

COM1000 Introduction to Communication Studies

Course Syllabus ~ Spring 2021

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Office Hours: Tuesdays 3:00-6:00 p.m. via Zoom Conferences; in office by appt

COURSE MEETING LOCATION & TIME

This is an online/web-only section of this course and does not meet face-to-face. All class activities are performed on Canvas.

COURSE DESCRIPTION & OBJECTIVES

This course introduces students to fundamentals of human communication. Emphasis is placed on helping students explore the many roles that communication plays in their daily lives. After an overview of basic terminology, principles and theories, the course focuses on: intrapersonal communication, perception and self-concept; culture and gender; interpersonal relationships; groups/teams, leadership and rhetorical discourse. Course readings and assignments are designed to help you:

1. Understand and explain the Communication Model and each of its elements.
2. Explain *communication competence*.
3. Understand basic concepts, theories and skills relevant to human communication.
4. Develop a greater awareness of the role of communication in intrapersonal, interpersonal and group/team interaction.
5. Develop a greater awareness of communication strengths and weaknesses in one's self and others.
6. Expand your understanding of intercultural communication.
7. Develop a greater awareness of the impact of cultural and social discourse on the individual.
8. Understand the key elements of a speech and formal speech outline.

COURSE MATERIALS

1 The **textbook** for this course is available free of charge at the following website:
<https://open.umn.edu/opentextbooks/textbooks/274>

2. Course assignments and additional readings are completed in **McGraw-Hill Connect: Communication 2.0**

How to Purchase McGraw-Hill Connect: This course participates in the UF All Access program. UF All Access will provide you with the required course materials digitally at a reduced price and the ability to pay using your student account. Login at the following website and **Opt-In** to gain access to your required course materials at: <https://www.bsd.ufl.edu/G1CO/IPay1f/start.aspx?TASK=INCLUDED>.

INSTRUCTOR & T.A. EXPECTATIONS

You should expect that Dr. Williams and Ms. Smith will:

1. Convey knowledge of and passion for course material.
2. Assign meaningful work that allows you to engage the course, its content and material.
3. Grade assignments and provide helpful feedback in a timely manner.
4. Reply to your emails within 48 hours.
5. Relate material in this course to your everyday life and relationships, as well as to relevant global, social, and political contexts.

STUDENT EXPECTATIONS

Students are expected to give themselves to and engage this course fully. If you do, you will gain invaluable knowledge and experiences that will forever influence the way you understand and communicate with yourself and others. To help accomplish this, you are expected to:

1. Complete and spend time contemplating the readings each week.
2. Complete and submit all assignments in advance of the due date.
3. Participate actively in all discussions and course activities.
4. Contribute positively to the classroom and group climates.
5. Take a self-motivated approach to the course, including personal accountability for your behavior and academic progress in the class.
6. Stay in contact with us throughout the semester. Communicate with us about the course, its content, about conflict in your life and how our course relates. Come to us, and let us help you, any time you have questions, problems or concerns related to your mastery of course objectives.

CANVAS REQUIREMENT

Check your UFL.edu email and our Canvas course site daily. All class functions are performed on Canvas. If you have computer/internet or Canvas-related problems or questions, contact the UF Computing Help Desk at (352) 392-HELP [4357], or email helpdesk@ufl.edu.

HONORLOCK REQUIREMENT

This course uses the HonorLock proctoring service for the Exams only.

New to HonorLock? Take the practice quiz to register and get familiar with the identification process (HonorLock uses your computer's camera/video and microphone during exams): [Honorlock Practice Quiz](#). The HonorLock student guide is provided on our Canvas site.

About Honorlock: Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. Honorlock is available 24/7 all you need is a computer, webcam, and a stable internet connection. You DO NOT need to create an account, download software or schedule a proctoring appointment.

Honorlock is very simple! All you will need to do is log into Canvas and click on the exam you need to take. You will be prompted to add the Honorlock Chrome Extension, which is required to take your quiz/exam. You are required to use Google Chrome as your browser. Then you will need to take a

picture, show your ID, and scan your room. Honorlock will be recording you VIA webcam and they will be recording your screen. They also have an integrity algorithm that can detect search-engine use, so do not attempt to cheat or look up answers, even if it is on a secondary device.

How to Get Started with Honorlock: You do NOT need to schedule an appointment with Honorlock in advance. You will need to use Google Chrome and download the Honorlock Chrome Extension. You can download the extension at www.honorlock.com/extension/install.

When you are ready to take your quiz/exam, log into Canvas, go to your Course, and click on your quiz/exam. When you click on "Take your Exam," you will start the authentication process before you begin your exam.

If you see a page asking for an access code, it means that you did not install the Honorlock Chrome Extension or you are not in Google Chrome.

24/7/365 Support is Available: If you encounter issues with Honorlock, you may contact them at (855) 828-4004, chat and/or email at support@honorlock.com.

