderson-Lain, K. (Ed.), & Farmer, R. D. (Assoc. Ed.). (2021). *COMM 1010: Communication in Action*. MacMillan Learning.

- The bookstore may have the book listed as Introduction to Communication Workbook or COMM 1010 Workbook—this is the same text. The book is a custom publication and only available at local bookstores. National textbooks for this course average around \$125 so this saves you almost \$100 by doing a custom textbook.
- Please note that I do NOT receive direct funds from your purchase of this textbook. Any money raised from the sale of the book goes to the UNT Communication Studies department to support research and students.

## Course Goals and Objectives

The goal of this course is to provide students with a strong foundation of communication skills necessary for a successful future in our highly communicative world. We will complete a basic study of the elements contributing to effective human communication and together we will perform critical exploration of communication messages in multiple contexts.

Thus, the following course goals:

- Develop oral and written skills for multiple communication contexts.
- Demonstrate critical thinking skills.
- Demonstrate the ability to work in teams effectively.
- Understand the power of communication in creating social reality.
- Explore and understand the significance of communication behaviors in shaping cultural life and addressing issues of diversity.
- Recognize the power of public advocacy (public communication) in society.

## Communication

During the course of the semester your **Instructor** is your primary source for information about the course. Instructors are responsible for grading all assignments. Please direct your questions regarding Canvas, exams, and course assignments to your Instructor. Please address problems with grading with your instructor as soon as they occur, do not wait until the end of the semester to discuss any possible problems. If you have a problem with your Instructor, please set up a confidential meeting with Dr. Anderson-Lain, the course director. You can contact Dr. Karen Anderson-Lain at [Karen.anderson-lain@unt.edu](mailto:Karen.anderson-lain@unt.edu).

If you have a private question, please contact me via email and I will respond within 24 hours on weekdays (usually sooner). Please do not expect a response over the weekend.

## UNT Policies

### Important Academic Dates

- [Registration Guides by Semester \(Links to an external site.\)](#)
- [Online Academic Calendar \(Links to an external site.\)](#)
- [Final Exam Schedule \(Links to an external site.\)](#)

### COVID-19 impact on attendance

While attendance is expected, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me *prior to being absent* as to what may be preventing you from coming to class so I may make a decision about accommodating your request to be excused from class.

If you are experiencing a cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19

(<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>), please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

### Statement on Face Covering

Face coverings are strongly recommended in all UNT facilities. Please be respectful of one another – you never know who may have a serious health condition. Students are expected to wear face coverings during this class. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

### Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

### Academic Integrity Standards and Consequences

According to UNT Policy 06.003, [Student Academic Integrity \(Links to an external site.\)](#), academic dishonesty occurs when students engage in behaviors including, but not limited to: cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

## Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the [Code of Student Conduct](#). The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc.

The [Dean of Students Office](#) enforces the [Code of Student Conduct](#). The Code explains what conduct is prohibited, the process the DOS uses to review reports of alleged misconduct by students, and the sanctions that can be assigned. When students may have violated the Code, they meet with a representative from the Dean of Students Office to discuss the alleged misconduct in an educational process.

All persons shall adhere to the Code of Student Conduct regarding academic dishonesty, including acts of cheating and plagiarism. See 18.1.16 Student Standards of Academic Integrity.

“Cheating. The use of unauthorized assistance in an academic exercise, including but not limited to:

1. use of any unauthorized assistance to take exams, tests, quizzes or other assessments;
2. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
3. acquisition, without permission, of tests, notes or other academic materials belonging to a faculty or staff member of the University;
4. due submission of a paper or project, or re-submission of a paper or project to a different class without express permission from the instructor;
5. any other act designed to give a student an unfair advantage on an academic assignment.

Plagiarism. Use of another's thoughts or words without proper attribution in any academic exercise, regardless of the student's intent, including but not limited to:

1. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.
2. The knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.” (Policies of the University of North Texas, 2012, Section 18.1.16, pg. 3-4).

