

COM 100: Intro to Human Communication (2025 Fall C)

Fall 2025 **Time:** MWF 10:10 am -11:00 am **Location:** [COOR L1-20](#)

Instructor: Alison Trego, M.A. **Email:** alison.trego@asu.edu

Office hours: M & W 11:30 am -12:30 pm by appointment

Teaching Associates: TBD **Email:**

Office hours: by appointment

Welcome to COM 100!

The course is designed to be both practical and academic. The material you'll be reading and the information and examples I'll be sharing are chosen because of their significance in the field of communication and their application for improving personal and professional interactions. You'll also be introduced to many of the HDSHC faculty and future communication classes you can take with them!

Let's get started!

If you have other questions about course content once you have checked the syllabus and calendar, feel free to email us with your question. Please also email to schedule an appointment through Zoom if you would like to take part in virtual office hours. Email the instructor or the teaching associates for questions regarding course subject matter, including lecture material and reading content. All emails should be written in a professional manner by addressing the person appropriately, stating your question clearly, and signing off professionally.

Please allow 1-2 business days for a response. Since instructors and teaching associates are teaching several classes and have other professional commitments each semester, please send an email or make an appointment if you'd like to meet, even during office hours. Other students may already have scheduled appointments with us during office hours.

OBJECTIVES

Introduction to Human Communication provides an overview of key concepts and theories that guide our understanding of communication in various contexts (e.g., small group, mass media, computer mediated, etc.). Through lectures, discussion, and readings, this course will also survey topics related to the Hugh Downs School of Human Communication's five specialty areas (*e.g., interpersonal, organizational, intercultural, rhetoric, and performance studies*). The primary goals of this course include developing your abilities to:

1. define and describe the multi-channeled nature of communication,
2. identify competent practices in the various contexts of communication study,
3. recognize and explain the features of competent 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, and
6. begin to write and speak the language of the communication discipline.

This course fulfills the ASU GOLD General Studies requirement in **Social and Behavioral Sciences**. Students completing a Social and Behavioral Sciences course will be able to:

1. Utilize behavioral or social science approaches, qualitative or quantitative, to examine aspects of human experiences or explain social or behavioral phenomena.
2. Describe the strengths and limitations of behavioral or social science methods in predicting or understanding human behavior.
3. Communicate coherent arguments using evidence drawn from qualitative or quantitative sources.

REQUIRED MATERIALS & TEXT^[1]_{SEP}

- Valid ASU email address and access to Canvas, My ASU, ASU Email
 - Set your Canvas notifications to alert you whenever an announcement is sent out from the faculty.
 - You must use your ASU email account, id, and login, if you want to email instructors, attend Zoom office hours, and access digital activities and course material. Emails sent from non-ASU accounts may not be received and/or receive a reply.
- Textbook

Alberts, J. K., Nakayama, T. K., & Martin, J. N. (2021). *Human Communication in Society*, 6th ed. Upper Saddle River, Pearson.

- iClickers app:
 - This course section requires students to create and use an ASU iClicker account. It will be used in class for activities and attendance throughout the semester. Contact the **ASU Help Desk** Links to an external site. for help with set up or any technical assistance.

Course Tutor: Dr. Brianna Avalos **Contact:** blavalos@asu.edu

Tutoring hours: T Th 1:30pm-3:30pm Zoom & in person, by appointment

Dr. Avalos is a [tutor for the Hugh Downs School of Human Communication](#) (HDSHC). As tutor for the HDSHC, she helps students with review and understanding of course content, research and study skills, and offers in-person and remote learning. Students interested should email her to schedule an appointment.

COURSE REQUIREMENTS

You'll be expected to attend the in-person class lecture sessions on Mondays and Wednesdays. In an effort to protect your health and the health of everyone in our community, please read and follow the Health Protocols listed below:

Health Protocols

Please read the following carefully and ask questions if you have any. These protocols apply in our class, subject to any procedural changes promulgated by the University or my best judgment:

- Don't attend class if you have been diagnosed with or are experiencing symptoms of any infectious disease, including Covid-19, per your doctor's advice or ASU and CDC guidance (and common sense).
- Zoom attendance and Zoom participation is not available for this class section under any circumstance. Please review course policy about missing course work, participation, attendance, and activities. Because the course provides chances for a lowest or a missing grade to be dropped, make up work will not be provided for any situation.