COURSE ASSIGNMENTS--See Canvas for detailed descriptions

Introduction: Quiz, Post & HonorLock Practice Quiz

The [Introduction Quiz](#) is designed to help you find important information about this course and the assignments and to get you acquainted with the HonorLock proctoring system.

Adaptive Learning (AL) Assignments

Adaptive Learning assignments help guide students through the chapters and focus on key terms and concepts. ALs are completed on McGraw-Hill Connect.

Role Play (RP) Assignments

Role Play assignments are engaging and interactive assignments that place students in an online simulation experience to practice applying competent communication skills. RPs are completed on McGraw-Hill Connect.

Exams

There are three exams in the course. Each exam can be taken one time only and must be completed during the exam availability dates indicated on the course calendar. Exams are closed-book and closed-note, meaning that use of study aids of any kind are strictly prohibited while taking the exam. Exams are completed in Canvas and are proctored with Honorlock. The exams are timed (50-minutes max) and consist of multiple choice, multiple answer, matching, true/false, and/or written response questions. See the Course Calendar on our home page for a list of chapters associated with each exam. No make-ups or retakes are permitted; take the exams on a reliable computer with stable internet connection. Students are responsible for checking UF's online maintenance and outages schedule; plan to take the exams accordingly.

Discussion Assignments

Discussion assignments are completed on Canvas. You will complete ONE discussion assignment

per module. Each assignment requires that students make two posts: one Initial Post and one Response Post. See Canvas for details.

"READ & WATCH" ASSIGNMENTS

Although the "Read" and "Watch" assignments on McGraw-Hill Connect are not graded, students are expected to complete them in order to satisfy the COM100 reading requirements.

GRADES

Points:

225 = 3 Exams @ 75 pts each
120 = 8 Role Plays @ 15 pts
100 = 10 Adaptive Learning @ 10 pts
45 = 3 Discussions @ 15 pts
10 = Introduction Quiz
500 points possible

All assignments are due before 11:59 p.m. EST (just before midnight) on their respective due dates. No late work is accepted.

Plagiarism is not tolerated. Failure to adhere to these expectations will result in a "0" on the assignment and will be reported to the university, according to UF's honor code and student code of conduct. Seek assistance from your TA or the University Writing Program early in the semester if you need help meeting university-level writing and/or APA in-text citing expectations.

ASSIGNMENT LETTER GRADES & DESCRIPTIONS:

- A/A- Excellent! In addition to excellent quality and performance, work that earns an "A" exceeds minimum requirements and expectations.
- B+/- Very good! A grade of "B" indicates successful completion of all assignment requirements with little room for improvement. Please note that all minimum requirements must be satisfactorily completed to earn a grade of "B" or better. Writing skills and overall performance are above average.
- C+/- Good! A grade of "C" is the most commonly earned grade on course assignments. It indicates work in good standing. All minimum requirements are met, although some might need improvement. Writing skills are average to excellent.
- D+/- Passing...but below average. The assignment's minimum requirements are not met and/or quality of work is less than average.
- E Not passing. Minimum requirements are not met and quality of work is poor, or work displays plagiarism.

FINAL GRADES

Below is the percentage and point break-down for each letter grade. Please be advised that final letter grades are determined by the number of points earned, and I do not round up.

Letter Grade	Percentage	Letter Grade	Percentage
A	93.0 – 100 %	C	73.0 – 76.99 %
A-	90.0 – 92.99 %	C-	70.0 – 72.99 %
B+	87.0 – 89.99 %	D+	67.0 – 69.99 %
B	83.0 – 86.99 %	D	63.0 – 66.99 %
B-	80.0 – 82.99 %	D-	60.0 – 62.99 %
C+	77.0 – 79.99 %	E	0 – 59.99 %

Special Note Concerning Final Grades of Incomplete

A grade of “Incomplete” is given only to a student with extreme circumstances that prevent the student from completing course requirements during the semester in which s/he is enrolled. Please be forewarned that an “Incomplete” can only be given to a student who has completed at least 50% of the class and who is passing the course with a grade of “C” or better at the time the Incomplete is negotiated. See the University’s policy for more information.

Note: A grade of C- is not a qualifying grade for major, minor, Gen Ed, or College Basic distribution credit. For more information on UF's Grading Policy, see:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx#hgrades>

<http://www.isis.ufl.edu/minusgrades.html>

GENERAL COURSE POLICIES

ATTENDANCE AND LATE WORK POLICY

ATTENDANCE: Requirements for class attendance and make-up exams, assignments, and other work are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

FOR ONLINE SECTIONS: Attendance is not graded as class meets asynchronously.

LATE ASSIGNMENTS: All assignments are due to Canvas before 11:59 p.m. EST (before midnight) on their respective due dates. It is imperative that you plan ahead. Students are expected to **submit**

assignments at least one day in advance of the scheduled due date. It is your responsibility to be certain that your available internet access and computer are compatible with Canvas, Honorlock, our course videos, links, etc., and to do this well ahead of any online assignment due dates. Due to the online/asynchronous nature of this course, you should view deadlines as the latest possible moment when assignments will be accepted, and plan to work well ahead of all scheduled deadlines; no late work is accepted.

