

*The capacity to learn is a gift.
The ability to learn is a skill.
The willingness to learn is a choice.*

COMM 1010: Introduction to Communication A UNT NextGen Course

Spring 2016

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Required Texts and Materials

Edwards, A., Edwards, C., Wahl, S. T., & Myers, S. A. (2013). *The communication age: Connecting & engaging* (custom edition). Los Angeles: Sage. ISBN: 9781506316567

Anderson-Lain, K. (Ed.) (2015). *COMM 1010: Communication in Action*. Plymouth, MI: Hayden McNeil.

COMM 1010's Next Generation Learning Approach

COMM 1010 is designated as a NextGen (N-Gen) course, a University of North Texas initiative to provide a learning platform for self-directed, student-engaged inquiry consistent with university goals. In keeping with the university N-Gen course design, 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 class meetings, Web-based course content delivery; and hands-on, self-managed learning.

COMM 1010 fulfills the University's core requirement for the Institutional option- Discovery. In addition to meeting twice a week, you will be utilizing Blackboard 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 your textbook readings to your in-class discussions and activities. **YOU ARE RESPONSIBLE TO LOG-IN TO THE COURSE VIA BLACKBOARD AT LEAST TWICE A WEEK THROUGHOUT THE SEMESTER.** Please note that all activity is recorded by the Blackboard system.

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 Blackboard, exams, and course assignments to your Instructor. Please address problems with grading or 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.

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.

Course Policies

Attendance Policy

Attendance and participation in class is crucial. Attendance will be taken in class each day. If you are absent more than three (3) class periods over the course of the semester, your grade will be reduced. **For each absence beyond three (3), 10 points will be deducted from your final grade total.** So if you are absent 4 class periods, your final grade will be reduced by 10 points. **A student who misses 10 or more class periods will receive a failing grade. You may request for your absences to be excused. See policy below for process of requesting an excused absence.** You are responsible for obtaining notes from missed classes. It is not the responsibility of the instructor to inform you of what you missed in class.

Crisis Contingency

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

Absences during Exams, Presentations, or Major Assignments

Failure to follow this policy will result in a Zero for the missed assignment/exam.

If you are absent for an exam, presentation, or major assignment, you can request to make up the assignment. The only absences that will be considered excused are death in the family, severe documentable personal illness, religious holidays, and participation in University sponsored activities (e.g., intercollegiate sports). Any student wishing to have an absence excused must fill out an excuse form and attach requested documentation. **An absence WILL NOT be excused if you do not contact your instructor within 48 hours of the missed class.** All doctors' notes must be signed by the doctor on official letter-head/prescription pad. **Notes that are not dated, signed, or verifiable will not be accepted. The excused absence form is located on Blackboard. All excuses will be approved or denied by the course director.**

Late Work

Late work is not accepted in this class. If you miss a quiz, presentation, exam, or activity in class you will not be allowed to make this work up unless you have an excused absence. Please see the excused absence policy above. If your absence is excused it is your responsibility to follow-up with your instructor to turn in your work in a timely manner.

Handing in Work

All written assignments must be **typed** and **double-spaced** unless otherwise specified.

Assignments, which do not follow these guidelines, will not be graded. Page length guidelines are based on 12 point Times New Roman Font 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 presentations.

Blackboard

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

YOU ARE RESPONSIBLE TO LOG-IN TO THE COURSE VIA BLACKBOARD AT LEAST TWICE A WEEK THROUGHOUT THE SEMESTER.

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

Email: Helpdesk@unt.edu

Phone: 940.565.2324

Additional support is located on the Blackboard Course Login Page: <https://learn.unt.edu>.

Should you request additional time for an online assignment from your instructor due to technical difficulties, you MUST have a Ticket number from Blackboard as a reference.

Access Policy

We will cooperate fully with the University's Office of Disability Accommodation to provide reasonable accommodation to students who require help. **Students who wish to self-identify should register with the ODA no later than the second day of class.**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at [940.565.4323](tel:940.565.4323).

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 Blackboard Announcements. See also Next Gen course surveys.

