

# Syllabus

**To print:** MAC users press "⌘" + "P". PC users press "CTRL" + "P".

## COM 100: Introduction to Human Communication

A course developed and taught for the Hugh Downs School of Human Communication

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### Your Instructor

**Instructor: Debbie Way, PhD**

**Email:** [dway@asu.edu](mailto:dway@asu.edu) (<mailto:dway@asu.edu>)

**TA: JuanPablo (JP) Rios**

**Email:** [jrios34@asu.edu](mailto:jrios34@asu.edu) (<mailto:jrios34@asu.edu>)

Please allow 48 hours for me to respond to your email. If you do not hear from me within 72 hours, you should assume that your email was not received and resend it.

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### Course Description

Communication 100 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, COM 100 provides an overview of the five specialty areas of the Hugh Downs School of Human Communication: intercultural, interpersonal, organizational, performance studies, and rhetoric.

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### Learning Outcomes

- **Describe** the complex nature of communication

- **Identify** and **describe** the various contexts of communication study
  - **Explain** the features of communication common to all contexts
  - **Connect** theoretical concepts of communication to real-life experience
  - **Define** key terms used by communication researchers
  - **Understand** and **speak** the language of the communication discipline
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## Modules

This course is taught in seven modules:

### Module 1

- Chapter 1: Introduction to Communication
- Chapter 3: Perceiving and Understanding

### Module 2

- Chapter 2: Identities
- Chapter 8: Culture and Communication

### Module 3

- Chapter 4: Verbal Communication
- Chapter 5: Nonverbal Communication

### Module 4

- Chapter 7: Listening and Responding
- Chapter 9: Communicating in Close Relationships

### Module 5

- Chapter 10: Small Group Communication
- Chapter 11: Communicating in Organizations

### Module 6

- Chapter 13: Mass Media and Communications
- Chapter 14: Social and Other Interactive Media

### Module 7

- Chapter 12: Rhetorical Communication





## Required Textbook





Alberts, J., Nakayama, T., & Martin, J. (2021). Human Communication in Society (6th Ed). Pearson. ISBN-13: 9780137589104

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## Computer Access & Technical Requirements


Your ASU course can be accessed by clicking your course link on your <https://my.asu.edu/>  [\(https://my.asu.edu/\)](https://my.asu.edu/) page. More information can be found on your Canvas dashboard by going to <https://asu.instructure.com/> [\(https://asu.instructure.com/\)](https://asu.instructure.com/) or <https://canvas.asu.edu>.   [\(https://canvas.asu.edu.\)](https://canvas.asu.edu)

- A desktop or laptop is required. Mobile devices, such as a smartphone or a Chromebook, will not provide full access to ASU's
- Courses are best viewed with high-speed internet and a reliable internet connection.
- Students should have at least two browsers on their computer, preferably **Firefox**   [\(https://www.mozilla.org/en-US/firefox/new\)](https://www.mozilla.org/en-US/firefox/new) or **Chrome**   [\(https://www.google.com/chrome/\)](https://www.google.com/chrome/).
- Certain software is needed for this class: **Adobe Acrobat Reader**   [\(https://tech.asu.edu/adobe-creative-cloud\)](https://tech.asu.edu/adobe-creative-cloud) (free); **Microsoft Office 365**   [\(https://tech.asu.edu/asu-providing-microsoft-office-365-all-students-faculty-staff\)](https://tech.asu.edu/asu-providing-microsoft-office-365-all-students-faculty-staff) (free).



## Technical Support

If you have computer, Internet, or Canvas problems, you should first contact the ASU help desk at 1-855-278-5080 or 480-965-6161. You can also contact the MyASU Service Center at <https://myasu.force.com>   [\(https://myasu.force.com\)](https://myasu.force.com) to get support through 24/7 live chat or by submitting a ticket online.

Our Canvas site also has a "Help" button on the left navigation bar. **Instructors cannot assist in technical matters**, but the Help desk can assist. The ticket number that serves as proof of your issue. They can also retrieve valuable information including access logs. Information can be found at <http://systemstatus.asu.edu/>   [\(http://systemstatus.asu.edu/\)](http://systemstatus.asu.edu/).

