

COM 100: Introduction to Human Communication Fall 2022 Course Syllabus

This course is offered by the College of Integrative Sciences and Arts. For more information about the college, visit our website: <https://cisa.asu.edu/>. If you have questions or concerns, please send your inquiry to cisa@asu.edu.

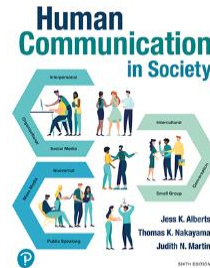


Your Instructor

Dr. Jacqueline M. Martinez (she, he, they)
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Required Texts

- Alberts, J.K., Nakayama, T. K., & Martin, J. N. (2022). Human Communication in Society. 6th ed. Boston: Pearson. <https://www.pearson.com/us/higher-education/program/Alberts-Revel-for-Human-Communication-in-Society-Access-Card-6th-Edition/PGM100003053825.html> (Rental price \$9.99 per month.)
- Additional materials as posted on Canvas.



Course Description

This course is designed to introduce the basic concepts of human communication and interaction behavior. Through lectures, in-class applications, online discussions, and reading materials, this course surveys communication topics related to culture, identity, relationships, and organizations. These topics are examined from perspectives related to Intercultural communication, interpersonal communication, organizational communication, performance studies, and rhetoric.

Course Goals

Upon completing this course students should be able to:

1. Define and describe the complex nature of communication
2. Identify and describe the various contexts of communication study
3. Explain the various features of communication common to all contexts
4. Connect theoretical concepts of communication to real-life experience
5. Define key terms used by communication researchers and practitioners
6. Understand the relationships between communication and other academic areas of study

Grading

GRADING SCALE

Grade	Percentage	Points
A	≥90 %	500-450
B	≥ 80 %	449-300
C	≥70 %	399-350
D	≥60 %	349-300
E	≤ 59 %	299-0

POINT DISTRIBUTION

Category		Total Points
Exams (4)	=	400 points
Quizzes (6)	=	60 points
Journals (4)	=	40 points
Total Points	=	500

EXAMINATIONS (400 POINTS TOTAL)

The four examinations will be valued at 100 points each, and they will be composed of multiple choice and true/false, and/or short answer questions. The material covered will include readings, lectures, and class discussions. Exam review sessions will be available via Canvas in advance of the exam. Exams will be given through Canvas and can be taken remotely.

QUIZZES (60 POINTS TOTAL)

There will be eight quizzes over the course of the semester. Each student will be allowed to drop the two lowest scores for a total of six graded quizzes. Each quiz is worth 10 point and will include multiple choice and true/false, and/or short answer questions. **Quizzes are held in-class, are unannounced, and cannot be made up.** You should be able to take the quiz through a smartphone, tablet, or laptop. If you do not have access to this technology in class, a paper copy of the quiz will be made available.

JOURNALS (40 POINTS TOTAL)

Students will write 4 Journals in response to questions related to course material. Journals are completed via Canvas and are private (seen only by the instructor). See schedule below for due dates; ten points each.

ATTENDANCE

This is an in-person class, and the time we spend together in person is very important in learning about communication. Our goal is to learn about communication through building relationships with each other. Therefore, **attendance is required**. At the same time, it is very important that we protect ourselves and others from COVID and other illnesses that are spread through contact or proximity. If you are ill or do not feel well, please do not come to class.

Each student is allowed **4 class attendance waivers**. Waivers are granted when the professor is notified **in advance of the class meeting** that the student will not be attending. If advance notice is not provided then an absence from class counts as an absence. For each absence (without waiver) students are **penalized 10 points**.

EXTRA CREDIT (UP TO 10 POINTS)

Each student can receive five points of extra credit by attending a community event in the downtown Phoenix area and connecting some aspect of the event to a topic discussed in COM 100. See Canvas for the assignment and submission details.

Important Course Policies**UNIQUE ACADEMIC NEEDS**

Students with unique academic needs who desire special assignment or testing considerations can be accommodated. Students should meet with the Disability Resource Center and have them contact Dr. Martinez within the first two weeks if special accommodations are necessary.