Rules for citing quotes and ideas can be found in the *Publication Manual of the American Psychological Association*, 7<sup>th</sup> edition. **Please note:** *Intentionality is not an issue with regard to plagiarism. Even if a student plagiarizes without intending to do so, it is still considered plagiarism and will result in the appropriate consequences.* Students are urged to review the parameters and provisions of plagiarism to avoid any potential plagiarism issues.

Punishments for cheating or plagiarism range from a grade of ZERO points on the assignment in question to failure of the course. You can find additional information on the University policy regarding plagiarism and academic dishonesty at

[http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student\\_Affairs-Academic\\_Integrity.pdf](http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf)

## ADA Accommodation

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify

their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website](#). You may also contact them by phone at 940.565.4323.

### **University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the [UNT International Student and Scholar Services Office](#) by telephone 940-565-2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu) to get clarification before the one-week deadline.

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### **Sexual Assault Prevention**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or at (940) 565 2759.

### **Access to Information - Eagle Connect**

Students' access point for business and academic services at UNT is located at: [my.unt.edu](http://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account.

For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

### **Undocumented Students**

Please see UNT'S [Resources for DACA Students](#) web page for more information.

### **Emergency Notification & Procedures**

UNT uses a system called [Eagle Alert](#) to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

### **Firearms Policy**

The University of North Texas is committed to providing a safe environment for students, faculty, staff, and visitors, and to respecting the right of individuals who are licensed to carry a handgun where permitted by law. Individuals who are licensed to carry may do so on campus premises except in locations and at Activities prohibited by law or by this policy. Open carry is NOT permitted. See 04.001 Carrying of Concealed Handguns on Campus policy for more details.

### **Student Evaluation Administration Dates**

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](#) (<http://spot.unt.edu/>) or email [spot@unt.edu](mailto:spot@unt.edu).

### **Student Verification**

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](#) (<https://policy.unt.edu/policy/07-002>).

### **Use of Student Work**

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.  
Download the UNT System Permission, Waiver and Release Form

## Academic Support & Student Services

### Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center)  
(https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services)  
(https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)  
(https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)  
(https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

### Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

*\*UNT eUIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

### Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)

- o [How do I correct myself or others when the wrong pronoun is used?](#)

### **Additional Student Support Services**

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

### **Academic Support Services**

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)

## **General Course Interaction Guidelines**

### **Respect**

In this class, respecting one another is essential for an effective learning environment. This classroom is a space in which students are encouraged to engage in open dialogue, and that will NOT be met with any form of disrespect. Throughout the semester, this course will cover topics that may cause some uncomfortable feelings, tension, and even disagreement; however, students are expected to have constructive, respectful conversations. There is a ZERO tolerance policy for disrespecting your peers. It is imperative that students engage with the material with a willingness to learn, participate, and exit their comfort zone with an open mind. Doing so will shape students into better, more empathetic communicators.

### **Participation**

In order to do well in this course, students should expect to actively and frequently engage with the course material. For example, this may include reading, writing a paper, studying for an exam, or watching lecture videos, all of which are essential to student success. Depending on the weekly assignment, students may be required to respond to students. In this instance, students are expected to be thoughtful in their responses to peers in order to receive full credit.

### **Video Presentations**

Throughout the semester, students will complete virtual presentations in which they are required to conduct themselves as if they in a classroom setting. Specifically, students should not directly read off of notes; try to avoid vocal fillers; look into the camera; and utilize professional language. Further details for video presentations will be specified within individual assignment descriptions.

### **E-mail Etiquette**

When contacting the course instructor via E-mail please keep messages concise and professional. Emails will be responded to in a timely manner within a 24-hour time frame during the weekdays. Please make sure to include a greeting, (“Good evening,” “Good morning,” Hello,” etc.), your name,



the course you are enrolled in, section number, a clear message, and a closing. Additionally, students should activate and use their UNT email to contact their instructor.