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## Of Note

**InScribe:** This course uses Inscribe, an online course community that facilitates student-to-student and student-to-faculty interaction. Intelligence, Inscribe can help students quickly locate answers to their course questions.

**English Language Instruction:** This class, like all others in the Hugh Downs School, is based on a common metric that assumes understanding of and proficiency in English. If you would like help with writing assignments, visit <https://tutoring.asu.edu/student-services/online-writing-tutoring>.

**Original work:** All work in this class must be original to this class. You may not recycle papers or work from other courses you have taken in this course if retaking it; this behavior is considered academic dishonesty.

**Grades:** If you have a question/concern about a grade, you should send a detailed description of your grade concern to me with your grade. I will carefully review the assignment and grade and respond to you within a week. Your grade could be raised, lowered, or



## Plan for Success

To succeed in an online class, you should expect, per ASU Online guidelines, to spend 18 hours a week on coursework in a 7.5-10 hour week to be successful:

- Check the course daily
- Read announcements
- Read and respond to course email messages as needed
- Complete assignments by the due dates specified
- Communicate regularly with your instructor and peers
- Create a study and/or assignment schedule to stay on track
- Access [ASU Online Student Resources](https://asuonline.asu.edu/students/services/)
- Carefully read the assigned textbook readings and watch the faculty lectures



## Late Work / Missed Assignments

**Discussion Board:** Discussion posts are not accepted for credit if submitted late. If you missed the deadline for your original post, you may comment on and receive credit for peer response, you may.

**Quizzes & Exams:** Since we only count 10 of the 12 quizzes, late quizzes are not accepted. If you foresee or encounter issues with quizzes' or exams' due date/time, please let your instructor know (**in advance!**). Make-up exams will be available on a case-by-case basis for students who can provide extensive written documentation of just cause.

**Papers:** Papers will be accepted late with the following penalties:

- The first 24 hours after the paper is due, a 10% point deduction will be applied.
- The second day will accrue an additional 10% deduction (a total of 20%).
- The third day will accrue yet another 10% (a total of 30%).
- **No papers will be accepted after the 3rd day.**



## Academic Integrity

ASU defines plagiarism as “using another’s words, ideas, materials or work without properly acknowledging and documenting the source.” You are responsible for knowing the rules governing the use of another’s work or materials and for acknowledging and documenting the source. Please see University policies regarding plagiarism and other violations at <http://provost.asu.edu/academicintegrity/policy>. Also, be advised that all work for this class must be original to this class. You may not use work from other courses you have taken or from this course if retaking it; this behavior is considered academic dishonesty.



## Assignments (See [Course Schedule](#)

<https://asu.instructure.com/courses/199199/pages/course-calendar-and-due-dates>) on the course site for all due dates.)

**Exams: (2 x 75) = 150 points**

Two objective exams will be offered that evaluate your understanding, comprehension, and mastery of the readings, lectures, and discussions. You will have 1 hour to complete each exam. The exams will time out after 1 hour and you will not receive credit for unanswered questions. You must take your exams and quizzes on a computer and over a network that you can trust to function.

### Small Group Discussion (100 points)

You will respond to a total of seven discussion questions (1 per module) throughout the course (see schedule for dates).

- In module 1, you will post a personal introduction (5 pts) and then answer one question pertaining to the readings from the response posts are required in module 1.
- In modules 2 through 6, you will be responsible for posting twice per discussion: your original post in response to the prompt to a classmate's post in the same discussion board (5 pts). You are expected to read other messages in the discussion thread you responded to.
- In module 7, you will post only once to the writing prompt (10 pts) and no peer response is required.

### Mini-Lecture Short Paper (50 points)

This assignment is designed to encourage course reflection and facilitate the application of course concepts to your choice of fact posted in modules 2 through 6. See Canvas for more details.