In the event of an extreme emergency that will prevent you from participating in class assignments for an extended period of time (e.g., hospitalization), please notify me as soon as possible to discuss options for a grade of Incomplete (for more about grades of Incomplete, see notes under “Final Grades”).

ACADEMIC INTEGRITY AND ACADEMIC MISCONDUCT

All submitted work during the course, written or oral, will be the student's personal, original work, with credit being given to sources used. If a student violates this understanding, evaluations of work must be affected accordingly and if necessary, adjudication will be processed by procedures approved by the University of Florida Honor Court.

STUDENT CONDUCT

The Dial Center for Written and Oral Communication strives for a classroom climate that is comfortable for all. Students are expected to behave according to the UF student code of conduct in their classes. This means treating their instructors and fellow classmates with respect. To ensure a positive learning environment, students should not: make complaints publicly (in front of other students); attack the instructor verbally, physically, or in written form; or express reactions in the classroom that would bring harm to other students. Failure to meet the UF code of conduct can impact a student's class participation grade or result in referral to the UF judicial office. Class atmosphere can be made or broken by the approach that students take to the challenges of the course. Students that support others, show good humor in the face of obstacles, show dedication in the face of setbacks, and show grace when others are not doing as well will help to create a positive communication climate.

In a communication class, it is especially important for each of us to:

- Display respect for all members of the classroom – including the instructor and students;
- Pay attention to and participate in all class sessions and activities;
- Avoid racist, sexist, homophobic or other negative language that may unnecessarily exclude members of our campus and classroom;
- 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.).

U Matter, We Care: Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 911.

IMPORTANT CONTACT INFORMATION:

U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit U Matter, We Care website to refer or report a concern and a team member will reach out to the student in distress.

Counseling and Wellness Center: Visit the Counseling and Wellness Center website or call 352-392-1575 for information on crisis services as well as non-crisis services.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the Student Health Care Center website.

University Police Department: Visit UF Police Department website or call 352-392-1111 (or 9-1-1 for emergencies).

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the UF Health Emergency Room and Trauma Center website.

DISABILITY AND SPECIAL ACCOMMODATIONS

Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact me privately, as soon as possible, so we can discuss accommodations necessary to ensure a successful and educational experience. It is your responsibility both to notify me and to make the first contact with the Disability Resource Center (DRC). Additionally, you must provide written documentation from the DRC at least one week prior to the date in which you are requesting accommodations. Accommodations for *flexible deadlines* will not exceed the 48-hour extension period designated for all assignment due dates listed in the official Course Calendar on the course Canvas home page.

Other resources are available at <http://distance.ufl.edu/getting-help>:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

RIGHT TO PRIVACY

The Family Educational Rights and Privacy Act (FERPA) ensures that your student records (for any students over 18 years of age) are kept confidential. I will not release your grades to anyone other than you or school officials who are given permission to view your progress. Anyone other than you (or an approved school official) may not request any information (beyond simple directory information) about you, your progress, or your status as a student in my class – this includes parents, partners, and other students. For more information, see the University of Florida website for The Family Educational Rights and Privacy Act (FERPA).

ACCEPTABLE USE OF COMPUTER SYSTEM

As a student in this class you're subject to the Acceptable Use Policies for UF's computer systems. Anyone violating these policies will receive an automatic grade of "E" for the course and will be referred to the University for Disciplinary Action as deemed appropriate by the University of Florida Honor Court.

CHANGES TO COURSE SYLLABUS/CALENDAR

I reserve the right to update or change portions of this course syllabus and calendar in order to make the class a better experience for everyone. This may be in response to suggestions from students, from my own observations, or as the result of requirements by the Department, College, or University. Changes will be posted to the course site on Canvas.

COURSE FEEDBACK

I welcome feedback about the course. If we wait until university evaluations at the end of the semester, I cannot make changes that will help you. I regularly ask the class for feedback and suggestions regarding the tests and assignments. Please share your thoughts with me in an open and constructive manner during the semester. You can make suggestions in class, with me privately during office hours, or via email.

OFFICIAL COURSE EVALUATION

“Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.”

QUESTIONS, CONCERNS, COURSE PROBLEMS

If you have any concerns regarding the course, contact me via e-mail immediately. I am always willing to assist you in any way that I can. However, please do NOT contact me for computer, internet and/or Canvas-related problems. Contact the UF Computing Help Desk at (352) 392-HELP [4357], or email to helpdesk@ufl.edu for these matters. Computers do act up, so plan ahead and give yourself plenty of time before deadlines to complete and submit your work.

[OFFICIAL COURSE CALENDAR: See Course Home Page for due dates.](#)