NextGen Course Surveys (More Extra Credit)

As a participant in a UNT NextGen course, you have the opportunity to participate in various surveys related to the NextGen design. A link to the surveys will be provided on Blackboard in the Course Surveys folder as they become available. If you complete the surveys, you will receive extra credit (10 points). Your instructor will notify you when the surveys are available. The due date for the surveys cannot be changed. If you do not wish to participate in the surveys, you may complete a one page research summary of a journal article, which will then be graded. **It is your responsibility to notify the instructor by the end of Week 2 if you would prefer to write the research paper. In order to receive the extra credit, you MUST print out a survey completion sheet and return it to your instructor by the due date(s). The course surveys extra credit is in addition to the two general extra credit opportunities you can earn.**

General Classroom Guidelines

Tardies: I use the beginning of class time to make important announcements (about assignments and exams, for example), so arriving on time is crucial for *your well-being in the class*. Habitual tardiness will negatively affect your participation grade. If extenuating circumstances outside of your control affect your ability to come to class on time, please bring this to my attention after class.

Technology:

- Phones must be on silent/vibrate. Occasional phone use for pertinent reasons is permitted (for example, answering a time-sensitive work email), but browsing Facebook for the entirety of the class is unacceptable.
- Use of laptops is permitted only for note-taking and/or class activities.

Email:

- Keep emails concise and professional. Anything that requires lengthy dialogue is best addressed in person during office hours.
- A good rule of thumb is to allow 24 hours when expecting an email response from me. Do not expect a quick reply to last-minute questions on the morning an assignment is due.
- **Check the syllabus before contacting me** with questions about assignments, due dates, etc.

Grade discussion:

- Grades are not to be discussed over email. If you have a question or concern about a grade, you may visit me during office hours or contact me to make an appointment.
- In regards to timing and discussing grades: the sooner, the better. Do not wait until the end of the semester! I will be better able to give you valuable feedback if you bring your concerns to me within a week of receiving your grade.

Participation:

- I expect you to come to class everyday prepared to participate and contribute meaningfully.
- You may lose points for being disrespectful or disruptive during class.
- You are liable for the consequences of inappropriate use of phones/laptops, sleeping, or being otherwise disengaged in class.

Classroom etiquette: Common courtesy and respect for others is required in my classroom. Abusive language or hate speech may result in removal from class and other consequences as determined by the instructor. As adults, we are responsible for behaving with civility and self-awareness. Treat human beings like human beings.

Miscellaneous:

- There are only two ways you may address me: Miss Peck or Laura Lynn.
- Food is permitted in class with the exception of overly noisy or pungent items, as those are often distracting to others.
- Anytime you turn in or hand in ANYTHING, it MUST INCLUDE:
 - Your full name (first and last)
 - Date (ex: Tues, Jan 19, 2016 or 01/16/16)
 - Your class section number (ex: 003)

As your instructor, I reserve the right to add, remove, or amend classroom guidelines at any point during the semester.

Collaborative Learning 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 doing in-class activities and homework assignments, which you will share and discuss in your group. Participation in your CLG will be evaluated as a portion of your participation grade. You will be completing one graded assignment in your CLG (Peer Teach Assignment). If a CLG shrinks significantly in number before this assignment, groups will be combined together.

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 Center for Student Rights and Responsibilities 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 Code of Student Conduct can be found at www.unt.edu/csrr

Code of Student Conduct

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*, 6th 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

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 the Final Exam period.

SPOT EVALUATIONS

The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. Student feedback is important in order that the classroom environment can continue to evolve to meet the needs of students at UNT. Thus, SPOT is an important part of your participation in this class. Students may access the online SPOT via the email link sent to your my.unt email address.

Assignments

Exams (20% of your grade)

There will be two 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 Blackboard for each exam. Exam 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 Blackboard Technical Support. Remember to get a ticket number from Technical Support. You must complete an excused absence form to request a make-up exam.**

Individual Presentations (35% of your grade)

You will present two individual presentations during the semester.

- Informative Non-profit Organization Presentation Assignment. You will prepare a 4-5 min. speech about a non-profit organization that works with the social issue that you plan to speak on for your Persuasive Social Issue Presentation. Detailed description and grading rubrics are available in your Communication in Action text (p. 97-100). Worth 150 points.
- Social Issue- Persuasive Presentation Assignment. This presentation will be completed as an individual. You will prepare and present a persuasive speech about a particular social issue. You will advocate for a particular cause by informing your audience about a specific social issue facing a community and provides possible solutions for that community. Detailed description and grading rubrics are available in your Communication in Action text (p. 103-106). **Worth 200 points.**

You must turn in all of the following on the day of each of your presentations:

- (1) a typed full sentence outline, (2) a typed reference page using APA style, and (3) a PowerPoint slide handout (or link to Prezi; if required).