Graded Assignments & In-Class Activities

Exams: There will be 4 exams total (three regular exams and one cumulative final). Of these four exams, we will keep the three highest scores and one will be dropped at the end of the semester. Each exam will consist of around 45 questions (e.g., multiple-choice, true-false, and/or matching items). The exams will draw on material discussed in class and in the readings. You will have to take the exam on the assigned exam day. You will have the 45 minutes to complete the exam. Since we drop the lowest (or missed) exam, exams cannot be made up for any reason whatsoever, and no late exams will be offered for any reason. Exams are taken in-person, on assigned days and proctored by our instructional team.

Exam dates are provided under the daily schedule of the syllabus. The regular exams will each cover select chapters from the textbook and all lessons taught in class. The cumulative final exam will cover material from *all* the chapters and *all* lessons taught in class. Individual exams are not returned. However, you are welcome to see our TAs during their office hours to go over questions about your exam. Because we drop one exam grade, we cannot offer make up exams under any circumstance.

Participation: Participation exercises will be completed in class and online. These cannot be made up later or turned in late for points for any reason. Many of these will use your iClicker account. More information will be provided about points in class.

Arrive to class on time, remain for the duration of our class, and demonstrate respectful behaviors towards your fellow classmates and your instructional team. Behaviors such as arriving late, leaving early, leaving and returning, being disruptive or distracting, using electronic devices for any purpose besides taking notes for class, etc. can result in a reduced grade or deduction in your class points. You may or may not be spoken to or warned about the behavior.

Because of the size and format of our class that you have enrolled in and our iClicker grading policy (i.e., we drop the lowest 5 clicker days scores), we are not able to manually change or add points to your iClicker grading columns for any reason (including but not limited to technical difficulties with your device or the internet, leaving class for a short time, or forgetting your clicker, etc.) If you are having trouble with your device, you should seek iClicker support online or through the ASU help desk.

Chapter quizzes: There will be 14 assigned chapter quizzes. You are expected to take each of these quizzes. Your score across the highest 12 chapter quiz scores will be calculated to create your total quiz score. **Past quizzes cannot be reopened for any reason. Make up quizzes cannot be provided. You can take a quiz anytime before the closing deadline for that quiz. See schedule.**

Learning Activity: Students will be given time to complete specific, chapter-related activities. More information will be provided about these assignments.

Academic Integrity/Anti-Plagiarism Policy

Academic honesty is expected of all students in any materials intended to be used for an academic evaluation, including, but not limited to: all examinations, papers, presentations, laboratory work, academic transactions, and records. The possible sanctions for academic integrity violations include but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification, and dismissal. For more information, [click here](#).

Plagiarism of any kind will not be tolerated. Students must take the exams independently without assistance from other students. Students may not submit papers written by persons or entities other than themselves.

Use of Generative AI Permitted Under Some Circumstances or With Explicit Permission

Certain assignments in this course permit or expect the use of Artificial Intelligence (AI) powered tools (e.g., ChatGPT, Copilot, Gemini, etc.). The instructor will provide specific instructions on how to utilize generative AI tools for these assignments, as well as how to include [appropriate attribution](#). Use of generative AI tools in any other context within this course will be considered a violation of the [ASU Academic Integrity Policy](#), and students may be subject to sanctions for non-allowable use. If you have any questions about what is permitted, please contact the instructor to discuss *before* submitting your work.

When turning anything in, we strongly suggest using .pdf or .doc or .docx because Google Docs have a long history of glitching in Canvas. We can NOT give credit or extension for things turned in but not readable or that glitch in any way that prevents the system from recording, grading, viewing, etc. Basically, do not use Google Docs when turning in assignments to Canvas.

