

**COMMUNICATION 100**  
**INTRODUCTION TO HUMAN COMMUNICATION [iCourse]**  
**Summer A 2014**

**Instructor Contact Information**

***Instructor (Responsible for Group A students: last name A - K)***

Megan Fisk, M.A.

[Megan.Fisk@asu.edu](mailto:Megan.Fisk@asu.edu)

Office hours via email on request

***Instructor (Responsible for Group B students: last name L - Z)***

Jittaporn "Tara" Suwinyattichaiporn, M.A.

[jsuwinya@asu.edu](mailto:jsuwinya@asu.edu)

Office hours via e-mail on request

*Get to know us by watching our introduction video!*

<https://www.youtube.com/watch?v=8h7yqz6-VWM&feature=youtu.be>

**Required Materials:**

***Textbook (you can buy a hard copy or e-book)***

- Alberts, J. K., Nakayama, T., & Martin, J. (2012). *Human Communication in Society* (3rd Ed.). Boston, MA: Allyn & Bacon.
- *mycommunicationlab.com* (Available as part of new hard copy textbooks or the online textbook price)

**Email Communication (Important: Please read carefully\*\*\*)**

This course is co-instructed by Tara and Megan.

**Group A students** with last name from **A - K**, please address all questions to Megan Fisk at the email address listed above. No responses will be given to students that are not from group A.

**Group B students** with last name from **L - Z**, please address all questions to Tara Suwinyattichaiporn at the email address listed above. No responses will be given to students that are not from group B.

Allow a minimum of 24 hours for each of us to respond to your email, and be certain to use the subject line to clearly indicate the purpose of your message. We will contact you only through ASU email. If you use another email address most of the time, please redirect your ASU-email to that account. Please

maintain the highest standard of respect and consideration in your emails. This includes using proper grammar. You may expect that we will offer the same. **Also**, questions that can be answered by looking at the syllabus will not be responded in high priority. This is to encourage you to be resourceful, which is a great skill for your future.

**Please do not email us about technical difficulties.**

We are the instructors of this communication class and technical difficulties are NOT our responsibility. If you are having problems with the website, it is your responsibility to fix it by calling tech support at ASU who are better at navigating these websites than us.

**Course Description and Objectives**

This course is facilitated by your instructors, Tara and Megan. However, it was designed by expert course developers. Thus, the professors that appear on your video lectures are the professors that designed this course. NOTE: Each module is opened weekly to simulate actual learning experience.

COM100 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, COM100 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

**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 (1) to be self-motivated, (2) to thoroughly read the module readings, (3) to complete and submit your assignments *prior* to the deadline, and (4) to keep in contact with classmates and the instructor as necessary. The requirements and rules indicated in this syllabus and on our course site are non-negotiable. You should drop the class immediately if any

aspects of the course, its rules, requirements and/or the instructor's expectations are not acceptable to you. As a student enrolled in COM 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 we are 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](mailto: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. PST 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 one minute or later after the 11:59 p.m. deadline will receive a grade of "0." Therefore, you should prepare for the unexpected by recognizing deadlines as the latest possible moment that assignments will be accepted, and plan to submit assignments well in advance.

### ***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.** The exams are forced completion, which means it will automatically be turned off after 1 hour. 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 illness or death in the immediate family or who have a university excused absence. Exams will be up and running for 3 days and closed 11:59PM on the due date (check course schedule for due dates).

### ***Reading Quizzes (60 points)***

There will be six reading quizzes, one for each of the six modules. 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 nor for any technical problems. Quizzes are up and running on the first day of class and close on the due date (check course schedule for dates).

### ***Discussion Posts (90 points)***

A total of three discussions will occur this session (see syllabus for dates).

Discussion 1 from Module 1 & 2

Discussion 2 from Module 3 & 4

Discussion 3 from Module 5 & 6

**Each discussion post is worth 15 points.** You are expected to read the other messages as well. Please check below for the DISCUSSION BOARD GRADING RUBRIC. You must fulfill the criteria to receive credit. Discussion boards are up and running on the first day of class and close on the due date of each week (check course schedule for dates).