## Course Policies

### Crisis Contingency

In the event of the university closing for weather-related reasons or illness outbreak, e.g. flu, COVID-19 surge, please visit the course website on Canvas. We will provide instructions on how to turn in assignments and how the class will proceed utilizing Canvas's Announcements function.

### Canvas

The Canvas course site includes: syllabus, announcements, video lectures, exams, and APA style guidelines. Additionally, grades will be posted online during the course of the semester. Please check Canvas regularly. If you cannot sign onto Canvas, it is your responsibility to contact Canvas and request help during the first week of the semester.

YOU ARE EXPECTED TO LOG-IN TO THE COURSE VIA CANVAS AT LEAST THREE TIMES A WEEK THROUGHOUT THE SEMESTER.

Technical difficulties with Canvas are the responsibility of the student. If you encounter technical difficulties during the semester, you need to contact the Canvas Technical Support Desk:

Email: [Helpdesk@unt.edu](mailto:Helpdesk@unt.edu)

Phone: 940.565.2324

Additional support is located on the Canvas Course Login Page. Should you request additional time for an online assignment from your instructor due to technical difficulties, you MUST have a Ticket number from the Canvas help desk as a reference.

### Turnaround Time

We aim to return graded work to you within one week of the due date. When this is not possible, we will send an announcement to the class.

### Late Work/ Missed Assignments

Students will be granted an automatic 48-hour extension on all assignments except Exams. These dates will be built into Canvas. You will see an assignment due on a specific date and then the link will remain open for you for 48 hours past the due date. Canvas will mark the work as late, but your grade will not be penalized. After that the 48-hour extension the link will disappear, and the assignment is closed. If you have an ongoing illness, please contact your instructor, and provide appropriate documentation. If your absence is excused it is your responsibility to follow-up with your instructor to turn in your work in a timely manner.

### APA Style

COMM 1010 uses APA style. Paper assignments must be **typed** and **double-spaced** unless otherwise specified. Page length guidelines are based on: 12-point Times New Roman Font, and a 1 inch margins expectation (So if you want to use Courier New add a few pages to the requirements). You must use APA format for references for papers and presentation outlines. You will not need to use APA for your online activities.

### **Grade Disputes**

You are required to wait 24 hours before contacting me to dispute a grade. Within that time, I expect that you will review the assignment details and reflect on the quality of the work you turned in. If you would still like to meet, email me to set up a meeting. You should come to our scheduled meeting with specific examples that demonstrate that you earned a higher grade than you received. If you miss your scheduled meeting, you forfeit your right to a grade dispute. If you do not contact me to schedule a meeting within seven days of receiving your grade, you also forfeit your right to a grade dispute.

### **Collaborative Learning Groups (Peer Groups)**

During the course of the semester, you will be working in a Collaborative Learning Group (CLG). These groups will be formed early in the semester and remain stable during the semester. You will be completing your Discussion Forum Assignments in these groups and completing the Advocacy in Action Assignment together. If a CLG shrinks significantly in number before this assignment, groups will be combined together. You will be expected to use the tools in Canvas to communicate with your groups. Please see <https://vimeo.com/58553577> ([Links to an external site.](#)) for more information about how to access group information in Canvas.

### **Policy on Incompletes**

An “Incomplete” will be awarded only in cases where 75% of the coursework has been completed AND the grade is warranted by an excuse (e.g., medical, military). Inability to complete coursework in a timely fashion does not constitute an acceptable reason for requesting or receiving an incomplete. To request an incomplete please set up a meeting with the Course Director AND your Instructor prior to finals week.

### **Extra Credit:**

A number of extra credit opportunities may be offered during the semester (e.g., participate in research, attend performances, and participate in departmentally sponsored events and organizations). Each opportunity is worth 10 points. You may complete up to 2 options for a total of 20 points total on the 1,000-point scale. All extra credit opportunities will be provided by the Course Director. Notifications of extra credit opportunities will be provided via your Canvas Announcements.