GRADING CRITERIA

Your grade in this class is a function of the following:

Exams	135 points TOTAL (best 3 out of 4 exams)
Chapter quizzes	60 points (best 12 out of 14 quizzes)
Learning Activities	45 points (best 9 out of 11 activities)
iClickers participation	60 (up to 3 points each, your top 20 days)

Total = Class grade will be calculated out of 300 points

Grading

Letter Grade	Percentage Range
A+	99% to 100%
A	94% to 98.99%
A-	90% to 93.99%
B+	87% to 89.99%
B	84% to 86.99%
B-	80% to 83.99%
C+	77% to 79.99%
C	70% to 76.99%
D	60% to 69.99%
E	0% to 59.99%

This course is based on points. Be aware: Canvas gradebook shows percentages that may not reflect your actual grade in the class. The class is out of 300 points, and that does not change, despite Canvas showing you percentage based only on past assignments, not taking into account future ones. Use the chart/point breakdown listed in this syllabus to keep manual count of your points earned. Divide that total of eligible points by 300.

POLICIES AND PROCEDURES

Attendance: You are expected to attend class and, importantly, to be on time and to stay for the entire class and be respectful and participate. You are responsible for any class

material discussed in lecture, as well as the readings. Further, students who regularly attend class generally perform better than students who do not come to class. It is your responsibility to acquire missed material from classmates. The course Teaching Associate can help you review material if you are absent due to illness. If you must come to class late or leave class early on a given day, please sit close to an aisle/door so you do not interrupt other students.

Class presence and attention is linked directly with your success in the class. Your presence and attention in class will maximize your learning experience. Class time is intended to highlight the most important aspects from your reading, to further expand difficult concepts, and to provide an opportunity for questions. In the event that you cannot attend class, arrange an appointment with a classmate to review the lecture. Once you have reviewed the missed material, if you still have questions, you can schedule an appointment to meet during office hours with your instructional team or the HDSHC tutor.

If you expect or think you might have a conflict that will prevent you from arriving to class on time, remaining for the duration of the class period, attending class regularly, and/or taking one or more exams on the scheduled day and time, you should drop this course immediately and take another section of COM 100 or take COM 100 during another semester when such conflicts will not exist.

- **Missed in-class activities, clicker points, and online quizzes (and the points from them) cannot be made up for any reason.**
- **Because of the "lowest dropped" features built into the class, no additional flexibility for deadlines or attendance can be granted. Reach out to your instructor if you have questions or concerns about this early in the semester.**

Readings and Participation:

All readings should be done PRIOR to the assigned class period. Students are expected to participate *fully and constructively* in class discussions and activities.

Appealing a Grade

If you have any questions about your grade for a particular class assessment that is NOT due to missed activities, quizzes, exams or absences (including extra credit and iClicker points or penalties for inappropriate student conduct), you must submit them to your instructor *in writing* within **ONE WEEK** (seven days) after the grade is originally returned/posted. Grades will not be adjusted after one week.

Missed Classes Due to University-Sanctioned Activities

Students who participate in university-sanctioned activities that require classes to be missed, shall be given opportunities to make up examinations. Normally, the make-up exam will be due before the absence. 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. For more information, [click here](#).

Student Conduct and Classroom Etiquette

This course is a large lecture. Your enrollment in this course assumes that you will be an excellent listener and audience member for each lecture. You agree to treat your fellow classmates and instructor with respect; therefore, side conversations, watching videos, doing other class work, arriving late, leaving early, leaving and returning (going to the bathroom, etc.) or disrupting or distracting in any way is not acceptable. Profanity or inappropriate comments concerning race, ethnicity, gender, sexual orientation and religion will not be tolerated. Any student who violates this policy will be asked to leave the classroom and/or may have their overall grade lowered in the course. Ways to avoid disrupting class include: arriving to class on time, turning off all cell phones, not text messaging, not watching videos or listening to music, only using laptops, phones and other devices for note taking, not recording anything, not speaking when others are speaking, and not causing distractions for other students or doing other work during class. Thank you in advance for helping to create a positive learning environment.

We want to build a classroom climate that is professional and considerate 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) pay attention to and participate in all class sessions and activities; (3) avoid unnecessary disruption during class time (e.g., having private conversations, reading the newspaper, surfing the internet, doing work for other classes, making/receiving cell phone calls, text messaging, etc.); 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. Engaging in such behaviors may result in the Dean of students being notified, class being observed, and/or students be permanently removed from the class. Examples of aggressive behavior include, but are not limited to, threats, cursing, raising your voice, throwing items, and using nonverbal behaviors (e.g., facial expressions, hand gestures, etc.) in ways that could be interpreted as aggressive or intimidating, or using communication technology to threaten or embarrass others. ***This is your only warning that such behaviors will not be tolerated.***