Peer Teach (Group Video/Presentation Project- 15% of your grade)

The goals of this course include learning how to communicate in various contexts. Throughout the semester we will explore and utilize many communication concepts in various contexts. The purpose of this assignment is to provide you with an opportunity to utilize the group communication skills you have learned; conduct research on relevant communication concepts; demonstrate a thorough understanding of at least one specific concept; and, use critical thinking skills to create an educational presentation for your peers, and perhaps future Communication Studies students. **Note that you will be limited to a recorded YouTube video or TedX Style Recorded Presentation.** Presentations will be shared in class and online. The assignment is worth 150 points with 125 points for the project produced and 25 points peer evaluation.

Class Community Project (5%)

Part of the focus of this course is the idea of advocacy in everyday life. During the semester we will learn more about how a local non-profit organization uses communication to engage in their service to the community. We will work with the organization on a class wide community project. More details will be provided in class and on blackboard.

Engagement/Participation (15% 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.

In-class and online activities are designed to apply course concepts from the course materials during class. Some assignments may be assigned as homework, while others will be completed in-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.

Interpersonal Analysis Paper (10% of your grade)

You will complete a 3-5 page paper (typed; double-spaced) examining dialectical theory to an actual relationship you have experienced (see CIA page 147-148). The paper is worth a total of 100 points.

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

Please bring your *Communication in Action* text to each in-class meeting.

CIA = *Communication in Action* Text

Overall Grading Summary

Assignment	Point Value	Your Score
Exams (20% of grade):		
Exam #1	100	
Exam #2	100	
Individual Presentations (35% of grade):		
Informative Non-profit Organization Presentation	150	
Persuasive Presentation Assignment – Advocating for Action on a Social Issue	200	
Peer Teach- Group Project Video/Presentation (15% of your grade)		
Group Video/Presentation	125	
Peer Evaluation	25	
Class Community Project (5% of grade)	50	
Interpersonal Analysis Paper (10% of grade)	100	
Engagement (15% of grade)		
In-Class Activities	100	
Online Activities	50	
Total	1000	
Extra Credit Option (2 at 10 points each)		
NextGen Course Survey Extra Credit (10 points)		
FINAL TOTAL		

Final Grade Calculations:

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

Please note that at least 30 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. We will not cover each concept covered in the textbook during recitation. Thus, reading and watching online videos are critical components for success in this course.

- **Online** – Please watch the videos or read the posting indicated prior to attending class for the week. The assumption is that you have watched the material and will be ready to engage in discussion of the material. **You must complete the Online Activity by designed due date to receive credit.**
- **Day 1** is your **first** day in class that week; **Day 2** is your **second** day in the class that week
- **Readings** should be completed **BEFORE** attending class on the day they are listed.
Chapters = Communication Age Textbook CIA= Communication In Action workbook

UNIT 1: Foundations of Communication

Week 1 1/19-1/22	Topic	Reading	Assignment
Online	Watch Welcome to the Course Video		Online Activity (OA) #1: Advocacy & You Reflection due 1/24 11:59pm
Day 1 & 2	No Class on Monday (MLK Day) Intro to course <i>How to Succeed in This Course</i>	CIA Chapter 1	

Week 2 1/25-1/29	Topic	Reading	Assignment
Online	Watch Perception, Self, & Identity Video		OA#2: Perception Activity 1/31 at 11:59pm
Day 1	Defining Communication	Chapter 1	In-class Activity (IA): Communication Metaphors/Models (CIA pp. 13-14)
Day 2	Historical Foundations	CIA Chapter 2	IA: Communication Goals (CIA pp. 11-12) or Public Advocacy Inventory (CIA pp. 7-8)

Week 3 2/1-2/5	Topic	Reading	Assignment
Online	Watch Verbal vs. Nonverbal Communication		
Day 1	Perception & Self	Chapter 2	IA: Perception Quiz (CIA pp. 41-42)
Day 2	Designing Verbal & Nonverbal Messages Impact of Convergence on Verbal & Nonverbal Messages	Chapter 3 & 4	

UNIT 2: Public Speaking Basics

Week 4 2/8-2/12	Topics	Reading	Assignment
Online	Watch Speech Development Process		
Day 1	Discuss Informative & Persuasive Presentation Assignments Audience Analysis Topic Selection	Chapter 11	Peer Teach Group 1 Video Due: Verbal (and/or) Nonverbal Presentation (due in class)
Day 2	Plagiarism Finding Good Sources & Selecting Evidence Documenting your Research	Chapter 12 & CIA Chapter 3	Topic Selection Form Due (CIA p. 101) IA: Plagiarism Assignment (CIA pp. 31-32) assigned as homework