### **Disclaimer**

This syllabus should not be construed as a binding contract between the instructor and the students. The professor reserves the right to change any aspect of the course without notice.

### **Assignments**

**Please see your *Communication in Action (CIA)* text for further details on Assignments.**

### **Exams (30% of your grade)**

There will be three online exams during the semester. Each exam will consist of objective (i.e., multiple choice, true-false, matching, etc.) questions. A review sheet will be provided on Canvas for each exam. Exams are open book/open note, but should **NOT** be completed in groups. **Each exam is worth 100 points. Each exam will have a set open & close date & time. No exceptions or extensions will be provided. Any technical difficulties must be reported directly to the Canvas Technical Support.**

**Remember to get a ticket number from Technical Support. You must have an excused absence to make-up exam. Please contact your instructor.**

### **Social Issue Paper (10% of your grade)**

You will complete a 3-5 page paper exploring a social issue. Worth 100 points. You may NOT use a paper you have completed for another course as this is self-plagiarism and IS cheating at UNT. See Code of Student conduct. Turnitin.com, a plagiarism detection program, will be used. See CIA for more details.

### **Social Issue Presentation (5% of your grade)**

You will give a presentation with limited preparation. The focus of this assignment is to enhance organizational and delivery skills. **Worth 50 points.** See CIA for more details.

### **Advocacy in Action Group Project (20% of your grade)**

Part of the focus of this course is the idea of advocacy in everyday life. You will be placed in groups to complete an advocacy project, which develops your communication, teamwork, and problem-solving skills. Each group will select one community partner to work with during the semester. Each group will implement a digital awareness project about the non-profit organization and the social issue they address. Given the current COVID-19 limitations, we will NOT directly collect donations for the organization AND you are NOT allowed to establish a GO Fund me or another crowd source donation drive directly. Your group will have a specific list of deliverables to complete. Students will be separated into teams to complete the project. Specific duties are designated in the assignment on Canvas. Your individual contribution to this project is a significant portion of your COMM 1010 ePortfolio grade (see below).

The project will be graded based on:

- Overall Team Grade - Team Grade -100 points (all team members receive same grade)
- Creative Video Project Presentation – 50 points (all team members receive same grade)
- Peer evaluation -50 points (individual grade assigned by teammates; the peer evaluation forms)

### **COMM 1010 ePortfolio (10% of your grade)**

Over the semester you will be gathering together key materials from the course into an ePortfolio (worth 100 points). This portfolio represents your overall individual contribution to the Advocacy in Action project, as well as, the documentation of key items:

- Update your profile.
- Social Issue Paper (you just upload this assignment).
- Social Issue Presentation (you just provide a link to your video presentation).
- Team Advocacy in Action Report [just upload the team report (each member of the team uploads a copy of team report)].
- Examples of Digital Communication Created for Advocacy in Action Project (each member of the team uploads copies of digital communication created).
- Reflection on your role in the team and on the teamwork process (individual completed in ePortfolio – simply answer the prompts provided).

### **Engagement (25% of your grade)**

Participation is crucial in this course. Communication is a dynamic, interactive process and thus this course is designed to engage students in discussions and activities on a regular basis. It is the student's responsibility to come to class prepared and ready to engage in dialogue and actively participate in class.

Engaging the Content:

The learning approach in this course requires you to prepare for class by reading the textbook material online and watching video lectures of key concepts. In order to help you engage in these materials you will complete online activities (OAs) in Canvas (worth 150 points total). This approach will allow you to engage in the content across the semester rather than have a final comprehensive exam. This online portion of the course takes the place of a large lecture that used to be held on Thursday and Friday afternoon. Please block a time each week to complete your online materials. **All online content will be due on Sundays at 11:59pm.** You **CANNOT** make up online essays, quizzes, or activities unless you have a University authorized absence or proof of a medical issue that prevents you from attending class.