While class is in session, students are encouraged to limit their personal electronics use. There are a number of reasons for this: first, it is substantiated by instructional research: Emailing, instant messaging, game playing, and web scrolling frequently distract students who use laptops and cell phones in the classroom. As a result, users provide less eye contact and participate less in class discussion. Second, technology use distracts other students in the class. Communication and technology experts Kinzer and Lohnes find that students are distracted by the sound of typing, the sight of screen glow, and other content. Finally, the use of this technology by students inhibits feelings of community in a classroom, because users are dually and only partially committed to two simultaneous contexts: the world of the classroom and online space. ***NOTE: Students who would like to engage in better participation, get more out of course experience, and be recognized more by the instructors are encouraged to sit towards the front of the room***

and use handwritten note taking. There seems to be a correlation between people who pay better attention in class and sit towards the front and center and success in the class.

Did you know that taking notes by hand leads to better information retention?

Psychologists at UCLA recently discovered that taking notes on laptops hinders academic performance. According to their study, students taking notes in longhand perform significantly better on exams than those who use laptops. Their findings were featured in the *Journal of Psychological Sciences*.

Disruptive, Threatening, or Violent Behavior

In the classroom and out, students are required to conduct themselves in a manner that promotes an environment that is safe and conducive to learning and conducting other university-related business. All incidents and allegations of violent or threatening conduct by an ASU student will be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. Such incidents will be dealt with in accordance with the policies and procedures described in Section 104-02 of the [Student Services Manual](#).

Prohibition Against Discrimination, Harassment, and Retaliation

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 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 you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources [here](#). As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. [ASU Counseling Services](#) is available if you wish to discuss any concerns confidentially and privately.

Grade grubbing is the common term for complaining, begging, asking, demanding, and/or harassing the instructor and/or TAs to violate course policy. For example, requesting more points, to reopen missed assignments, etc. without legitimate cause. It is inappropriate, ineffective, very unprofessional and cannot be tolerated or overlooked. Any email requests for additional points, rounding up, extra work, more extra credit, or reopening past assignments will not be responded to as we can not ethically provide you with special consideration or more points for any reason. These requests or any inappropriate email or communication towards any instructor or TA will be forwarded to the Dean of Students and may result in additional disciplinary action.

Students are required to adhere to the behavior standards listed in the Arizona Board of Regents Policy Manual and the [ACD 125: Computer, Internet, and Electronics Communications](#).

E-mail & Online Work:

We will use [electronic mail and the Canvas system](#) for class updates. Please check your e-mail and Canvas accounts daily so you can keep up to date. Update your Canvas notifications to alert you immediately of any announcements from class.

No Photos, Videos, Audio Recording:

Photos, videos and audio recordings (i.e., of any course material, other students, the TA, or the instructor) may not be taken in this class without explicit written permission of the instructor. Students who violate this rule will have their grade lowered and/or be removed from the course.

Academic Integrity/Anti-Plagiarism Policy

Academic honesty is expected of all students in any materials intended to be used for an academic evaluation, including, but not limited to: all examinations, papers, presentations, laboratory work, academic transactions, and records. The possible sanctions for academic integrity violations include but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification, and dismissal. For more information, [click here](#).

Plagiarism of any kind will not be tolerated. Students must take the exams independently without assistance from other students. Students may not submit papers written by persons other than themselves.

Disability and Special Accommodations

If you are a student with a disability and have need of assistance or special accommodations, contact [Student Accessibility and Inclusive Learning Services \(SAILS\)](#). Students requesting accommodations for a disability must register with SAILS, and must submit appropriate documentation to the instructor from SAILS. For more information, [click here](#).

Copyright

Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement. For more information, see the [Computer, Internet, & Electronic Communications Policy](#).

Disclaimer

The information provided in this syllabus (including the course requirements and tentative class schedule) 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/Canvas if/when any changes occur.

Course schedule under construction!