Week 5 2/15-2/19	Topics	Reading	Assignment
Online	Watch Communication Apprehension Video		OA#3: PRCA 24 2/21 at 11:59pm
Day 1	Organizational Patterns Intro, Conclusions, & Transitions	Chapter 13 & 14	IA: Plagiarism Assignment (CIA pp. 31-32) due Peer Teach Group 2 Video Due: Delivery (due in class)
Day 2	Informative Presentations		Informative Presentations Peer Evaluations (CIA pp. 123-146)

Week 6 2/22-2/26	Topics	Reading	Assignment
Online			Exam #1 opens Thurs. Feb. 25th at 6am and closes on Tues. March 1st at 11:59pm
Day 1 & 2	Informative Presentations		Informative Presentations Peer Evaluations (CIA pp. 123-146)

Week 7 2/29-3/4	Topics	Reading	Assignment
Online	Watch Basic Strategies for Persuasive Questions		Exam #1 opens Thurs. Feb. 25th at 6am and closes on Tues. March 1st at 11:59pm
Day 1	Informative Presentations		Informative Presentations Peer Evaluations (CIA pp. 123-146)
Day 2	Persuasive Presentation Assignment	Monroe's (pp. 433-435; CIA pp. 66-67)	

UNIT 3: Rhetoric & Advocacy

Week 8 3/7-3/11	Topic	Reading	Assignment
Online	Watch Strategies to Persuade		
Day 1	Types of Rhetorical Questions Artistic Proofs Types of Arguments	Chapter 16 & CIA Chapter 6	
Day 2	Toulmin Model		Peer Teach Group 3 Video Due: Logical Fallacies (due in class)

Week 9 3/14-3/18	Topic	Reading	Assignment
Have a Safe and Fun Spring Break!			

Week 10 3/21-3/25	Topic	Reading	Assignment
Online	None- Presentation Week		
Day 1 & 2	Advocating for Action- Persuasive Presentations		Persuasive Presentations Peer Evaluations (CIA pp. 123-146)

Week 11 3/28-4/1	Topic	Reading	Assignment
Online	None- Presentation Week		
Day 1 & 2	Advocating for Action- Persuasive Presentations		Persuasive Presentations Peer Evaluations (CIA pp. 123-146)

Week 12 4/4-4/8	Topic	Reading	Assignment
Online	None- Presentation Week		
Day 1 & 2	Advocating for Action- Persuasive Presentations		Persuasive Presentations Peer Evaluations (CIA pp. 123-146)

UNIT 4: Interpersonal & Organizational Contexts

Week 13 4/11-4/15	Topic	Reading	Assignment
Online	Watch Dialectical Theory & Enhancing Your Interpersonal Communication Competence		OA#4: Interpersonal Communication Competence 4/17 at 11:59pm
Day 1	Discuss Interpersonal Paper Assignment Social Penetration Theory	Chapter 7	
Day 2	Stages Models & Turning Points		Peer Teach Group 4 Video Due: Interpersonal (due in class)

Week 14 4/18-4/22	Topic	Reading	Assignment
Online	Watch Group & Leadership Video and Mediated Culture Video		Interpersonal Analysis Paper Due 4/22 at 11:59pm OA#5: Social Media & You 4/24 at 11:59pm
Day 1	Small Group Communication Group Roles	Chapter 8	Peer Teach Group 5 Video Due: Small Group (due in class)
Day 2	Building CMC Competence Social Media Development of Online Identity	Chapter 10 & CIA Chapter 8	

UNIT 5: Performance & Culture

Week 15 4/25-4/29	Topic	Reading	Assignment
Online	Watch Performance Video		
Day 1 & 2	Performance	CIA Chapter 4	Peer Teach Group 6 Video Due: Performance (due in class day 1) IA: Performance Activity (CIA pp. 43-44) or Everyday Life Performance (CIA pp. 45-46) or Personal Narratives (CIA pp. 47-48)

Week 16 5/2-5/6	Topic	Reading	Assignment
Online	Watch Cultural Competence & Diversity		
Day 1 & 2	Culture, Language & Power	Chapter 6 & CIA Chapter 5	

Finals Week

Exam will open Saturday May. 7th at 6am and close Tuesday May 10th at 11:59pm.

COMPLETED ONLINE! NOT COMPREHENSIVE! See BB for Review