Online Activities (OAs):

- Syllabus Quiz (10 points)
- OA#1: Civil Conversations & Why Communication Matters (10 points)
- ~~OA #2: Historical Foundations of Rhetoric (10 points) Skip!~~
- OA #3: Rhetorical Media Analysis (25 points)
- OA#4: Advocacy- Speaking Up (10 points)
- ~~OA #5: CA (10 points) We will complete in our F2F class!~~
- OA #6: The Power of Language to Deconstruct Racism in Headlines (10 points)
- OA#7: Nonverbal Communication (10 points)
- OA #8: Interpersonal Communication (10 points)
- OA #9: Leadership (10 points)
- OA #10: Social Media Analysis (10 points)
- OA #11: Stereotyping (10 points)
- OA #12: Personal Narrative (10 points)
- OA #13: Intercultural Competency (25 points)

Engaging in Face-to-Face (F2F) Class:

F2F activities (worth 100 points) are designed to apply course concepts from the course materials during class. Activities and discussions are graded and your participation alone does not guarantee full credit. Your work must show comprehension of the material and active engagement in class and online. A variety of activities such as group activities, reflective informal writing, class discussion, quizzes, and performance activities may be included. You **CANNOT** make up in-class activities unless you have a University authorized absence or proof of a medical issue that prevents you from attending class. The Instructor will be keeping a detailed tracking form for participation.

## Overall Grading Summary

Assignment	Point Value	Your Score
<b>Exams (30% of grade):</b>		
Exam #1	100	

Exam #2	100	
Exam #3	100	
<b>Social Issue Presentation (5% of grade)</b>	50	
<b>Social Issue Paper (10% of grade)</b>	100	
<b>Advocacy in Action Group Project (20% of grade)</b>		
Team Grade	100	
Project Presentation (Team Grade)	50	
Peer Evaluation	50	
<b>Engagement (25% of grade)</b>		
Engagement in Content Online	150	
Engagement in F2F	100	
<b>COMM 1010 ePortfolio</b>	100	
<b>Extra Credit: Departmental Activities (2 at 10 points each)</b>		
<b>FINAL TOTAL</b>		

**Final Grade Calculations:**

900-1000	A
800-899	B
700-799	C
600-699	D
599 & below	F

Please note that at least 20 points of extra credit are offered during the semester. Thus, no grades will be rounded. If you earn 899 points you will have earned a B.

## COMM 1010- Tentative Course Schedule

Exam questions will come from classroom discussions, activities, online lectures, & textbook readings. Thus, reading and watching online videos are critical components for success in this course.

CIA= Communication in Action text

### 1/18-1/23: Welcome!

- Explore the start here content & introduction to the course
- Review the Syllabus & Complete Syllabus Quiz

### Syllabus Quiz due Jan. 23<sup>rd</sup>

### 1/24-1/30: M1 -Defining Comm

- Read: Communication in Action (CIA) chapter 1
- Watch the Defining Communication Video
- Complete OA #1: Civil Conversations & Why Communication Matters

OA#1 is due Sunday, Jan. 30<sup>th</sup> at 11:59pm

### 1/31-2/6: Module 2- Historical Foundations & Rhetoric

- Read CIA c. 2
- Watch: Historical Foundations
- Complete OA #3: Rhetorical Media Analysis

We are skipping OA#2 this semester. OA #3 is due Sunday, Feb. 6<sup>th</sup> at 11:59pm

### 2/7-2/13: Module 3- Public Advocacy & Public Speaking

- Read: CIA c. 3
- Watch: Public Advocacy, Public Speaking, and Communication Apprehension (CA) videos
- Complete OA#4: Advocacy- Speaking Up
- ~~Complete OA #5: CA~~ = Will be completed in class!
- Review Social Issue Paper & Presentation Assignments in CIA & Watch Assignment Overview Video

OA #4 is due Sunday, Feb. 13<sup>th</sup> at 11:59pm

### 2/14-2/20: Social Issue Paper & Presentations Work Week

- Review Tips for Online Presentations

- Watch How to Find Research for Assignments

**Social Issue Paper Due Sunday, Feb. 20<sup>th</sup> at 11:59pm.**

Social Issue Paper will provide the framework for your Social Issue Presentation. Do not read your paper to us for your presentation.