*Astericks indicate iClicker days

Date	Chapter & Topic	Assignment / Tasks
F 8/22	Course Welcome - Course Overview & Syllabus	Set up iClicker, get textbook, review syllabus, get familiar with Canvas
M 8/25	Ch 1 The study of human communication	
W 8/27	Ch 1 Communication models	
F 8/29	Ch 1	
		Ch 1 quiz due Sun. 11:59pm
M 9/01	Labor Day holiday - no class!	
W 9/03*	Ch 2 Identities *1st iClicker day	
F 9/05*	Ch 2 Identities	
	----->>	Ch 2 quiz & Learning Application 1 due Sun. 11:59pm
M 9/08*	Ch 3 Communicating & Perceiving	
W 9/10*	Ch 3 Communicating, Perceiving & Understanding	
F 9/12*	Ch 3 Factors Affecting Perception	
	----->>	Ch 3 quiz & Learning Application 2 due Sun. 11:59pm
M 9/15*	Ch 4 Verbal Communication	
W 9/17*	Ch 4 Verbal Communication	
F 9/19*	Ch 4 Verbal Communication Influences	
	----->>	Ch 4 quiz & Learning Application 3 due Sun. 11:59pm
M 9/22*	Ch 5 Nonverbal Communication	
W 9/24*	Ch 5 Nonverbal Communication	

F 9/26	Catch up & Exam 1 review	
	----->>	Ch 5 quiz due Sun. 11:59pm
M 9/29	Exam 1 Chs 1-5 In our classroom, no phones or other devices, hats, or headphones/earbuds. Bring your ID & a couple #2 pencils	
W 10/01*	Ch 6 Conversation	
F 10/03*	Ch 6 Conversational Influences	
	----->>	Ch 6 quiz & Learning Application 4 due Sun. 11:59pm
M 10/06*	Ch 7 Listening Styles	
W 10/08*	Ch 7 Listening & Gen Z	
F 10/09	No in-class lecture. Work on Learning Application 5	
	----->>	Ch 7 quiz & Learning Application 5 due Sun. 11:59pm
M 10/13	Fall break - no class!	
W 10/15*	Ch 8 Communication Across Cultures	
F 10/16*	Ch 8 Communication Across Cultures	
	----->>	Ch 8 quiz & Learning Application 6 due Sun. 11:59pm
M 10/20*	Ch 9 Close Relationships - theories & models	
W 10/22*	Ch 9 Friendships & Romantic Relationships	
F 10/24*	Ch 9 Conflict & Interpersonal Relationships	
	----->>	Ch 9 quiz due Sun. 11:59pm
M 10/27	Catch Up & Exam 2 review	
W 10/29	Exam 2 Chs 6-9 In our classroom, no phones or other devices, hats, or headphones/earbuds. Bring your ID & a couple #2 pencils	

F 10/31	No in-class lecture. Work on Learning Application 7.	
		Learning Application 7 due Sun. 11:59pm
M 11/03*	Ch 10 Small Group Communication in Your Life	
W 11/05*	Ch 10 Roles & Leadership	
F 11/07*	Ch 10 Small Groups & Problem-Solving	
		Ch 10 quiz & Learning Application 8 due Sun. 11:59pm
M 11/10*	Ch 11 Organizational Communication	
W 11/12*	Ch 11 Organizational Communication	
F 11/14*	Ch 11 Organizational Communication	
		Ch 11 quiz & Learning Application 9 due Sun. 11:59pm
M 11/17*	Ch 12 Rhetorical Communication	
W 11/19*	Ch 12 Rhetorical Communication	
F 11/21*	Ch 13 Mass Media & Communication	
	----->>	Ch 12 quiz & Learning Application 10 due Sun. 11:59pm
M 11/24*	Ch 13 Mass Media & Communication	
W 11/26	Ch 14 Communicating through Social Media	
F 11/28	Thanksgiving break! No class!	
	----->>	Ch 13 quiz due Sun. 11:59pm
M 12/01*	Ch 14 Interactive Media	
W 12/03	Exam 3 Chs 10-13 In our classroom, no phones or other devices, hats, or headphones/earbuds. Bring your ID & a couple #@ pencils.	

FRI 12/05	----->>	Due FRIDAY 12/05: Ch 14 quiz & Learning Application 11 11:59pm
M 12/08 9:50 am - 11:40 am final exam	Exam 4 Cumulative Chapters 1-14 In our classroom, no phones or other devices, hats, or headphones/earbuds. Bring your ID & a couple #@ pencils.	