*NOTE: If you need help dealing with technical problems, please contact the ASU help desk. You can email them at [helpdesk@asu.edu](mailto: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 they 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. If you encounter problems that will interfere with your ability to complete an assignment or the course in a timely or successful manner, please contact Tara or Megan immediately so that we can assist you. It is important that you contact us before the end of the course; if you wait until then there will be nothing we can do to help you be successful and/or to complete the course.

### **Evaluation and Grade Distribution**

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

#### ***Points***

<b>Assignment</b>	<b>Point Calculation</b>	<b>Point Value</b>
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	6 quizzes, 10 pts each	60
Discussion Posts	6 posts, 15 pts each	90
<b>TOTAL</b>		<b>400</b>

I strictly follow the point breakdowns provided herein. No exceptions are made.

385-400 = A+	335-349 = B+	285-299 = C+	200-249 = D
365-384 = A	315-334 = B	250-284 = C	000-199 = E
350-364 = A-	300-314 = B-		

### **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.

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](http://www.abor.asu.edu/1_the_Regents/policymanual/chap5/index.html)), and the ACD 125: Computer, Internet, and Electronics Communications (<http://asu.edu/aad/manuals/acd/acd125.html>).

Students are entitled to receive instruction free from interference by other members of the class. If a student is disruptive, an instructor may ask the student to stop the disruptive behavior and warn the student that such disruptive behavior can result in withdrawal from the course. An instructor may withdraw a student from a course when the student's behavior disrupts the educational process under USI 201-10 (<http://www.asu.edu/aad/manuals/usi/usi201-10.html>).

### ***University Excused Absences***

Students participating in university-sanctioned activities need to identify themselves 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 the class syllabus.**

**Course Schedule**

**All assignments are due by 11:59pm PST on the date posted.**

Date	Module	Topic	Readings	Tasks/Due Dates
	0	Course Introduction	Please read your Syllabus	Instructor Email Note
5/19-5/25	1	Introduction to Human Communication	Chapter 1 Chapter 2 Online Lectures	Chapters 1 & 2 Reading Quiz (5/23) Discussion 1; Question 1 (5/25)
5/26-6/1	2	The Role of Communication in Society	Chapter 12 Online Lectures	Chapter 12 Reading Quiz (5/30) Discussion 1; Question 2 (6/1)
<b>***EXAM ONE: Available 5/30-6/1***</b>				
6/2-6/8	3	Understanding Yourself and Others	Chapter 3 Chapter 4 Online Lectures	Chapters 3 & 4 Reading Quiz (6/6) Discussion 2; Question 1 (6/8)
6/9-6/15	4	Conversational Interaction: Verbal and Nonverbal Communication	Chapter 5 Chapter 6 Chapter 7 Online Lectures	Chapters 5, 6, & 7 Reading Quiz (6/13) Discussion 2; Question 2 (6/15)
<b>***EXAM TWO: Available 6/13-6/15***</b>				
6/16-6/22	5	Understanding Relationships	Chapter 8 Chapter 9 Online Lectures	Chapters 8 & 9 Reading Quiz (6/20) Discussion 3; Question 1 (6/22)
6/23-6/27	6	Working with Others	Chapter 10 Chapter 11 Online Lectures	Chapters 10 & 11 Reading Quiz (6/25) Discussion 3; Question 2 (6/26)
<b>***EXAM THREE: Available 6/25-6/27***</b>				

### Discussion Board Grading Rubric

<u>Quality of Work</u>	<u>Poor</u>	<u>Good</u>	<u>Excellent</u>
<b>Criteria/ Total 15 points</b>			
<b>Use of Content from the Chapter</b> <b>9 Points</b>	Use minimal material from the chapter.	Use adequate material from the chapter and demonstrate good understanding of the concepts.	Use various materials from the chapter and demonstrate great understanding of the concepts.
<b>Organization</b> <b>2 points</b>	The content of the post is poorly organized. Ideas and examples are scattered.	The content of the post has good organization. Minimum flaws with the flow of the content.	The content of the post has excellent organization. Easy to follow and understand.
<b>Clarity</b> <b>2 points</b>	The post is confusing and needs extensive clarification.	The post has good clarity. Only 1 or 2 points need to be clarified.	The post has excellent clarity. Everything is clear and concise
<b>Mechanics (Word count, spelling, and grammatical issues)</b> <b>2 points</b>	Many mechanical issues.	Minimal mechanical issues.	Very minimal to none mechanical issue.