MILITARY PERSONNEL STATEMENT

Students who are a member of the National Guard, Reserve, or other U.S. Armed Forces branch are welcome in this class. Please inform your instructor of any circumstances that might impact your ability to do the work of the course and every effort will be made to make appropriate accommodations. For information, please see <http://www.asu.edu/aad/manuals/usi/usi201-18.html>.

ACADEMIC INTEGRITY

Academic honesty is expected of all students in all work and transactions related to this course. Students who fail to meet the standards of academic integrity listed on the university policy website (see: <http://provost.asu.edu/academicintegrity>) sanctions will be imposed by the instructor, college, or Dean. Possible sanctions include, but are not limited to, appropriate grade penalties course failure (i.e., a grade of E on transcript), failure due to academic dishonesty (i.e., a grade of XE on transcript), loss of registration privileges, disqualification and dismissal. <https://provost.asu.edu/academic-integrity/policy>

RELIGIOUS ACCOMMODATIONS FOR STUDENTS

If you are a student who needs to be absent from class due to the observance of a religious holiday or participate in required religious functions, please notify me in writing as far in advance of the holiday/obligation as possible. Please specify the holiday or obligatory function in your communication with me. You will not be penalized for missing class due to religious obligations/holiday observance. Please confer with me about planning for making up exams and/or assignments prior to the absence. See [ACD 304-02](#) for ASU policy.

ACCOMMODATION FOR UNIVERSITY-SANCTIONED ACTIVITIES

If you are a student who participates in university-sanctioned activities that require classes to be missed, please notify me in writing as far in advance of the activity as possible. You will be given opportunities to make up examinations and other graded in-class work. However, absence from class or examinations due to university-sanctioned activities does not relieve students from responsibility for any part of the coursework required during the period of the absence. See [ACD 304-02](#) for ASU policy.

PROHIBITION OF COMMERCIAL NOTE TAKING SERVICES

In accordance with [ACD 304-06 Commercial Note Taking Services](#), written permission must be secured from the official instructor of the class to sell the instructor's oral communication in the form of notes. Notes must have the note taker's name as well as the instructor's name, the course number, and the date.

HARASSMENT PROHIBITED

[ASU policy prohibits harassment](#) on the basis of race, sex, gender identity, age, religion, national origin, disability, sexual orientation, Vietnam era veteran status and other protected veteran status. Violations of this policy may result in disciplinary action, including termination of employees or expulsion of students. Contact Student Life (Downtown campus 522 N. Central Ave., Post Office Room 247, 480-496-4111; Polytechnic campus Administration building suite 102, 480-727-1060; Tempe campus Student Services Building room 263, 480-965-6547; or the West campus UCB 301, 602-543-8152) if you feel another student is harassing you based on any of the factors above; contact EO/AA (480-965-5057) if you feel an ASU employee is harassing you based on any of the factors above.

TITLE IX COMPLIANCE

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make it clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <http://sexualviolenceprevention.asu.edu/faqs/students>.

GRADE APPEALS

The professional responsibility for assigning grades is vested in the instructor of the course and requires the careful application of professional judgment. A student wishing to appeal a grade must first meet with the instructor who assigned the grade to try to resolve the dispute. The process for grade appeals is set forth in the undergraduate and graduate catalogs, which are available at <http://www.asu.edu/catalog>.

Excellent sites for students at ASU

<https://eoss.asu.edu/dos/srr/StudentAdvocacyandAssistance>

<https://eoss.asu.edu/counseling>

<http://students.asu.edu/>

Each of these sites are designed to assist students in managing the academic, institutional and personal challenges of being a student at ASU.

Caution

It is possible that some students may find some of the topics we cover or material we use in this course disturbing or unsettling. Our purpose is to study how communication makes the difference between good and bad outcomes in interpersonal and social relationships. I will make every effort to present this material carefully and with sensitivity. Please let me know if you are feeling uncomfortable with any of the materials used in the class.