**Social Issue Presentation is due Wednesday, Feb. 23<sup>rd</sup> at 11:59pm**

**2/21-2/27: Module 4- Verbal & Nonverbal Communication**

- Read: CIA chapter 4
- Watch: Verbal Communication and Nonverbal Communication Videos
- Complete OA #6: The Power of Language to Deconstruct Racism in Headlines
- Complete OA#7: Nonverbal Communication

**OA # 6 & OA# 7 are due Sunday, Feb. 27<sup>th</sup> at 11:59pm**

**Exam #1 covers Module #1-4**

Exam is completed on Canvas. Exam will open Thurs. 2/24 at 6am and close Tues. March 1<sup>st</sup> at 11:59pm. Please see the Exam #1 review on Canvas.

**2/28-3/6: Module 5- Interpersonal & Conflict**

- Read CIA c. 6
- Watch Interpersonal Communication & Conflict Video
- Complete OA #8: Interpersonal Communication

**OA #8 is due Sunday, March 6<sup>th</sup> at 11:59pm**

**3/7-3/13: Module 6- Group Communication & Leadership**

- Read CIA c. 7
- Watch Communication, Leadership & Working in Groups Video
- Complete OA #9: Leadership

**OA #9 is due Sunday, March 13<sup>th</sup> at 11:59pm**

**3/14-3/20 Spring Break – No Classes**

**3/21-3/27 Module 7- Communication & New Media**

- Read CIA c. 8
- Watch Communication & New Media Video
- Complete OA #10: Social Media Analysis

**OA #10 is due Sunday, March 27<sup>th</sup> at 11:59pm**

**Exam #2 –Covers Modules #5-7**

Exam is completed on Canvas. Exam will open Thurs. 3/24 at 6am and close Tuesday 3/29 at 11:59pm. Please see the Exam #2 review on Canvas.

**3/28-4/3: Advocacy in Action Work Week**

During this week your group will complete any final items for the Advocacy in Action Project.

**4/4- 4/10: Advocacy in Action Week**

**Advocacy in Action Written Group Report and All Digital Communication Deliverables are due on Canvas Friday April 8<sup>th</sup> at 11:59pm**

**Advocacy in Action Peer Evaluations & COMM 1010 ePortfolio is Due Sunday April 10<sup>th</sup> at 11:59pm**

**4/11-4/17: Module 8- Perception, Self, and Identity**

- Read: CIA c. 9
- Watch the Perception & Identity Video
- Complete OA #11: Stereotyping

**OA # 11 is due Sunday, April 17<sup>th</sup> at 11:59pm**

**4/18-4/24: Module 9- Performance & Communication**

- Read CIA c. 10
- Watch Performance, Identity & Communication Video
- Complete OA#12: Personal Narrative

**OA #12 is due Sunday April 24<sup>th</sup> at 11:59pm**

**4/25- 5/1 Module 10- Language, Culture & Power**

- Read CIA c. 5
- Watch Language, Culture, & Power Video
- Complete OA #13: Intercultural Competency

**OA #13 is due Sunday May 1<sup>st</sup> at 11:59pm**



## **5/2 or 5/3 Course Wrap-up Final Day of Class**

### **Exam 3 covers Module #8-10**

Exam is completed on Canvas. Exam will open Thurs. May 5<sup>th</sup> at 6am and close Tuesday May 10<sup>th</sup> at 11:59pm. Please see the Exam #3 review on Canvas.

**We will not have a comprehensive exam.**

**Exam #3 is the final assignment of the course.**