### Reading Quizzes (100 Points)

There are twelve (12) **untimed** reading quizzes, one for each chapter covered in modules 1 through 6. Only ten (10), however, will count toward your final grade. Therefore, you can skip/miss 2 with no penalty. Or, if you complete them all, only your highest 10 will count toward your final grade. Each question quiz is worth up to 10 points. You will not be allowed to take or receive credit for quizzes after the quiz due date/time for the quiz. No make-ups are permitted. The thirteenth (13th) quiz, in module 7, is an extra credit quiz. There are 10 questions worth a maximum possible 5 extra credit points.



## Grade Scale

Grade Scale for Assignments

Grade	Percentage	Points
A+	99-100%	396-400
A	94-98.99%	376-395.9
A-	90-93.99%	360-375.9
B+	87-89.99%	348-359.9
B	84-86.99%	336-347.9

B-	80-83.99%	320-335.9
C+	77-79.99%	308-319.9
C	70-76.99%	280-307.9
D	60-69.99%	240-279.9
E	<59.99%	<240

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## Communication

Announcements posted by the instructor are archived on our Canvas site and sent automatically to your ASU email address, the communication among students, faculty, and staff. All instructor-initiated correspondence will be sent to your ASU email account.

Faculty Email: Please include COM 100 in the subject line of your email and the purpose of the message. We will contact you through this email address most of the time, please redirect your ASU email to that account. Please maintain the highest consideration in your emails, and don't forget to sign your name to the email.

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## Accessibility


In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act as amended (ADA) of disability specialists and support staff at the Student Accessibility and Inclusive Learning Service (SAILS) facilitate a comprehensive support services and accommodations for qualified students with disabilities.


Qualified students with disabilities may be eligible to receive academic support services and accommodations. Eligibility is based on disability documentation and assessment of individual need. Students who believe they have a current and essential need for accommodations are responsible for requesting accommodations and providing qualifying documentation to SAILS. Every effort will be made to provide reasonable accommodations for qualified students with disabilities.

Qualified students who wish to request an accommodation for a disability should contact SAILS by going to <https://eoss.asu.edu/1234>, or emailing [DRC@asu.edu](mailto:DRC@asu.edu). (<mailto:DRC@asu.edu>)

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## Title IX

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 on the basis of sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sex orientation, you can find information and resources at <https://sexualviolenceprevention.asu.edu/>  (<https://sexualviolenceprevention.asu.edu/>).



As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, sexual violence and dating violence. ASU Counseling Services <https://eoss.asu.edu/counseling>  (<https://eoss.asu.edu/counseling>) is available to discuss any concerns confidentially and privately.

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## 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) do not discriminate against any 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 embarrass anyone on campus and classroom. This is *not* an exhaustive list of behaviors; rather, it represents examples of the types of things that can have a negative impact on the class environment. Your final grade may be reduced by 3% per instance, or you may be removed from the course for repeated sorts of behaviors.

Students are required to adhere to the behavior standards listed in the Arizona Board of Regents Policy Manual Chapter V – Campus Safety and Security: Code of Conduct <https://eoss.asu.edu/dos/srr/codeofconduct>  (<https://eoss.asu.edu/dos/srr/codeofconduct>), and the Arizona Board of Regents Policy Manual Chapter V – Campus Safety and Security: Internet, and Electronics Communications (<https://www.asu.edu/aad/manuals/acd/acd125.html>  (<https://www.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 is responsible to stop the disruptive behavior and warn the student that such disruptive behavior can result in withdrawal from the course. The instructor may withdraw a student from a course when the student's behavior disrupts the educational process under USI 201-10 (<https://www.asu.edu/aad/manuals/ssm/ssm201-10.html>  (<https://www.asu.edu/aad/manuals/ssm/ssm201-10.html>)).

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## ASU Online Course Policies

View the [ASU Online Course Policies](https://asuonline-dev.asu.edu/qm-template/CanvasQM/qm-policies.html)  (<https://asuonline-dev.asu.edu/qm-template/CanvasQM/qm-policies.html>)

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## 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 email and the course site often.