Syllabus Disclaimer

The syllabus is a statement of intent and serves as an implicit agreement between the instructor and the student. Every effort will be made to avoid changing the course schedule, but the possibility exists that unforeseen events will make syllabus changes necessary. Remember to check your ASU email and the course site often.

COURSE SCHEDULE

Subject to change per announcement in class or on Canvas.

All readings are from the course textbook.

Module	In Class Date	In-Class Day	In-Class Topic & Preparation	Due Dates and Times for Journals/Exams
0 8/18-8/22			Course Syllabus	Syllabus Quiz Due by 11:59pm on Sunday 8/21
1 8/22-8/28	8/22	M	Chapter 1 Introduction to Human Communication	
	8/24	W	Continue with Chapter 1	QUIZ #1 IN CLASS
2 8/29-9/4	8/29	M	Chapter 2 Communicating Identities	Journal #1 available 8/29 at 2:30pm
	8/31	W	Continue with Chapter 2; Introduce Chapter 3	Journal #1 Due by 11:59pm on Wednesday 8/31
3 9/5-9/18	9/5	M	LABOR DAY—NO CLASS	
	9/7	W	Chapter 3 Communicating, Perceiving, Understanding	QUIZ #2 IN CLASS
4 9/19 -9/25	9/19	M	Chapter 4 Verbal Communication	
	9/21	W	Continue with Chapter 4 Review for Exam 1 Online (available 2:45pm on Wed 9/21)	Exam 1 Due by 11:59 pm on Sunday 9/25
5 9/26-10/2	9/26	M	Chapter 5 Nonverbal Communication	
	9/28	W	Continue with Chapter 5	QUIZ# 3 IN CLASS
6 10/3-10/9	10/3	M	Chapter 6 Conversational Interaction	Journal #2 available 10/3 at 2:30pm
	10/5	W	Continue with Chapter 6	Journal #2 Due by 11:59pm on Wednesday 10/5
7 10/10-10/16	10/10	M	FALL BREAK—NO CLASS	

Module	In Class Date	In-Class Day	In-Class Topic & Preparation	Due Dates and Times for Journals/Exams
	10/12	W	Chapter 7 Listening and Responding	
8 10/17-10/23	10/17	M	Chapter 8 Communicating Across Cultures	QUIZ #4 IN CLASS
	10/19	W	Continue with Chapter 8 Review for Exam 2 (available 2:45pm on Wed 10/19)	Exam 2 Due by 11:59 pm on Sunday 10/23
9 10/24-10/30	10/24	M	Chapter 9 Communicating in Close Relationships	QUIZ #5 IN CLASS
	10/26	W	Continue with Chapter 9	
10 10/31-11/6	10/31	M	Chapter 10 Small Group Communication	Journal #3 available 10/31 at 2:30pm
	11/2	W	Continue with Chapter 10	Journal #3 Due by 11:59pm on Wednesday 11/2
11 11/7-11/13	11/7	M	Chapter 11 Communicating in Organizations	QUIZ #6 IN CLASS
	11/9	W	Continue with Chapter 11 Review for Exam 3 (available 2:45pm on Wed 11/9)	Exam 3 Due by 11:59 pm on Sunday 11/13
12 11/14-11/20	11/14	M	Chapter 12 Rhetorical Communication	
	11/16	W	Continue with Chapter 12	QUIZ #7 IN CLASS
13 11/21-11/27	11/21	M	Chapter 13 Mass Media and Communication	Journal #4 available 11/21 at 2:30pm
	11/23	W	Continue with Chapter 13	Journal #4 Due by 11:59pm on Wednesday 11/23
14 11/28- 12/4	11/28	M	Chapter 14 Communicating Through Social and Other Interactive Media	QUIZ #8 IN CLASS
	11/30	W	Continue with Chapter 14 Review for Final Exam	
	12/5	M	FINAL EXAM	12:10-2PM on Canvas